

Acknowledgement of Vendor Compliance Manual UPDATE 8.1.09

Vendor Name: _____ Vendor # _____

Wood Composite Requirements (CARB- California Air Resource Board)

- Requirements only applicable to products with wood composite construction.
- Improvement vendors are responsible for meeting the Improvement requirement due dates listed.
- Improvement vendors are responsible for compliance of the full regulation including materials, labeling and documentation.
- For the full CARB regulation summarized herein, please go to <http://www.arb.ca.gov/toxics/compwood/compwood.htm>

Advance Shipment Notice (ASN)

- All shipments (Domestic and Import) require a Advance Shipment Notice. **No faxed ASN's will be accepted. Please use the ASN form that is to be downloaded from www.ccsinc.com/improvements.htm and email to our warehouse as instructed. ASN's must be sent by EDI, Vendor Net or emailed through the New ASN Creator the same day the shipment leaves, to arrive 24 hours prior to delivery. ASN received same day as PO subject to compliance charges.**
- Your ASN must be 100% accurate and match the P.O.
- Only 1 ASN per container. One ASN may not be spread over multiple containers.

UCC-128 Case Labels

- Individual case label must be affixed to each master carton.
- The UCC-128 case label must be placed on the smallest side of the master carton.

Case Contents

- Case must contain only 1 SKU.
- Each item **MUST** be individually labeled with a product label with the Improvements SKU number and description.

Conveyable Case Boxes

- All cases must be conveyable unless size of item is outside conveyable range.
- All smaller cases must be master packed in a conveyable master case.
- No straps on conveyable cases.

Transportation

- Freight shipments must be shipped terms "collect."
- UPS shipments must use terms, Collect Billing and us our account number. (See Routing Guide)
- Correct carriers must be used for shipping point/merchandise type
- Overweight shipment must call Routing Department for specific instructions.
- Shipments must follow authorized weight, cube, and cartons.
- No unauthorized air shipment.
- Vendor must consolidate same day/destination shipments.
- Merchandise cannot be consigned to the wrong location.
- **Carton count and purchase order numbers must be present on Bill of Lading and match ASN.**

It is hereby acknowledged that the undersigned agree to comply with the requirements as outlined in the Improvements Catalog Vendor Compliance Manual. If purchase orders are shipped in any manner not in compliance with the Improvements catalog manual, the vendor will be responsible for all expenses incurred by Improvements Catalog. as a result of the non-compliance issue.

Please acknowledge your understanding by legibly completing this form, signing where indicated and returning the executed copy VIA fax or mail to the address below.

Company name/address/phone no.

Company Representative/Title

(Please print)

(Signature)

(Date)