



**Cornerstone Brands Inc and its subsidiaries, Cinmar, Frontgate,  
Grandin Road, Garnet Hill, Ballard Designs, and Cornerstone Services Inc**

**Vendor Setup Form and Guidelines**

**Revision 2/6/2023**

# Vendor Setup Form

*For regulatory purposes, all vendors must submit a W9 (Domestic) or W8 (International)  
Please submit a revised setup form immediately if you change any of the information below in the future*

Section 1

## GENERAL

Vendor legal name:

Business name/disregarded entity name (DBA):

\*If the Vendor's legal name requires each DBA to be setup as a separate vendor within CBI due to different PO contacts and addresses, please check this box

Vendor Group:

VENDOR GROUP CLASSIFICATION				
Inventory	Utility	Freight	Legal	Tax & Compliance
Service/Supply	Commission	Catalog	Lease	Royalty
Independent Contractor*	Agency*	Direct Delivery		

*\*Independent Contractors and Agencies are required to complete further paperwork with Qurate Legal*

Section 2

## ADDRESSES

Business

Street

City

Country/region

ZIP/postal code

Factor

Street

City

Country/region

ZIP/postal code

REMIT

Street

City

Country/region

ZIP/postal code

FOB

City

Country/region

Section 3

## CONTACT INFORMATION\*

Primary

Vendor name:

Vendor address:

Phone:

Email:

REMIT

Name:

Address:

Phone:

Email:

Section 4

## PAYMENT

Terms of payment:

Payment method:

*\*Please attach international banking and include Beneficiary name, bank, account number and SWIFT code*

Vendor's authorized signature for payment terms and deposits

Date

Internal Use Only

## APPROVALS – For Internal Use Only

Department Manager/Director signature

Date

VP Finance signature for non-standard terms

Date

## Vendor Setup Form Continued Additional Contact Information

Section 3: Continued\*

### CONTACT INFORMATION

Sales

Name:

Address:

Phone:

Email:

Quality Control

Name:

Address:

Phone:

Email:

Shipping

Name:

Address:

Phone:

Email:

Vendor Agent

Name:

Address:

Phone:

Email:

Purchase order

Name:

Address:

Phone:

Email:

Factor

Name:

Address:

Phone:

Email:

Web support

Name:

Address:

Phone:

Email:

Delivery (for COM orders. Vendor/Invoice Acct )

Name:

Address:

Phone:

Email:

## Vendor Setup Guidelines

**Section 1: GENERAL** - please reference W9 for Domestic vendors or W-8BEN-E for International vendors. These forms must be submitted with the vendor setup/maintenance request forms.

- Vendor legal name
  - Vendor legal name (as shown on your income tax return) must match line 1 on W-9 for Domestic vendors
  - Vendor legal name must match line 1 on W-8BEN-E for International vendors
- Business name/disregarded entity name (DBA)
  - Business name/disregarded entity name, if different from above, must match line 2 on W-9 for Domestic
  - Business name/disregarded entity name receiving the payment must match line 3 on W-8BEN-E for International
    - If the Vendor's legal name requires each DBA to be setup as a separate vendor within CBI, please check the box. This indication will allow CBI AP to setup each DBA, but payment is sent to the Vendor's legal name. Only check this box if each DBAs have different purchase order contacts and addresses.
- Vendor Group
  - Please indicate on the vendor setup form which group the vendor will be classified.

**Section 2: ADDRESSES** – please fill out each address section. If you have multiple FOBs, please submit a listing with the vendor setup form.

- Business
  - Physical address of the business
- REMIT
  - Address where payments need to be sent
- Factor
  - This is a third party that will be paid instead of the vendor
- FOB
  - Freight on board – the port where liability and ownership are transferred to CBI

**Section 3: CONTACT INFORMATION** – please fill out each contact information, which is continued onto the second page of the vendor setup form.

- Primary
  - Vendor name, address, phone, and email address
- REMIT
  - Name, address, phone, and email address
- Sales
  - Name, address, phone, and email address
- Purchase order
  - Name, address, phone, and email address
- Quality control
  - Name, address, phone, and email address
- Factor
  - Name, address, phone, and email address
- Shipping
  - Name, address, phone, and email address
- Web Support
  - Name, address, phone, and email address
- Agent
  - Name, address, phone, and email address

**Section 4: PAYMENT** – please reference the below to indicate on the vendor setup form which terms of payment were agreed upon and the payment method.

- Terms of payment
  - International vendors should have **60P** (TT60). This is the designated standard terms for any Cornerstone Brands Inc or its subsidiaries including Cinmar, Frontgate, Grandin Road, Garnet Hill, Ballard Designs, and Cornerstone Services Inc. With these terms, 100% payment will be sent to the vendor 60 days from the invoice date. With being a prepayment, it is required to provide a valid form of bill of lading. We do not accept DRAFTS.
  - Domestic vendors have two options of standard terms
    - **Net 60**
      - Inventory payments will be sent to the vendor once the goods are received at the warehouse and the 3-way matching can be completed. The due date on the invoice will either be 60 days from the invoice date or when the invoice is matched and released for payment after the due date.
      - Non inventory payments will be sent to the vendor 60 days from the invoice date.
    - **2% 10 Net 60**
      - Inventory payments will be sent to the vendor once the goods are received at the warehouse and the 3-way matching can be completed. The due date on the invoice will either be 60 days from the invoice date or when the invoice is matched and released for payment after the due date. If paid within 10 days of the invoice date, a discount of 2% will be taken.
      - Non inventory payments will be sent to the vendor 60 days from the invoice date. If paid within 10 days of the invoice date, a discount of 2% will be taken.
  - Other – negotiated terms not listed above and available for use within CBI or its subsidiaries. Any terms in this section will require VP of Finance approval for non-standard terms.
- Payment method – there are three available payment methods at CBI: a physical check, an international wire, and an electronic ACH payment via Bank of America’s PayModeX.
  - Check
    - Only domestic vendors can be paid by check. Payment will be sent to a business address in the US.
  - PayMode X
    - Only domestic vendors can be paid by PayModeX. See Domestic Electronic Payments below.
  - International wire
    - Only international vendors can be paid by int’l wire. Payment will be sent to a non-US bank and will need to complete the International Wire Payments form below.
- Vendor’s authorized signature for payment terms and deposits
  - Vendor’s signature is required prior to setting up the vendor’s account to get invoices processed and paid.

## Cornerstone Brands Inc International Wire Payments

This document outlines Cornerstone Brands Inc and its subsidiaries' requirements for international vendors' wires. Cornerstone Brands, Inc consists of subsidiaries, Cinmar, Frontgate, Grandin Road, Garnet Hill, Ballard Designs, and Cornerstone Services Inc.

Cornerstone Brands requires all international vendors to be paid by wire using international banking. Payment will only be sent to a non-US bank and this form is required to be attached to the vendor's vendor setup form.

*Please submit a revised setup form immediately if you change any of the information below in the future*

PAYMENT INFORMATION	
Payment Method	International Wire*
<p><i>*Wire/Payment Banking Instructions: I hereby authorize Cornerstone Brands, Inc to deposit any amounts owed to me by initiating credit entries to my account at the Financial Institution indicated below. I also authorize the Financial Institution to accept and credit any credit entries initiated by said company. If said company deposits funds erroneously into my account, I authorize them to debit my account not to exceed the original amount of the credit. This authorization is to remain in force and effect until brand has received written notice from the vendor of its termination.</i></p>	
BENEFICIARY NAME:	
FINANCIAL INSTITUTION:	
ACCOUNT NUMBER:	
SWIFT CODE:	
<b>X</b>	
Vendor's Authorized Signature for Payment Deposits	Date

## **Cornerstone Brands Inc**

### **Domestic Electronic Payments**

This document outlines Cornerstone Brands Inc and its subsidiaries' requirements for domestic vendors' electronic ACH payments from PayMode®. Cornerstone Brands, Inc consists of subsidiaries, Cinmar, Frontgate, Grandin Road, Garnet Hill, Ballard Designs, and Cornerstone Services Inc.

Cornerstone Brands has chosen Bank of America's PayMode to make electronic ACH payments to domestic vendors and suppliers. Domestic vendors will work directly with PayMode to enroll. Participation in this initiative will yield many benefits to the vendor:

- **Fits with existing systems and banking practices** – PayMode requires no purchase of software, no modifications to your existing accounts receivable systems, and no changes to your bank or bank accounts.
- **Includes detailed remittance information** –
  - PayMode enables delivery of digital remittance information along with the payment for easier reconciliation.
  - Digital remittance information can be provided to the vendor in one of three methods:
    - An ACH credit with a CTX
    - On-line download options available through the PayMode application
    - Direct Accounts receivable integration with PayMode creating an output file that meets the vendor specifications
- **Saves time and money** –
  - PayMode reduces the labor, hassle, expense, and risk associated with checks and other traditional payment methods via an electronic ACH payment with immediate funds availability.
  - There is no charge to receive a payment from us via PayMode
- **Security**
  - PayMode utilizes the highest levels of encryption and electronic security available
- **Better control and predictability of cash flow**
  - Tracks inbound payments in real time to better manage available cash and working capital
  - Electronic payments through PayMode provide cash flow benefits by eliminating mail and paper check float.
  - An e-mail is sent by PayMode to the vendor when the funds are deposited into their bank account
- **History of payments** – A detailed history of all PayMode payments from Cornerstone Brands, Inc. will be at your vendor's fingertips on the PayMode website.
- **It is easy to sign up and get started** – Enrollment in PayMode is simple and takes less than ten minutes. You can enroll online at <https://www.bankofamerica.com/paymode/cornerstone> today.
  - Receiving payments, creating reports for viewing, updating account information and enrolling is all accomplished on-line via the above secure PayMode website
    - Required information to complete the enrollment includes:
      - EIN number
      - Bank transit routing number and Bank account number
      - Company profile data such as address and phone
  - PayMode vendor enrollment staff are available M-F, 8 am to 5 pm, ET to assist with the enrollment if the vendor prefers – toll free, 866-252-7366
- **Customer Support**
  - PayMode live customer support is available 8 am to 8 pm ET
  - Toll free 877-443-6944
  - Links to access Customer Support via email are on every screen of the PayMode application

## Cornerstone Brands Inc Vendor Invoice Requirements - **Inventory**

This document outlines Cornerstone Brands Inc and its subsidiaries' requirements for submitting invoices for payment. Cornerstone Brands, Inc consists of subsidiaries, Cinmar, Frontgate, Grandin Road, Garnet Hill, Ballard Designs, and Cornerstone Services Inc.

These requirements are necessary to process your invoices accurately and timely. Failure to comply with these requirements will delay the issuance of payment. The preferred method to receive invoices is by email. Please send to the correct Brand AP email address listed below.

All invoices submitted must be original documents (***account statements, quotes, estimates, acknowledgements, order confirmation and sales orders are not acceptable***) and contain the following information:

- Invoice number
- Invoice Date
- Purchase Order Number
  - Include only one purchase order per invoice. Multiple P.O.'s on an invoice will not be accepted.
- Breakdown of Brand's item number, description, color & size
  - Number of units per style
  - Unit Cost per style
  - Total Cost per style
  - Total Quantity of units shipped
  - Total Cost of invoice
- Cost, Extended Cost and Total Amount of Invoice
- Vendor company name, mailing address, phone number and email address
- Remittance Name, Address, and Phone Number
- Factor name, mailing address, phone number (if applicable)

Ballard Designs – [bd-ap@cornerstonebrands.com](mailto:bd-ap@cornerstonebrands.com)

Cinmar/Frontgate/Grandin Road – [cinmar-ap@cornerstonebrands.com](mailto:cinmar-ap@cornerstonebrands.com)

Cornerstone Brands Inc – [cbi-ap@cornerstonebrands.com](mailto:cbi-ap@cornerstonebrands.com)

Cornerstone Services Inc – [csi-ap@cornerstonebrands.com](mailto:csi-ap@cornerstonebrands.com)

Garnet Hill – [garnet-ap@cornerstonebrands.com](mailto:garnet-ap@cornerstonebrands.com)

Inventory and Direct Delivery invoices should be invoiced through SPS and do not need to be sent to Accounts Payable unless a valid form of Bill of Lading is required.

## Cornerstone Brands Inc Vendor Invoice Requirements – **Non Inventory**

This document outlines Cornerstone Brands Inc and its subsidiaries' requirements for submitting invoices for payment. Cornerstone Brands, Inc consists of subsidiaries, Cinmar, Frontgate, Grandin Road, Garnet Hill, Ballard Designs, and Cornerstone Services Inc.

These requirements are necessary to process your invoices accurately and timely. Failure to comply with these requirements will delay the issuance of payment. The preferred method to receive invoices is by email. Please send to the correct Brand AP email address listed below.

All invoices submitted must be original documents (***account statements, quotes, estimates, acknowledgements, order confirmation and sales orders are not acceptable***) and contain the following information:

- Invoice number
- Invoice Date
- Cost, Extended Cost and Total Amount of Invoice
- Vendor company name, mailing address, phone number and email address
- Remittance Name, Address, and Phone Number
- Factor name, mailing address, phone number (if applicable)

Ballard Designs – [bd-ap@cornerstonebrands.com](mailto:bd-ap@cornerstonebrands.com)

Cinmar/Frontgate/Grandin Road – [cinmar-ap@cornerstonebrands.com](mailto:cinmar-ap@cornerstonebrands.com)

Cornerstone Brands Inc – [cbi-ap@cornerstonebrands.com](mailto:cbi-ap@cornerstonebrands.com)

Cornerstone Services Inc – [csi-ap@cornerstonebrands.com](mailto:csi-ap@cornerstonebrands.com)

Garnet Hill – [garnet-ap@cornerstonebrands.com](mailto:garnet-ap@cornerstonebrands.com)

Our ***preferred*** method to receive invoices is by ***email***.