

Cornerstone Brands Inc

Vendor Invoice Requirements

This document outlines Cornerstone Brands Inc and its subsidiaries* requirements for submitting invoices for payment. These requirements are necessary in order to process your invoices accurately and timely. Failure to comply with these requirements will delay the issuance of payment.

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 (number must be unique)
- 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 (must be in US Dollars)
- Vendor company name, mailing address, phone number and email address (recommended)
- Remittance Name, Address, and Phone Number
- Factor name, mailing address, phone number (if applicable)

*Cornerstone Brands, Inc consists of subsidiaries, Cinmar, Frontgate, Grandin Road, Garnet Hill, Ballard Designs, Ryllace, and Cornerstone Services Inc.

Our preferred method to receive invoices is by email. Invoices received by postal mail will take longer to process.

Drop Ship invoices are invoiced through VendorNet and do not need to be sent to Accounts Payable unless it's a canceled order, miscellaneous charges or stock order

Ballard Designs – bd-ap@cornerstonebrands.com

Cinmar/Frontgate/Grandin Road – cinmar-ap@cornerstonebrands.com

Cornerstone Brands Inc – cbi-ap@cornerstonebrands.com

Cornerstone Services Inc – csi-ap@cornerstonebrands.com

Garnet Hill – garnet-ap@cornerstonebrands.com

Ryllace – ry-ap@cornerstonebrands.com