



FLOOR READY MANUAL

November
2012



Vendor Floor Ready Manual

INTRODUCTION

ShopKo Stores, Operating Co., LLC
700 Pilgrim Way
Green Bay, WI 54307

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Dear Vendor:

ShopKo continues to have problems with selected vendors shipping product into ShopKo stores with competitors tickets and/or competitors packaging. This is not acceptable.

This is serious and will not be taken lightly. Not only does this clearly present a liability issue but also more importantly, it is a huge customer loyalty and credibility problem. We need to eliminate this continued non-compliance issue. In order to accomplish this, we will initiate the actions listed below:

1. ANY and ALL vendors that ship product with competitors tickets and/or competitors packaging will be assessed a Floor Ready Non Compliance charge of \$1,000. Each subsequent infraction will result in an additional \$1,000 charge added to the initial charge; i.e. the second infraction will result in a \$2,000 chargeback. (Regardless of quantity shipped).
2. If a vendor has 3 or more incidents, ShopKo will review its current business relationship; this review could result in termination of the partnership.

We cannot express strongly enough the importance of a partnership with your company. Our vendors must be committed to adhering to ShopKo's standards. If you have any reservations regarding your company's ability to comply with ShopKo's standards, it is imperative that you call immediately to discuss those reservations.

Sincerely,

Tom Abbott
Senior Vice President
Private Brand & Trend Division

Shopko Supplier Help Desk (skofldr@shopko.com)

Dear Valued Vendor:

Over the past several years ShopKo, with the support of our vendor partners, has achieved a Floor Ready Compliance of over 99% in Apparel. ShopKo thanks our vendor partners committed to this initiative and who have made this achievement possible.

A key element of developing a strong partnership and achieving this goal is clear communication. As such, we have revised our Floor Ready Manual to include the most recent changes to our requirements. The ShopKo Floor Ready Manuals may be found on ShopKo's web site, www.ShopKo.com.

Floor Ready requirements described in detail in this manual include:

- UPC
- Hangtag
- Hangers
- Garment Labeling
- CPSIA Tracking Labels for Children's Apparel
- Sizing Standards
- Size Clips
- Folded Garment Requirements
- Price Tickets
- Trash Free Packaging
- Private Brand Packaging

We urge you to carefully study this manual and understand all costs involved. You, our vendor, are responsible for including the cost of Floor Ready in your initial quotes to Buyers. Non-compliance to these standards is not an alternative.

This manual was developed to be easily inserted into a standard 3 ring binder. **DISCARD ALL PREVIOUS COPIES YOU MAY HAVE OF SHOPKO'S FLOOR READY MANUAL AS THEY ARE NOW OBSOLETE.**

Please keep in mind, all vendors are required to supply ShopKo with labels, hangtags, hangers, packaging, cartons, polybags, etc that comply with the various State heavy metals in packaging laws.

Thank you for your continued support and compliance in this matter.

Sincerely,

Lola Thomson
Manager of Vendor Compliance