

SHOPKO®

Vendor Partnership Manual

Section 2 – Vendor Setup

What's New

*Changes have occurred since our last update in
January 2018*

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1. Vendor's Acknowledgement

The Vendor Acknowledgement is a form Shopko requires all new vendors to complete, sign, and return prior to vendor set up. Please return this Vendor Acknowledgement to us at the address indicated on the form. This form, along with all other forms necessary for vendor set up, can be found on our website at

<http://www.shopko-vendors.com/vendors-new-vendor/>

2. EDI Trading Partner Profile

The EDI Partner Profile must be completed and returned with the information related to the set up of your company's partnership with Shopko. Failure to complete this form in the set up process will result in delaying the EDI implementation plan. Complete information concerning Shopko's EDI requirements can be found in Chapter 6 of this manual. This form, along with all other forms necessary for vendor set up, can be found at

<http://www.shopko-vendors.com/vendors-new-vendor/>

3. Initial Setup Form

The Vendor Setup Form must be completed for all new vendors.

The vendor should provide accurate address information to ensure that purchase orders, merchandise returns, correspondence and checks are sent to the correct address. Multiple addresses for each type are allowed. However, multiple Pay-to addresses must be reviewed with Accounts Payable prior to setup.

Vendor Setup Form Instructions

- This form must be filled out electronically
- All areas of this form must be completed for a new vendor and submitted to MPS@shopko.com
- If additional vendor addresses are needed, use a second form

This form, along with all other forms necessary for vendor set up, can be found on our website at <http://www.shopko-vendors.com/vendors-new-vendor/>

Any changes to these forms must be submitted in writing to the appropriate department. See *Notification of Changes*

- A 10 digit vendor number will be assigned to each vendor to identify them within the system.
The first 7 numbers represent a corporation
The last 3 numbers could represent a division with the corporation
- The corporate vendor number is required for EDI invoice transmissions
- The vendor number appears on all checks and should be referred to when corresponding with Accounts Payable
- Verify the Pay-To Information at the top of the page for accuracy; this is where checks will be sent
- Is your account factored? If yes, your corporate name remains the same but the name and address of the factor should be included in the Pay-To Information section of the Vendor Setup Form.

For Private Brand and Non-Private Brand Vendors

- If you are a vendor producing private label or non-private label via direct Import (L/C), then you are required to test those products. Please see Section 8 (Product Regulatory & Quality) for laboratory testing requirements.
- Please note: no private label items or direct Import non-private label items will be allowed to ship unless testing approval is issued by Shopko Product Regulatory & Quality.

4. FOB Analysis Form

The FOB Analysis form is used to provide shipment information for an average shipment that will be moving from your shipping facility to the Shopko DCs. Included in the Excel template form are instructions tab and a tab to complete for each Shopko DC.

This form, along with all other forms necessary for vendor set up, can be found on our website at:

<http://www.shopko-vendors.com/vendors-new-vendor/>

5. Indemnification Agreement

The Indemnification Agreement must be completed and submitted along with the Vendor Setup Form. This form, along with all other forms necessary for vendor set up, can be found on Shopko's website at

<http://www.shopko-vendors.com/vendors-new-vendor/>

The original ballpoint pen signed form must be sent to your Shopko buyer.

6. Certificate of Insurance

A Certificate of Insurance is required and must be submitted with the Vendor Setup form.

*** Please note: General Liability Occurrence Limits must be at least \$2,000,000 and Shopko Stores Operating Co., LLC, and its affiliates must be named as an additional insured.**

This form (required for vendor setup) and an example of the form, can be found on Shopko's website at <http://www.shopko-vendors.com/vendors-new-vendor/>.

Upon expiration of your existing insurance, a new form is required.

This form should be mailed to the following address:

Shopko Stores Operating Co., LLC
Insurance Compliance
PO Box 12010-SP
Hemet, CA 92546-8010

7. Vendor Allowance

Vendor Allowance is a program by which vendors financially support and help drive sales of their products at Shopko stores. Detailed information concerning this program is found in Section 16 of this manual. One of the forms most commonly used by vendors for this program is the Vendor Terms/Allowance Agreement. The Buyer completes this form and sends it to the vendor for a signature.

8. Sensormatic Electronic Article Surveillance (EAS)

Sensormatic Electronic Article Surveillance (EAS) is installed in all Shopko stores.

Our objective is to have manufacturers and/or suppliers to participate in Shopko's Source Tagging Program. Shopko's Source Tagging Program requires the EAS label to be applied into the packaging or inside the product. This typically occurs at the point of manufacturing, packaging, or distribution.

Both retailers and manufacturers have already realized many of the benefits associated with source tagging, which include:

- Increased sales through the open merchandising of high theft products.
- Ability to gain market share and increased shelf space.
- Ability to gain a competitive advantage.
- Protect theft risk items.
- Ensure product availability by deterring theft.
- Greater sales and profits.

Source Tagging Forms and information concerning Vendor Source Tagging can be found in Section 17 of this manual. If you, the vendor, have any further questions concerning EAS, please contact your Shopko buyer for more information.

9. E-Commerce Drop Ship Agreement

The E-commerce Drop Ship Agreement is a form Shopko requires all E-commerce Drop Ship Program vendors to complete, sign and return prior to vendor set up. By signing this form, vendor agrees to comply with the terms, conditions, requirements, and expectations as set forth in the E-Commerce Drop Ship Terms section of the Shopko Vendor Partnership Manual. For complete details, please see Chapter 18 of this manual. Please return this form along with your vendor set up packet. This form, along with all other forms necessary for vendor set up can be found on our website at

<http://www.shopko-vendors.com/vendors-new-vendor/>

10. Furniture Compliance Agreement

The Furniture Compliance Agreement is a form Shopko requires all Furniture vendors to complete, sign and return prior to vendor set up. By signing this form, vendor agrees to comply with the terms, conditions, requirements, and expectations as set forth in the Section 19; Furniture Standards Guide of the Shopko Vendor Partnership Manual. Please return this form along with your vendor set up packet. This form, along with all other forms necessary for vendor set up can be found on our website at <http://www.shopko-vendors.com/vendors-new-vendor/>.

11. Notification of Changes

Vendor Information is maintained by different departments. Listed below are the departments and the information they are responsible for updating.

11.1 Accounts Payable Vendor Setup

Vendorsetup@shopko.com

FAX (920) 429-5223

- Vendor Number
- Vendor Name
- Payment Terms (with prior approval of Merchandise Buyer)
- Pay-to Address
- Correspondence Address (related to claims or Accounts Receivable issues)

NOTE:

It is important that Accounts Payable Vendor Setup be notified in writing immediately for any of the following types of changes:

- changes to the Pay-To Address
- when checks are to be sent to a Factor
- when checks should no longer go to a Factor (requires a written release from the Factor)
- when you are changing from one Factor to another Factor (requires a written release from the present Factor)
- changes to the company name (also notify the appropriate Buyer)

11.2 Merchandise Buyer and Inventory Manager

(920) 429-2211 (or the appropriate direct number)

- Purchase Order Address
- Ship From Address
- Salesperson Address
- Order Information
- Freight Information
- Correspondence Address (related to Corporate mailing)

11.3 Reverse Logistics

FAX (920) 338-2649

- Defective Return Information
- Defective Return Address

Any changes to your vendor information should be submitted in writing to the appropriate department.

12. Who to Contact

Vendor Setup	vendorsetup@shopko.com
Imports	920-429-4442 mary.blindauer@shopko.com
Private Brand & Trend	mps@shopko.com
Product Regulatory & Quality <i>(Includes product testing, product inspections, and factory approvals for Shopko Private Label & Direct Import vendors.)</i>	920-429-7496 lola.thomson@shopko.com
Insurance	rskmgmt@shopko.com
EDI	edi@Shopko.com
Reverse Logistics Area Manager	920-337-2880
Merchandise Buyer and Inventory Manager	920-429-2211 "0" for the operator
Vendor Allowances	vendorallowance@shopko.com