



## Evine: Quick Start Guide

The purpose of the Quick Start Guide is to outline, at a very high-level, the various process steps associated with being a Evine vendor, and delivering product on-time to Evine. In addition, information is provided on basic requirements that are common to the various product categories. For more detailed information, please review the Evine Vendor Manual ("VM"):

[https://www.evine.com/p/cc/vendor/vendor\\_steps?title=vendor\\_steps&dt=5&ft=0](https://www.evine.com/p/cc/vendor/vendor_steps?title=vendor_steps&dt=5&ft=0)

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DATE/REVIEWED	TOPIC	STEPS AND REQUIREMENTS	VENDOR MANUAL REFERENCE
<input type="checkbox"/> _____	1. Vendor Approval	Submit required information to the merchant.	Chapter 1
<input type="checkbox"/> _____	2. Vendor Website	Using the email address and password provided to you after Vendor Approval, review all relevant material on the vendor website ( <a href="http://www.evine.com/vendor">http://www.evine.com/vendor</a> )	Chapter 1
<input type="checkbox"/> _____	3. Drop Ship Set-Up (if applicable)	Submit required information. Arrange for CommerceHub set-up.	Chapter 12
<input type="checkbox"/> _____	4. Guest Approval	Submit application, head shot, video. Guest Training Class	Chapter 17, section 4
<input type="checkbox"/> _____	5. Product Selection and Negotiations	Present unique, compelling, demonstrable products to your merchandising contact.	
<input type="checkbox"/> _____	6. Vendor (Product) Data Sheets ("VDS")	Provide detailed product information using the Vendor (Product) Data Sheet ("VDS") provided to you by your merchandising contact.	Chapter 5
<input type="checkbox"/> _____	7. Advertising Claims Substantiation	For applicable "claims-laden" products (e.g. health & beauty), submit Claims Review Packet and scientific studies and analyses to substantiate claims.	Chapter 6
<input type="checkbox"/> _____	8. Purchase Order Issuance	Provide merchant with accurate and complete information, especially inventory availability date, so that the PO information is correct.	
<input type="checkbox"/> _____	9. Purchase Order Acknowledgement	Notify merchant immediately if any information on the PO is incorrect, especially the PO Due Date.	

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<input type="checkbox"/> _____	10. Pre-Shipment QA Approval Samples (as distinct from “buyer consideration samples”) must be exactly representative of the goods that will be shipped to Evine’s Fulfillment Center (or that will be shipped directly to customers, for drop-shipped merchandise) in all respects, including but not limited to the following: design, materials, construction, appearance, measurements, color, features, packaging, labeling and inserts.	Evine either issues a “no-charge” Sample PO for pre-shipment samples, or provides detailed instructions on submitting "Pre-Shipment Approval Samples". These Samples are to be shipped to the attention of your merchandising contact.	Chapter 5
	11. Individual Selling Unit Packaging	All products must be packaged using appropriate materials and methods such that the risk of damage to the product is minimized or eliminated. Products must be packaged to sustain the hazards that can be encountered during handling and transit from the factory to Evine and then to the ultimate consumer. In addition to protecting the product, the packaging must present the product in an appealing manner.	Chapter 7 NOTE: See also "Quick Start Guide for Shipping to Evine", in addition to the Vendor Manual, for more detailed information.
<input type="checkbox"/> _____	12. General Requirements:	The sample must conform to Evine’s requirements.	Chapter 3 et al
	Item Labeling		
	Care and Use Instructions; Inserts (Spelling, Grammar, etc.)	Country of Origin, Sizing, Contents, Hallmarks, Trademarks, Fiber Content, etc.	
	Materials & Construction		
	Assembly and Functionality		
	Regulatory Compliance		
<input type="checkbox"/> _____	13. QA Status	Goods cannot be shipped to Evine (imports) or received by Evine (non-imports) unless and until the First-Piece Samples have been evaluated and accepted (or conditionally-accepted).	Chapter 5
<input type="checkbox"/> _____	14. SKU Labeling and Bar Coding	Each and every SKU shipped to Evine must possess, on the same label, both (a) An accurate and complete Evine Part Number (SKU#) in a human-readable format; and (b) An accurate and complete (16- to 20-characters, including dashes) machine-readable bar code in the C128 format. One source of SKU/Bar Code labels is Verified Label, 800-764-6110, customerservice@verifiedlabel.com.	Chapter 8
<input type="checkbox"/> _____	15. Master Cartons and Pallets	Master Cartons and pallets are often required, and must be properly labeled	Chapter 9

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<input type="checkbox"/> _____	16. Overseas Inspection ("OSI")	Direct imports, proprietary brands, and large PO's often require Overseas (or Off-Site) Inspection	Chapter 11
<input type="checkbox"/> _____	17. Shipping to Evine – Imports	Vendors, or their factories, must make a Booking Request with the Evine-authorized freight forwarder prior to the Final Ship Date as defined in the Special Instructions section of the Purchase Order, at least twenty-five (25) calendar days prior to the Final Ship Date. (For Air Cargo, the Booking Request must be made fourteen (14) calendar days prior to the Evine "need-by" date. Contact Transportation Manager at (952) 943-6620 for assistance.	Chapter 10
<input type="checkbox"/> _____	18. Shipping to Evine – Domestic	Contact the Evine Inbound Department at (270) 780-1407 or <a href="mailto:freightscheduling@evine.com">freightscheduling@evine.com</a> to schedule a dock appointment. (Not required for small parcel shipments, e.g. FedEx and UPS).	Chapter 10
<input type="checkbox"/> _____	19. QC Inspection	Unless goods had an Overseas Inspection, the PO receipt is subject to QC inspection, using statistical acceptance sampling (ANSI/ASQ Z1.4, General Level II, with AQL varying based on product type).	
<input type="checkbox"/> _____	20. Vendor Violations	Evine will assess Chargebacks is to recover incremental costs, including "opportunity costs", associated with non-compliance. Chargebacks do not represent a "profit center". Evine would strongly prefer NO non-compliance and hence NO Chargebacks.	Chapter 13
<input type="checkbox"/> _____	21. Customer Returns	Our policies with respect to customer returns generate incremental sales and margins that exceed the costs related to customer returns. These benefits accrue to both Evine and its vendors. We therefore expect and require that our vendors participate in some of the costs related to customer returns. Unless other arrangements have been agreed to in writing by an officer of Evine, non-restockable customer returns ("non-RTS") shall be returned-to-vendor ("RTV"), with the current average cost of such RTV'ed non-RTS inventory, and the cost of return freight, being deducted from a future invoice payable to the vendor.	Chapter 14
<input type="checkbox"/> _____	22. Returns-to-Vendor ("RTV's")	Evine will contact the vendor for Return Authorizations. Responsibility for the freight costs depends on the type of RTV.	Chapter 14
<input type="checkbox"/> _____	23. Re-Orders	Merchandise that is re-ordered must be exactly the same, in all respects, as the initial PO Receipt.	