

## ***How to use this Manual***

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### **OVERVIEW**

Eddie Bauer has built a reputation over the years as a high-end retailer with a philosophy of offering exceptional service, selection, quality, and value. Eddie Bauer considers the communication and understanding of our requirements and performance standards to be a critical element in the guarantee of our motto and creed. Our goal is to partner with our vendors to create merchandise that meets our customers' expectations, our policies and all legal requirements. Following the procedures and policies in this Manual will minimize chargebacks, product quality issues and any importing or distribution center processing delays. **All vendors are required to comply with and distribute relevant portions of this manual to persons within their company responsible for production of Eddie Bauer products.**

The Eddie Bauer Global Sourcing Vendor Compliance Manual (GSVCM) and website is the vehicle by which we communicate these standards. The manual, read together with the Product Specification Packages specific to each style, contains information on all major issues impacting your production of Eddie Bauer products, including: general business policies, product packaging, packing and carton requirements, quality assurance, shipping and routing, accounts payable, and Eddie Bauer International licensee guidelines. Please contact your designated Eddie Bauer Representative should you have any questions regarding your product.

Note: Our International licensees - Eddie Bauer Germany and Eddie Bauer Japan - have separate and unique requirements. Refer to the International Licensee Guideline section for vendor compliance information specific to these businesses.

This site can be navigated by clicking on the links provided.

**Please do not bookmark any files within the Manual as you will experience issues logging in.**

### **UPDATES**

When you log in to the GSVCM, you will first be directed to an UPDATES page – **please** review this page and any identified sections of the GSVCM for updates or new content that may impact your production and shipping of and billing for Eddie Bauer products. Each section will be identified with the date of the last revision if changes have occurred. You are responsible to ensure you are producing product that meets all of our current policies and guidelines.

### **NOTICE OF DISCLAIMER**

This Manual is intended as a general guide and may not be applicable to all situations. Should you have questions regarding any details, please do not hesitate to consult with your designated Eddie Bauer representative. Please note that the Manual is not intended as a substitute for qualified legal advice or guidance in dealings with government authorities. Eddie Bauer is not responsible for your reliance on any information contained in or omitted from the manual, the accuracy of such information and/or the consequences of any action you or any person takes or fails to take, whether or not based on information provided by or as a result of the use of the manual.

If you have any questions regarding the navigation of the GSVCM website, please email **mitch.winter@eddiebauer.com** regarding your issues.