

**Bluestem Brands – Irvine, Pa**  
**Vendor Manual Update**  
**October 2019**

Dear Supplier Partner,

Bluestem Brands Inc. Distribution Center in Irvine, Pa has posted an update to the previous vendor manual that was dated Sept 2018. You are receiving a copy of the updated manual along with this highlights document. The manual is also posted on our website which can be accessed from this link below.

<http://orchardhomeservices.com/vendor-relations/>

All vendors are responsible to fully review and meet the requirements within the latest version of the Vendor Manual. Although the below bullet points list the core updates and call out's, we recommend you take the time to review the updated manual in full to make yourself familiar with any changes before shipping to the Irvine, Pennsylvania Distribution Center.

**EXPENSE OFFSETS**

- In Full shipping program in effect starting with Purchase Orders with a requested ship date of November 1<sup>st</sup>, 2019 or after (Page 51)
- 90 Day Dispute Policy - Reminder that a vendor has 90 days to dispute any infraction notices received. After 90 days, Bluestem reserves the right to deny reversal of your infraction. (Page 45)

**UNIT LABELING**

- New label provider added – R PAC producing in 7 locations globally (Page 25). You may continue to use any of the other providers listed in our manual as well. R PAC is just an addition to our current selection of providers.
- Authenticated Unit Labels - Bluestem Orchard will now have counterfeit protection for unit label orders produced by the suppliers listed in the vendor manual (pages 22-25). This will help assure the labels are accurate and meet all requirements.

**Poly Bag Suffocation Warning Label**

- Updated Suffocation Warning Label requirements (Pages 30, 36). The updated requirements will help assure that labels on poly bags will meet state and municipal requirements.

**Global Sourcing Vendor Manual** - manual is available for review at <http://orchardhomeservices.com/vendor-relations/>

- Section 4.02 (c) Photo Samples  
Updated sample sizes required for Appleseed's

**Questions on these updates and the content of the manual can be directed to the compliance contacts found on page 4 of the vendor manual.**

Sincerely,

Vendor Compliance Team