

# VENDOR MANUAL DOCUMENT

2019-2020 VERSION 3.0

## **UPDATES/NOTIFICATIONS**

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**MATERNITY.**  
 CORPORATION

DATE	VM SECTION	UPDATE/NOTIFICATION DETAILS
1/8/2019	<a href="#">Section 7: Labeling/Testing/Product Compliance</a>	REMOVED 'NEW' Price Ticket Requirements for CAD price ☞ See Pgs. 24-31 ☞ Project is on hold until further notice]
	<a href="#">Section 2: Wholesale Product: Special Handling Requirements</a>	Eliminated typo reference to Mexico polybag & Updated Product Handling Chart ☞ See Pg. 5 ☞ 2019-2020 format
	<a href="#">Section 1: Vendor Onboarding &amp; Certification</a>	Added Burlington Distribution Center Address/Map ☞ See Pg. 2 ☞ 2019-2020
3/19/2019	<a href="#">Vendor Manual Dashboard</a>	☞ Updated Vendor Statement:  "Destination Maternity Vendor Partners and Suppliers are required check the portal <b>"Last Updated Date"</b> weekly to ensure they are aware of new Vendor Manual Updates, Notifications and/or Testing Alerts. Most updates to the manual will be handled here on the portal. In some cases, an update will be accompanied by an e-mail communication from Global Sourcing. Unless otherwise informed Vendor Partners are fully responsible to check the portal regularly, and when there is an update to click the <a href="#">Updates/Notifications</a> link and to read the VM change document to ensure full understanding of the update(s). Compliance to the Vendor Manual, including published updates is mandatory. Failure to review updates could result in non-compliance fees."
	<a href="#">Section 4: Fabric Quality/Inspections</a>	☞ 2019-2020 format ☞ Removed old contacts – See Pg. 13
	<a href="#">Section 8: Quality Standards/Requirements</a>	☞ 2019-2020 format ☞ Removed old contacts – Last Pg.17

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	<a href="#">Section 9: Logistics</a>	<ul style="list-style-type: none"> <li>📄 2019-2020 format</li> <li>📄 Updated ASN Guidance for Timing to Submit ASN. See Pg. 1</li> <li>📄 Updated ASN support contact . See pg. 3</li> </ul>
3/22/2019	<a href="#">Section 1: Vendor Onboarding and Certification Forms:</a>  <a href="#">Vendor Certification Package</a>  <a href="#">Vendor Certification Package - Premium Denim</a>  <a href="#">Vendor Certification Package - APIP Collection</a>  <a href="#">Vendor Certification Package - Accessories</a>	Payment Terms: FCA Supplier – updated payment terms to <b>Net 60</b> See pg. 4 of each document
4/2/2019	<a href="#">Section 10: Carton &amp; Packing Requirements:</a>	<ul style="list-style-type: none"> <li>📄 2019-2020 format</li> <li>📄 Removed Vendor Relation contact &amp; added temporary contact – See pg. 23</li> </ul>
4/10/2019	<a href="#">Section 1: Vendor Onboarding and Certification:</a>	📄 Removed Vendor Relation Mgr. contact & added new contacts for Vendor Certification – See pg. 1 & 6
	<a href="#">Section 7: Labeling/Testing/Product Compliance</a>	📄 Removed Vendor Relation Mgr. contact & added new contacts for Bar Code Scanning – See pg. 28
4/24/2019	<a href="#">Section 6: Technical Design Sample &amp; Fit Requirements</a>	<ul style="list-style-type: none"> <li>📄 2019-2020 format</li> <li>📄 Removed Vendor Relation contact for Development, Editorial &amp; Photo Shoot Samples - added Global Sourcing Contact – See pg. 4, 13 &amp; 14</li> <li>📄 Fit Sample Tag Updated to include T&amp;A Dates- see pg. 2</li> <li>📄 Sweater Fit Sample Tag Updated to include T&amp;A Dates- see pg. 3</li> </ul>

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		<ul style="list-style-type: none"><li>📄 New PP Statement – 1 year time frame is now from Initial PP Fit Sample Approval Date not PO – see pg. 8</li><li>📄 PP Fit Sample Tag Updated to include T&amp;A Dates- see pg. 10</li><li>📄 Photo Shoot Sample Section – Shipping Apparel Samples SOP update from 4/6/19 is now added to pg. 14.</li><li>📄 Tech Design Contact Information is updated: Added new Asst. Technical Designer Amanda Raker – See pg. 43. NOTE artwork JPEG for updated sample tags are also updated in the <a href="#">Forms Download Link, SECTION 6 FORMS.</a></li></ul>
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*✍ Please note that January 1 – June 30, 2019 all sections will be updating to new format and any additional section changes will be added to this document in real time and Vendors alerted.*