



Supplier Compliance Guidelines

Revised July 22, 2021

Dear Valued Supply Chain Partner,

Welcome to Yankee Candle Company, Inc. We are proud to have you as a Supply Chain Partner.

Our primary objective is to deliver product to our customers quickly and efficiently. In order to be successful we depend on the ability to process your shipments without unnecessary expense and delay.

The following information has been developed to help you understand our policies and procedures. This information supersedes all previous editions to the Supplier Compliance Guidelines as well as previous notifications and instructions issued by Yankee Candle Company, Inc.

This document will serve as your guide for preparing your product to be “floor ready” allowing for the prompt and efficient movement of product throughout our facilities. In this guide you will find information on, Product Quality, Fill Rate, Floor Ready Requirements, Delivery Requirements, Shipping Requirements, Ticketing Requirements and Routing Instructions for all types of shipments

The Supplier Compliance Guidelines are an integral part of our relationship with our Supply Chain Partners. Verbal and written instructions pertaining to compliance requirements are not valid unless approved in writing by the appropriate buyer and YCC Compliance Team at Yankee Candle Company, Inc. Failure to comply with our Supplier Compliance Guidelines, with or without incurring higher transportation charges, shall be considered as your agreement to pay transportation, administrative, and handling costs.

It is vital that your company complies with our requirements to help make our partnership effective and cost efficient. Non-compliance may result in charge backs to offset our additional handling and administrative costs. If your product is rejected, recalled, you the supplier will be subject to a charge back for all labor involved in removing product at the store level and our Distribution Center as well as all transportation cost and any other expense that may occur where applicable. Yankee Candle Company, Inc. reserves the right to amend and re-publish these Guidelines as necessary.

Once again we stress the need to carefully follow the Guidelines set forth within this document. With your assistance and cooperation, we expect greater sales, efficiency and productivity for both of our organizations. Please be sure to read our instructions in this document carefully. If we do not receive a signed copy of the acknowledgement within 14 days of the guide being received, we will assume that you accept the Terms of the Supplier Compliance Manual.

If there are any questions or concerns please contact our Compliance Department:

YCC-DL-Compliance@newellco.com

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1. Product Quality

This section applies to all YCC owned or operated facilities

It is the responsibility of the suppliers of The Yankee Candle Company, Inc. (YCC) to provide product that meets our specifications and industry standards. This includes being fit and/or suitable for use by YCC for resale by YCC to our wholesale, retail, and consumer direct and fundraising accounts.

- YCC will pass on to the supplier all costs it incurs due to substandard product quality. Costs could include, but are not limited to, purchase order product cost, incremental freight, labor and material, inspection, cost to destroy, charge backs from YCC customers and administrative costs.
 - YCC Quality Control will conduct regular, random inbound inspections of product for compliance to YCC requirements, specifications and industry standards.
 - Please refer to document YCC-DOC-7172-1137 Accessory Quality Assurance Policy as appropriate.
 - Please refer to document YCC-DOC-7172-1138 Co-Manufacturer Quality Assurance Policy as appropriate
 - Please refer to document YCC-DOC-7172-1155 Raw Material and Packaging Quality Assurance Policy as appropriate

2. “Floor Ready” Requirements

**This section applies to all YCC owned or operated facilities
Facility specific information is noted**

Our goal at YCC is to receive and to ship goods in an efficient, accurate and timely manner. YCC performs inspections on all incoming shipments. To support this process we require product received to be “floor ready”, which will enable us to process your goods without delay.

Failure of your product to meet these “floor ready” requirements will result in costly delays to YCC and a charge back to your company.

Please refer to: YCC Facility Contact Information to locate facility address, phone, fax, e-mail information and Supplier web page.

Failure to comply with requirements will result in charge backs.

2.1 Master Carton and Inner Pack Requirements

YCC uses bar code scanning technology to track inventory throughout our facilities. The following guidelines must be followed so that your product can be received and processed efficiently and accurately.

Both Master Cartons (Diagram 1a) and Inner Packs (Diagram 2a) require a “bar code” label with the following items/information: (See page 6 for diagrams 1a & 2a)

- YCC product description
- YCC SKU
- Barcode (Code 128 or Interleaved 2 of 5 symbology required) (YCV and YCW Not required)
- UCC 14 human readable numeric (YCV and YCW Not required)
- Manufactured date
- Quantity
- YCG, YCV, YCW and Speed FC Only: All food must have an expiration date.
- Only 1 master carton label per carton

Additional Information Required - Diagram 1a requires a second bar code – format required:

ITF-14 (Interleaved Two of Five) is the GS1 implementation of an Interleaved 2 of 5 barcode.

SCC-14 consists of the 14 digits, including a check digit that is calculated the same way as a UPC/EAN check digit. A SCC-14 barcode consists of the following pieces of data:

- Digit 1 – Package Indicator (P1)
- Digits 2-3 – UPC numbering system/EAN country prefix
- Digits 4-8 – Manufacturer code
- Digits 9-13 – Item identification code
- Digit 14 – Check digit

Diagram 1a



Diagram 2a



Additional Information Required (Master Cartons Only) Label placement/Carton markings

Diagrams 3a and 4a indicate two ways in which this information can be applied to the master carton.

Master Carton labels are to be placed in the upper left hand corner of the carton. Use of a pallet sheet must be approved by the buyer and receiving facility.

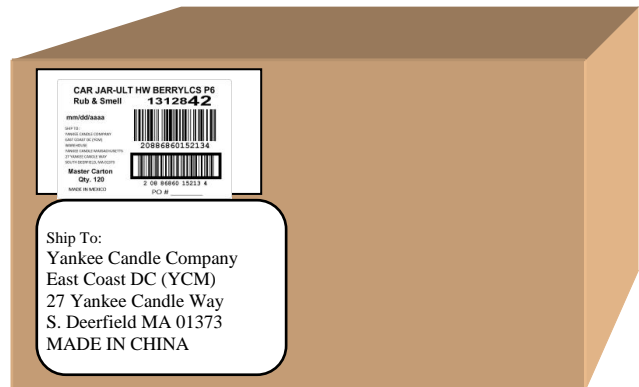
For American Home product master carton label requirements and placement see pg.7

- Number of inner packs and quantity per inner pack (e.g. 60 units: 5 inner-packs of 12 units each).
- YCC receiving location and address
- YCC purchase order number
- Country of origin
- UCC 128 or Interleaved 2 of 5 Bar Coding and SCC-14 ITF
- The preferred label to be used is a 4” x 6” RF scan label. Any changes to this label type needs to be pre-approved through YCC-DL-Compliance@newellco.com.
- All suppliers will be responsible for creating and applying these labels to master and inner cartons. These labels must be compatible with our scanning system.
- It is recommended that suppliers inspect their inner and master labels for barcode readability and accuracy prior to shipment. (See page 15 for UCC14 requirements)

Diagram 3a



Diagram 4a



Master Carton Label placement for American Home Product only

Master cartons require 2 labels to be placed on 2 sides of the carton in the lower right hand corner, 1 label on the longest side and the 2nd label can be placed either on the opposite or adjacent side of the carton.

The following information must be provided on each master and inner pack.

The bottom of the bars must be no less than 1.25 inches above the container's natural bottom and no more than 3.0 inches above the containers natural bottom. The outer edge of the right quiet zone must be no closer than 0.75 inches to the right edge of the vertical face. It is important to maintain these locations to prevent damage of the bar code due to "edge crush". Applying the SCC-14 bar code on multiple sides of the carton is highly recommended. The bar code is recommended to be .75" in height and 3" long.

Diagram 5a

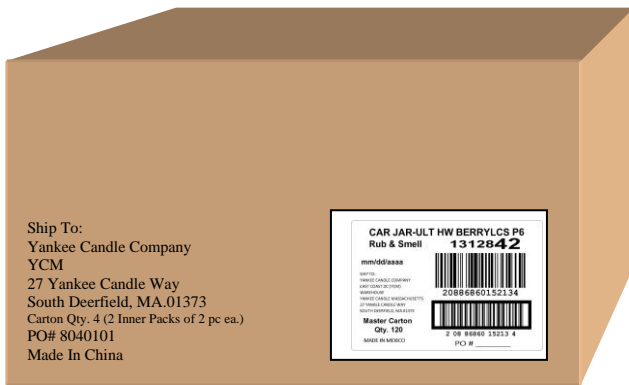


Diagram 5b



Diagram 5c



2.1a Packaging Container Requirements

YCC uses bar code scanning technology to track inventory throughout our facilities. The following guidelines must be followed so that your product can be received and processed efficiently and accurately. Use of a pallet sheet must be approved by the buyer and receiving facility

All packaging container label types/pallet sheets require a “bar code” labeled with the following items/information (Diagram 1b)

- YCC product description
- YCC SKU (human readable numeric)
- Product or raw material barcode (Code 128 or Interleaved 2 of 5 symbology required)
- Manufactured date
- Quantity

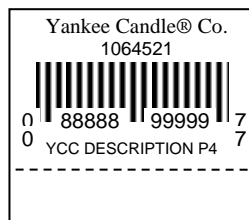
Diagram 1b



Speed FC ONLY

- Each “inner” piece should have its own box with the UPC scan code on the box
- No price tickets are required on product (Diagram 2b)

Diagram 2b



Additional Information Required

Diagrams 3b, 4b and 5b indicate how this information can be applied to three varying packaging container types. Use of a pallet sheet for this requirement must be approved by buyer and receiving facility

- Supplier model or item number
- YCC receiving location and address
- YCC purchase order number
- Country of origin

Diagram 3b

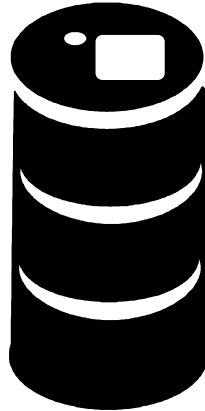


Diagram 4b

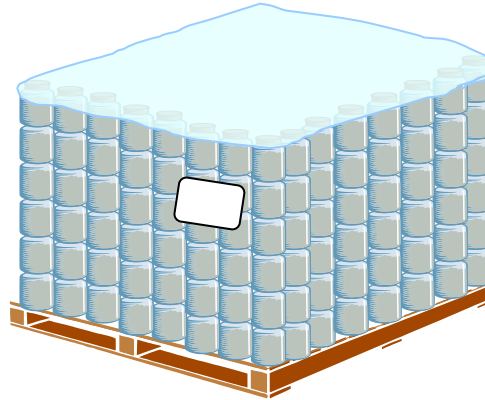
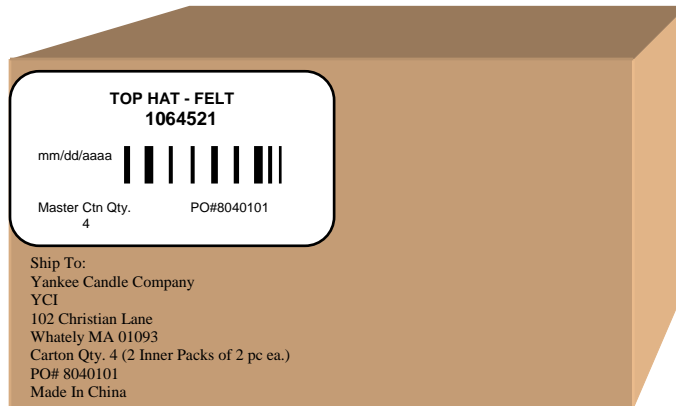


Diagram 5b



2.2 Master Carton Restrictions

In order to minimize damage during transit and ensure ease of movement throughout our conveyor systems, the following requirements must be met:

- All cartons must be taped.
 - Not Acceptable: Glued carton top (glued carton bottom is acceptable)
Stapled cartons
Plastic or metal banding / straps
The use of “packaging peanuts” or heat shrinking is strictly prohibited

YCM, YCP and Speed FC Only

- All cartons must be single SKU.

YCG, YCV and YCW Only

- Mixed SKU cartons are acceptable, but must be clearly marked. Product within these cartons must be segregated by SKU and a UPC barcode label must be applied.

2.3 Packaging Requirements

It is expected that your product will be packed safely for shipment to and from our facilities. Please note the following:

- **Inner packs** – YCC will combine your inner pack with inner packs of other products. Packaging should fully accommodate your product; assume there will not be any additional packing material (other than void fill) added to the shipping carton.
- **Full case product** – If the packaging of your product does not contain inner packs or the critical dimensions of the master carton are greater than 20.5”(L) X 13” (W) X 11” (H), it should be assumed that this product will ship in the packaging you have provided. As a majority of our shipments are small parcel, YCC expects that this master carton will pass ISTA 1A testing. Failure to pass could result in charge backs and rejection of the shipment.

2.4 Product Quantities

Product must be shipped in the agreed to increments of:

- Master carton quantities
- Inner pack quantities
- Unit quantities

Changes in master carton or inner pack quantities must be requested in writing and submitted for approval at least 30 days prior to delivery date. Changes are prohibited unless written authorization is provided by the YCC buyer and YCC Compliance Department.

2.5 Master Carton Configurations

Product must be shipped in the agreed to carton specifications:

- Case Dimensions
- Case weight

Changes in master carton configurations must be requested in writing and submitted for approval no later than 30 days prior to delivery date. Full case quantities are required; partials create costly labor in our DC. Changes are prohibited unless written authorization is provided by the YCC buyer and YCC Compliance Department.

Failure to comply with carton configurations will result in chargeback's.

2.6 Conveyable and Non Conveyable Master Carton

YCM, YCP, and Speed FC Requirements Only

Productivity and efficiency depend upon maximizing the number of SKU's that can be transported on our conveyor system. All suppliers need to consider the following master carton specifications during the product design phase.

We will work aggressively with all suppliers to attain our carton dimension standards.

- All conveyable cases must be regularly shaped six sided cartons that have all flaps sealed, with no loose pieces or protrusions. The bottoms and sides of all cases must be smooth, flat and must not distort during normal handling.
- Master carton flaps should seal along the length of the carton (see Diagram 5). Master cartons that seal at the width are not acceptable (see Diagram 6)

Diagram 5

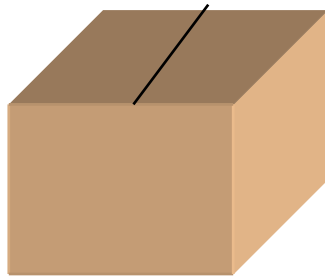
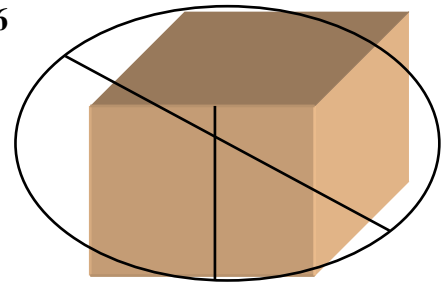


Diagram 6



Master Carton Size Requirements

	<u>Min.</u>	<u>Max.</u>
Length:	12"	20 ½"
Width:	10"	13"
Height:	6"	11"
Weight:	3 lbs.	45 lbs.

- Packaging requirements – Please see section 2.3 for full case product guidelines.
- Over sized props or master cartons must be approved by the Compliance Department.
- All inner packs for over sized cartons must have shippable inner pack packaging

TEAM LIFT LABEL APPLICATION

- Team Lift labels are required on cartons weighing more than 45 lbs
- Team lift label must be applied to all cartons 24”x4”x48”L or larger
- Team lift label must be applied to the front of the carton in the upper right hand corner of the carton



YCW and YCV Requirements Only

Master cartons may fluctuate (higher or lower) from the above size requirements.
45 lb. maximum weight restriction applies.

2.7 Product Ticketing

- If specified on the purchase order, suppliers are required to pre-ticket all product with a UPC-A number and retail price prior to shipment. It is expected that product is ready for sale without any additional YCC handling.
- It is recommended that suppliers inspect their price tickets for barcode readability and accuracy prior to shipping.

Ticketing Options:

- Supplier generated tickets are required.
- Suppliers that cannot generate their own tickets, YCC recommends using Premier Barcode Systems. (see page 12)
- Product labeling and UPC numbers must comply with **UPC-12 (UPC-A symbology)**.

2.8 Product Labeling (All Facilities)

- If specified on the purchase order, suppliers are required to place additional labeling on each unit (i.e. country of origin; caution label, tea light use only etc.)
- All items imported into the USA must have the country of origin on each piece as well as on master cases. Failure to comply with this requirement will result in charge backs.

All expenses incurred by YCC to prepare your product to “floor ready” will result in charge backs

TICKETING PROCEDURE & GUIDELINES

Suppliers are required to pre-ticket all saleable merchandise with a UPC bar code and retail price prior to shipment as indicated on the YCC Purchase Order. Bar code price tickets must utilize UPC-A (12 digit) symbology. Format, layout, and placement of ticket must adhere to ticketing guidelines.

Suppliers are encouraged to print their own price tickets. If supplier does not currently have ticket printing equipment or a printing source, YCC recommends Premier Barcode Systems.

F.1 PREMIER BARCODE SYSTEMS

- Tickets for each order are printed, bundled and shipped by Premier Barcode Systems directly to the supplier. A detailed packing slip is included with each order.
- Suppliers will be billed directly by Premier Barcode Systems for ticket supply expense.
- To initiate participation with Premier Barcode Systems, call 1-610-791-3808, fax 1-610-791-2606 or e-mail amy@premierbarcode.com. Their website is www.premierbarcode.com.

F.2 PREMIER BARCODE SYSTEMS PRICE TICKET SUPPLY PROGRAM

- Premier Barcode Systems has created a Supplier/supplier program for the supplier who does not own ticket printing equipment and would like to purchase an approved YCC ticket supply.

F.3 SUPPLIER PRINTING EQUIPMENT

- If the supplier owns ticket printing equipment they should follow the ticket format and layout as detailed below. Sample tickets must be submitted to the appropriate YCC buyer for appearance, accuracy and scanning approval.

All suppliers must strictly adhere to the YCC Ticketing Guidelines.

- All products must be ticketed with a UPC-A symbology bar code and YCC retail/suggested retail price. The only exceptions are those items which have no surface area where a ticket can be applied. This is determined at the discretion of YCC and indicated on the YCC Purchase Order.
- Tickets are placed on the product according to specific guidelines outlined in this guide to ensure that guests will be able to locate them easily (See F.5).
- Within the area defined for ticket location, the ticket must not cover the logo or important text (including, but not limited to country of origin, age dating, or warning statements).
- Tickets must be placed to read in the same direction as text on the packaging or product.
- Tickets must be aligned and not “floating” on the package.

F.4 TICKET STYLES AND REQUIRED INFORMATION

The Yankee Candle® Co.” logo in Intermec Swiss Mono Bold 8 pt. black **IS REQUIRED ON MOST PRICE TICKETS/CONTACT APPROPRIATE BUYER.**

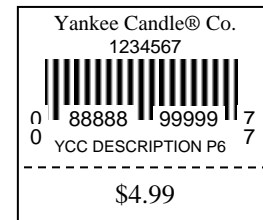
PERFORATED TICKETS MAY BE REQUIRED/CONTACT APPROPRIATE BUYER.

All labels and price tickets should be white. Detailed product information must be included as indicated below. Images below are layout and style reference only; they are not actual size or actual data.

1. GENERAL LABEL

An adhesive Price Ticket, most commonly used on hard goods. Approximate Dimensions: 1.25” wide x 1.12” tall with perforation at .15” from bottom.

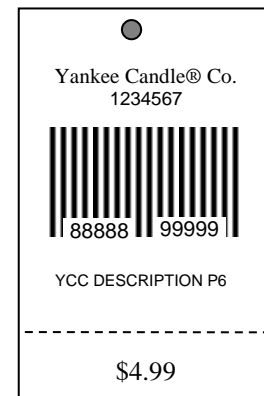
- YCC SKU number (as readable text)
- UPC-A bar code (Supplier or YCC)
- UPC-A embedded number (as readable text)
- YCC SKU Description
- Retail/Suggested Retail Price on perforated section



2. HANG TAG

A hanging, non-adhesive Price Ticket, most commonly used on apparel. Approximate dimensions: 1.25” wide x 2.25” tall with perforation at 25” from bottom.

- YCC SKU number (as readable text)
- UPC-A bar code (Supplier or YCC)
- UPC-A embedded number (as readable text)
- YCC SKU Description
- Retail/Suggested Retail Price on perforated section

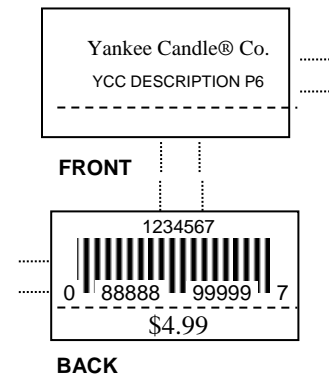


3. BUTTERFLY

An adhesive (barbell) Price Ticket, most commonly used on ornaments. Can either be top or side connected to wrap around object and adhere to itself.

Approximate dimensions: 2.25” wide x 0.67” tall

- YCC SKU number (as readable text)
- UPC-A bar code (Supplier or YCC)
- UPC-A embedded number (as readable text)
- YCC SKU Description
- Retail/Suggested Retail Price



4. MINI LABEL

An adhesive Price Ticket, used only on merchandise with a limited surface area which is too small to accommodate a general label.

Approximate dimensions: 1.25" wide x 0.67" tall

- YCC SKU number (as readable text)
- UPC-A bar code (Supplier or YCC)
- UPC-A embedded number (as readable text)
- Retail/Suggested Retail Price on perforated section



F.5 TICKETING PLACEMENT

The price ticket should generally be placed over the existing supplier UPC. If the supplier UPC is not being used by YCC on a saleable item, the supplier UPC must be completely covered by either the price ticket or by other means.

- **Ticket - 1. GENERAL LABEL**

Location: Place price ticket on bottom center of item.

Types of product: candles, candle accessories, books, glassware, toys, furniture

Location: Place price ticket on back, bottom left corner

Types of product: mirrors and framed pictures

- **Ticket – 2. HANG TAG**

Location: Attach to sewn in label at the neck or waistband.

Types of product: apparel, hats

- **Ticket – 3. BUTTERFLY**

Location: Place butterfly label around loop of hanger and pinch together neatly.

Types of product: ornaments, candle rings, filigree candle holders

- **Ticket – 4. MINI LABEL**

Location: Place price ticket on bottom of item.

Types of Products: small toys, pens, pencil

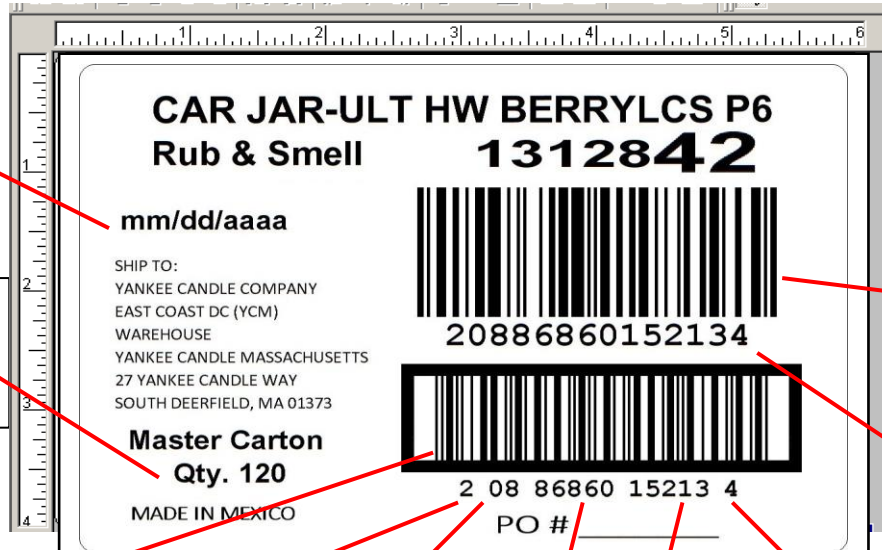
F.6 Ticket Quality

Ticket quality must be appropriate to use. Suggested adhesive is Permanent Fasson S333.

Synthetic=polyester on thermal transfer stock is suggested when extra strength or crisper lettering

Is needed, or where a “bleed” into the ticket may take place.

UCC14 Master Carton Content Label Sample (4" X 6")



MFG DATE
Format: MM/DD/YYYY
Font: 16 minimum

Quantity
Header Field: Master Carton Qty.
Qty. Field: 6 characters
Font: 16 minimum

YCC Description
Field: 27 characters maximum
Font Size: 22 maximum

YCC SKU
Field: 7 characters maximum
Font Size: 60 minimum

BAR CODE
Code Type: 128 or Interleaved 2 of 5
Width: 29.5 ml
Size: 1 3/4" x 3 1/4"

UCC14 CODE
Human Readable Numeric
Field: 14 characters
Font: 22 minimum

BAR CODE
ITF-14 is the GSI implementation of an interleave 2 of 5 bar code
SCC-14 bar code consists of the following pieces of data

Digit 1
Package Indicator (PI)

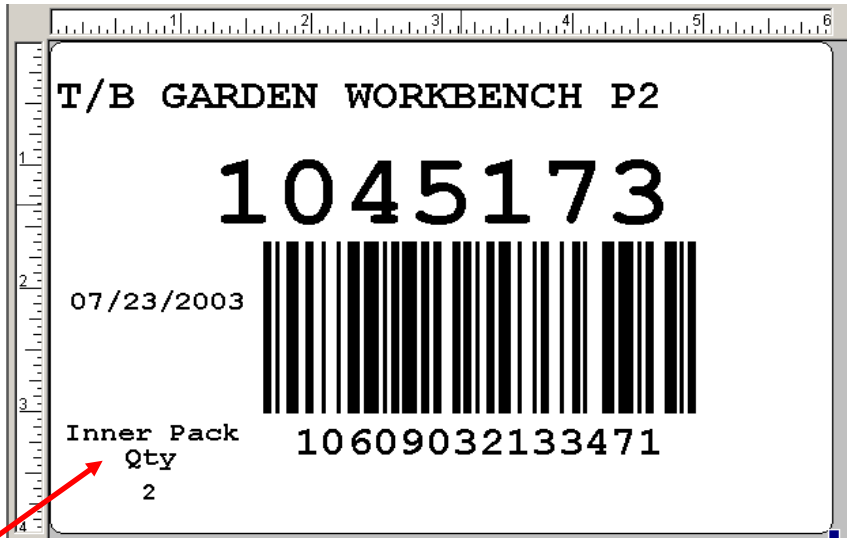
Digits 2 & 3
UPC numbering System/EAN Country prefix

Digits 4-8
Manufacturer Code

Digits 9-13
Item ID Number

Digit 14
Check Digit

UCC14 Inner Pack Content Label Sample (4" X 6")



Quantity
Header Field: Inner Pack Qty.
Qty. Field: 6 characters
Font: 16 minimum

**Consumable Supply / Packaging Container
SKU Label Sample (4" X 6")**



YCC SKU
Field: 7 characters
maximum
Font Size: 60
minimum

BAR CODE
Code Type: 128 or
Interleaved 2 of 5
Width: 29.5 ml
Size: 1 3/4" x 3 1/4"

3. Order Fulfillment

Unless Otherwise Noted
This section applies to all YCC owned or operated facilities

It is the goal of YCC to receive our orders 100% complete and on time.

3.1 Fill Rate (YCM, Speed FC only)

- Split shipments (multiple LTL – Less than Trailer Load) are prohibited unless approved in writing by the appropriate YCC transportation manager.
- To better manage our receiving personnel and schedule, you must notify delivery facility when your shipment exceeds one trailer load. This should also be noted on the ASN (Advance Shipment Notice) when submitted.
- Please note that an ASN is required for each shipment. (See Section 5.2)

3.2 Delivery / Cancel Dates

- All YCC purchase orders are transmitted with a “delivery/arrival” date for each line item. Some purchase orders may also be transmitted with “cancel” dates.
- It is expected that all purchase orders arrive at the appropriate facility on its delivery/arrival date. YCC reserves the right to refuse product if delivery is attempted after expiration of delivery/arrival date or cancel date (if applicable on your purchase order). Early and Late deliveries will result in charge backs.

3.3 Collect Suppliers

- It is the responsibility of the supplier to insure the order is tendered to the carrier with sufficient time to insure the shipment arrives on the scheduled delivery date. Transit times may be obtained by calling CPA International (See Section 6) at least seven (7) days prior to the delivery date. LTL transit times do not include the day of pick up, weekends, or holidays. TL (Trailer Load) transit times do not include the day of pick up.

3.4 Mis-Ships

- Product and quantities shipped to YCC owned or operated facilities must match the purchase order.
Each shipment must have a packing slip that reflects the product and quantity in that shipment. Example - If there is more than 1 shipment for the same PO/Product each shipment needs to have its own packing slip showing product and quantities in that shipment. Combined/Master Packing slips are not accepted.
- Products shipped to an incorrect location will result in charge backs, in addition to being returned, or forwarded, at supplier's expense.
- Discrepancies in product model number; SKU number; unit of measure or quantity (see Section 2.4), are considered mis-ships and may be returned at supplier expense.

Mis-ships will result in charge backs.

3.5 Backorders

- YCC expects to have the entire purchase order filled on the initial shipment. If a supplier expects to ship a backorder, the YCC buyer must be notified in writing prior to the ship date.

3.6 Invoicing

If you currently send Invoices by mail, we ask that you start to e-mail your invoices to the e-mail address below. (according to which Yankee Candle Company you are billing)

❖ Email Addresses:

- ◆ **Yankee Candle Co., Inc. –YankeeUSAInvoices@nedocs.com**
- ◆ **Yankee Candle Canada – YankeeCANADAInvoices@nedocs.com**
- ◆ **Yankee Candle S.R.O - YankeeCZECHInvoicesOnly@nedocs.com**

Note that each email is to contain only one invoice

- Invoice must be sent as an attachment (Format: tiff or pdf only)
- Invoices must be sent ONE invoice per e-mail.
- Do not e-mail links to invoices.
- Do not embed the invoice into the e-mail.
- Do not use this e-mail address for invoice inquiries.
- This email is for invoices ONLY. Do not send statements or duplicate copies of invoices.

For all NON-INVOICE communication or inquiries please contact our AP department directly at:

- Yankee Candle Co., Inc. & Yankee Candle Canada- yccaccountspayable@newellco.com
- Yankee Candle S.R.O. – YCC-czk-ap@newellco.com
- Yankee Candle Co. (FLAGSHIP stores) – APFlagship@newellco.com

Please do not include the invoice with the shipment.

- Unless authorized for summary invoicing, suppliers must submit only one purchase order per invoice.

Failure to comply with order fulfillment guidelines will result in charge backs.

4. Pallet Requirements

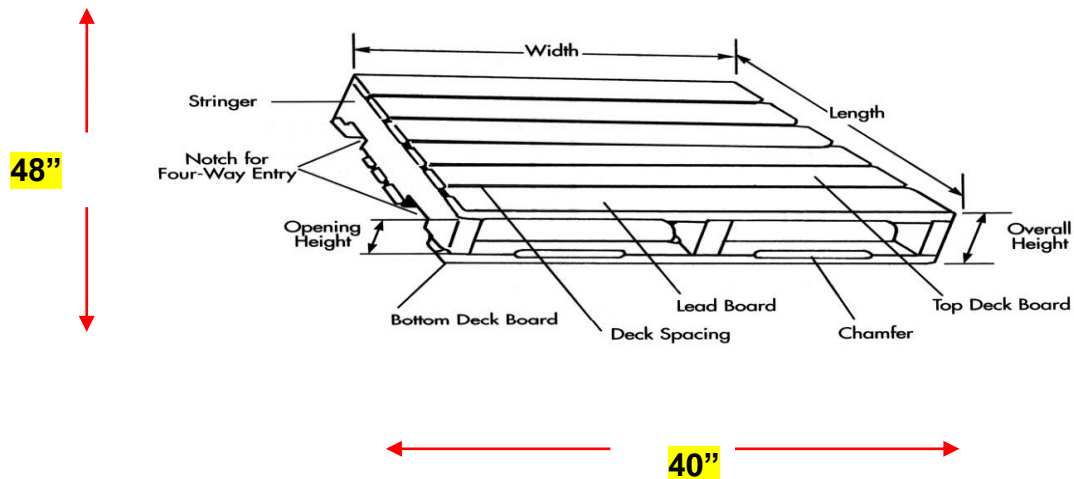
Unless Otherwise Noted
This section applies to all YCC owned or operated facilities

All shipments, excluding small package/parcel shipments or containerized imported freight shipments, must be palletized and adhere to the specifications outlined below unless approved, in writing, by the Receiving facility

4.1 Pallet Specifications

- Pallets must be 48" x 40", hard wood (#1 or R1) pallets only (exceptions apply for oversized product; which must be authorized, in writing, by the appropriate receiving facility in advance of shipment).
- Four-way entry pallets (entry from all sides) only.
- Pallets must be in good condition and cannot have cracked stringers, headers, supports or nails sticking up.
- **Not Accepted:** CHEP Pallets, Block, cardboard, plastic, and winged pallets.
- YCC does not participate in pallet exchange programs.

Example of a Four-way pallet (48" X 40" dimensions shown)



4.2 Pallet Configurations

- Maximum single pallet height is 50" (including pallet).
- Maximum double-stacked pallet height is 100" (including pallets).

Note: Additional pallet bracing materials (i.e. corner guards, slip sheets) are acceptable at YCP only.

No double stacked pallets allowed at YCV and YCW.

Additional Requirements (All facilities)

- Pallets must be layered or grouped by SKU.
- Full pallet quantities must be maintained on subsequent shipments of the same SKU.
- Multiple SKU's may be palletized only if all quantities are contained on the pallet and not spread across several pallets.

When building pallets with multiple SKU's it is recommended that the greatest quantity of any single SKU be palletized first, stacking the SKU's with lower quantity on top. **Pallets must be clearly marked.**

- Tiers must be interlocked and identical throughout the pallet.
- It is not acceptable to "chimney stack" pallets; the product cannot be stacked around the edge of the pallet with the middle space left empty.
- Pallets must be adequately wrapped with **clear** stretch wrap to ensure pallets arrive intact at all YCC receiving locations.

A minimum of 3 revolutions on top and bottom and the **wrap must adhere to the pallets.**

- Product must be contained within the pallet specifications. It is unacceptable for the product to extend past the pallet dimensions by more than **1 inch** in any direction. Note: this requirement "will be strictly enforced"

If a supplier cannot meet the pallet configurations please contact the appropriate buyer and YCC receiving facility prior to delivery. Special arrangements may need to be made prior to arrival to prepare this product to "floor ready".

- Exterior layer of cartons must be placed on pallets with labels facing outward.
- Multiple purchase orders shipped on the same trailer; bill of lading must reference each purchase order
- Multiple purchase orders shipped on a single pallet are not acceptable; one purchase order per pallet required.

Pallets not properly configured require additional handling to repalletize, rewrapping, down stacking or segregate product.

4.3 Trailer/Container Loading

- Suppliers are responsible for properly loading trailers and floor loaded containers. Pallets and floor loaded cartons should be loaded in a manner that minimizes shifting and damage under normal transportation conditions. Blocking and bracing is the responsibility of the shipper.
- Pallets and floor loaded cartons should be loaded in a manner that maximizes the cubing of the trailer.

Any damages or additional handling incurred because freight was not properly loaded and/or secured will be the responsibility of the suppliers. YCC reserves the right to refuse damaged freight or request a Return Authorization (RA). If an RA is requested and not received within five (5) working days the cost of the damaged freight will be deducted from the invoice and goods will be disposed of at YCC's discretion, at suppliers' expense.

Failure to comply with trailer and container loading specifications will result in charge backs.

5. Shipment Documentation

Unless Otherwise Noted

This section applies to all YCC owned or operated facilities

Suppliers are responsible for accuracy on all shipment documentation; Packing List, Bill of Lading and Advance Shipment Notice (ASN), Certificate of Analysis (C of A) – Required with each shipment that contains FDA Regulated product.

Incorrect or missing information will result in charge backs.

5.1 Packing Slips

Each shipment must contain a complete and accurate packing slip.

- Each trailer of a multi-trailer shipment must have its own packing slip, detailing product shipped within each trailer. A combined packing slip, a copy of which is attached to each shipment, is not acceptable.
- Each order of a multi-purchase order shipment must also have its own packing slip.

These requirements are **strictly** enforced.

The packing slip must specify the following:

- Freight Terms (Prepaid or Collect)
- Shipment date
- YCC Purchase Order number
- Blanket Purchase Orders require a Release # on the Packing Slip
- YCC SKU number
- YCC SKU description
- Supplier model or item number (if available)
- Supplier Order number
- Total number of units shipped by SKU
- Total number of master cartons shipped by SKU
- Total number of pallets shipped
- Number of units per master carton
- Number of inner packs per master carton
- Number of units per inner pack
- Trailer/Container Number
- **Note:** Any variations such as shipping a different SKU or a SKU not listed will result in a charge back.

Other Guidelines:

- Packing slips must be typed or computer generated; **handwritten modifications or changes are not acceptable.**
- The packing slip must be placed inside a packing slip envelope.
- The packing slip envelope must be attached to a carton located on the last pallet loaded on the trailer/container.
- The envelope **should not** be placed on the stretch wrap.
- The packing slip can be placed inside the carton (upper flap) with a highly visible “packing slip enclosed” sticker applied to the outside of the carton.
- The packing slip must be easily accessible to the receivers and not buried on the pallet.
- Personal care items must have expiration date’s on all paperwork
- Certificate of Analysis must be provided for all FDA regulated product lines and must be easily accessible
- If a Certificate of Analysis is required they must accompany both the ASN and shipment

5.2 Advance Shipment Notice (ASN)

To expedite the receiving process an ASN **must** be provided to the appropriate YCC owned or operated facility **prior** to delivery. The ASN can either be faxed or sent electronically to the appropriate YCC owned or operated facility 24 hours prior to delivery.

- An ASN is not required on drop shipments to YCC satellite stores.

The ASN should provide the same information as the packing slip Suppliers may use a copy of a packing slip as their ASN, but it must arrive to the appropriate YCC facility 24 hours **prior** to delivery. It is recommended that the ASN be forwarded to YCC the day a shipment leaves the suppliers facility. An ASN does not replace the packing slip; both are required for each shipment.

5.3 Bills of Lading

It is the **supplier’s responsibility** to provide all required information on the bill of lading. The bill of lading must correspond to the packing slip(s) and contain the following information:

- Freight Terms (Prepaid or Collect)
- Complete name and address of the supplier
- Complete address of the YCC owned or operated facility
- Shipment Date
- Purchase Order number(s) if shipping multiple PO’S in a shipment: All PO numbers must be clearly marked.
- Total number of master cartons shipped or packaging containers shipped (corresponding to each purchase order)
- Total number of pallets
- Total weight
- The proper commodity description as indicated by the NMFC tariff.
- The proper commodity class as indicated by the NMFC tariff.
- If density is required to accurately describe the product, please include density on bill of lading.
- A master bill of lading must be generated when multiple trailer loads are shipped on the same day.
- Must clearly state “**Delivery Appointment required**” and “**Do Not Break Shrink Wrapped Skids**” on all bills.
- Trailer/Container number must be listed on the BOL, Packing Slip and ASN

Failure to follow these document requirements could delay the receiving process of your product and will result in charge backs.

Suppliers Name

Packing Slip / ASN

Street Address
 City, State ZIP
 Phone and Fax
 numbers

DATE: MM/DD/YYYY

Bill To: Yankee Candle Co., Inc.
 Attn: Accounts Payable
 PO Box 110
 South Deerfield MA 01373

Ship To: Yankee Candle Co., Inc
 Facility Name
 Facility Address

SUPPLIERS ORDER #		PO NUMBER	DATE SHIPPED	SHIPPED VIA		FOB POINT	FREIGHT TERMS			
1025897		1045698	MM//DD//YY	CARRIER NAME		BOSTON	COLLECT OR PREPAID			
LINE	YCC SKU#	SUPPLIERS MODEL #	YCC DESCRIPTION	TOTAL UNITS ORDERED	UNITS PER MASTER CARTON	INNER PACKS PER MASTER CARTON	UNITS PER INNER PACK	TOTAL UNITS SHIPPED	TOTAL MASTER CARTONS SHIPPED	UNITS BACK ORDERED
1	123456	P999	Large Shade	240	12	6	2	240	20	
2	246810	p998	Tea light Holder	240	48	8	6	192	4	48
TOTAL PALLETS SHIPPED: 2										

6. Domestic Routing Requirements

This section applies to all YCC owned or operated facilities

Please refer to Routing Matrix on the main page of our Supplier Website. <http://vendor.yankeecandle.com/>.

For any questions concerning YCC Routing Matrix please contact:

Kuebix (formally known as the Carrier Store) via email – managedservices@kuebix.com

Phone (978-298-2100) fax (978-298-2101)

Refer to the YCC routing matrix on the main page of the supplier website for updated routing instructions

6.1 Air Freight

The following procedures **must** be followed for all air freight shipments:

6.1.1 YCC Expense

- Obtain a written approval from the appropriate buyer.
- The supplier must provide the number of cartons; packages; pieces, date and time available to ship; origin of shipment; length, width, height of pallet and overall weight.
- Kuebix will determine the most appropriate carrier to be used.
- The YCC buyer will provide the supplier with the purchase order number that **must** appear on the air bill.
- Payment for air freight shipments sent without written authorization from the YCC buyer will become the responsibility of the supplier.

6.1.2 Supplier Expense

- Air freight due to supplier negligence will be at supplier's expense.
- The supplier must provide the number of cartons; packages; pieces, date and time available to ship; origin of shipment; length, width and height of pallet and overall weight.
- The YCC buyer will provide suppliers with the purchase order number that **must** appear on the air bill.

6.2 Small Parcel Shipments

All shipments less than 500 lbs. must be shipped via Fed-Ex Ground. Refer to the YCC routing matrix on the main page of the supplier website for updated routing instructions.

<http://vendor.yankeecandle.com/>

- Please follow Fed-Ex weight and size restrictions.
- **Do not** add any additional insurance or handling charges to Fed-Ex shipments.
- Ship to address **must** be clearly indicated, preferably on the top of every carton.
- Multiple carton shipments; all cartons must be marked with the carton number and total number of cartons (e.g. carton "1 of 10")

6.3 Less Than Truckload Shipments (LTL) & Third Party facility

Please refer to the YCC Routing Matrix found on the main page of the supplier website for shipments that are fewer than 5 pallets or weigh less than 3,000 lbs. All purchase orders sent from original origin to one destination, within a 24-hour period must be combined onto one bill of lading.

6.4 Import Containerized Shipment

Kuebix – via email – managementservices@kuebix.com- phone (978-298-2100 fax (978-298-2101)

Refer to the YCC routing matrix on the main page of the supplier website for updated routing instructions - <http://vendor.yankeecandle.com/>

Note: Any freight shipped to the incorrect address due to supplier error will result in a charge back.

6.5 Freight Billing

All Freight bills should be sent to the following address:

enVista

Attn: Freight Invoice Audit -The Yankee Candle Company, Inc.

11711 North Meridian Street, Suite 415

Carmel, IN 46032

A copy of the bill of lading must be attached to all freight bills.

International Routing Guidelines

Direct Import Shipments

The following steps must be followed to obtain Direct Import shipment authorization:

1. Make a booking request to the YCC designated Freight Forwarder
2. Deliver product to the YCC designated Freight Forwarder or FOB Port of Export
3. Provide required import documentation to the YCC designated Freight Forwarder

Making a Booking Request to Freight Forwarder

Vendors are required to make a booking request to the authorized YCC freight forwarder at least 14 days prior to the FOB DATE on the most recent YCC purchase order. The vendor is required to provide the following information to the freight forwarder:

- YCC Purchase Order Number
- YCC SKU (item number)
- Total shipment quantity per SKU
- Total master carton quantity per SKU
- Dimensions of each master carton per SKU
- Weight of the master carton in pounds Per
- Total CBM per SKU
- Total CBM per shipment.
- Product readiness date to be delivered to the purchase order FOB location
- Vendor contact information
- Inco-terms
- Delivery Location

If for any reason the vendor is not ready for their appointed sailing, it is the vendor's responsibility to notify YCC at least 10 days prior to the vessel sailing or the vendor will be charged the full freight cost of the shipment.

Obtain Authorization to ship from Freight Forwarder

For all import collect freight, YCC Freight Forwarder will determine the vessel/flight selection and container consolidation configuration. The YCC agent/vendor/factory can not choose the vessel/flight selection and can not determine consolidation configuration.

The freight forwarder will issue a ship order (S/O) providing the delivery cutoff and address of where the freight should be delivered. The vendor is responsible to pay the freight costs to get the product to the FOB port listed on the YCC purchase order. YCC will take possession of the freight at the FOB port and transport to the appropriate YCC location.

Vendor must send a complete ISF CSV file to Expeditors International, YCC Freight Forwarder, and origin office.

Vendor must have 3-4 free days at the port.

Deliver Product to the Freight Forwarder or FOB Port of Export

The vendor is responsible to deliver product to the YCC Freight Forwarder (or FOB Port of Export) per the instructions given at the time of booking request. If any of the booking information provided to the YCC Freight Forwarder has changed, the vendor must inform their YCC C Buyer and YCC Supply Chain Specialist as soon as possible.

If for any reason the vendor is not ready for their appointed sailing, it is the vendor's responsibility to notify YCC at least 10 days prior to the vessel sailing or the vendor will be charged full freight cost of shipment.

Shipment can not be routed if you are close to your FOB Date found on the latest Purchase order. Your delivery window will have to be moved by your buying office.

Import Document Requirements

All Direct Import shipments must include the following standard documents, and/or any other additional documents required, for proper customs clearance:

- Forwarder's Cargo Receipt consigned to YCC
- Commercial Invoice
- Packing List
- Inspection Statement
- Beneficiary Statement
- Textile Declaration - If required
- Plant & Plant Product Declaration Form – Also know as the Lacey Act
- Visa – If required
- Wood Packaging Material Statement
 - This shipment does not contain Wood Packaging Material (WPM)
 - If WPM is used: a statement certifying that the WPM is stamped with the approved IPPC markings

Handwritten documents are not allowed.

Commercial Invoice Requirements

- Must be in English
- Full name and address of YCC vendor
- Full name and address(including city, province & postal code) of Manufacturer (factory where goods are produced)
- YCC Vendor number
- YCC purchase order number
- Vendor invoice number
- Vendor invoice date
- Terms of sale
- Notation of Vendor payment terms
 - Letter of Credit number (if applicable)
 - Wire Transfer
- Proper full commodity description and details
- YCC sku number and complete product description
- Price in USD on unit and extension level
- Total number of units by sku

- Total number of units on shipment
- Harmonized Tariff numbers (HTS#'s) and applicable duty rates
- Country of Origin (where goods were manufactured)
- Total number of cartons and dimensional weight (cube)
- Net and Gross weights in kilos for each sku (if multiple sku's)
- Net and Gross weights for entire shipment kilos
- Notation of "no wood packaging material" or "Wood packaging material used with proper IPPC markings" on Vendor invoice (if not provided on a separate document)
- China Commodity Inspection Bureau (CCIB) label on invoice and on shipping/retail cartons (only for Ceramic Tableware from China)
- Signature and date

Packing List Requirements

- Must be in English
- Full name and address (including city, province and postal code) of Manufacturer (factory where goods are produced)
- Country of Origin of where goods were manufactured
- YCC vendor number
- YCC purchase order number
- Total number of units by sku
- Total number of units on shipment
- Case pack at sku level
- Total number of cartons and dimensional weight (cube)
- Net and Gross weights in kilos for each sku (if multiple sku's)
- Net and Gross weights for entire shipment in kilos
- Signature and date

Documentation Distribution Instructions

- Commercial Invoice and Packing List & other required documents are to be surrendered to the Freight Forwarder no later than 72 hours of vessel sailing.
- If the Shipper is not the party who issues the purchase price invoice (Vendor invoice to YCC), it is still the Vendor's responsibility to make sure all documents are surrendered to our Freight Forwarder at origin within 72 hours of vessel sailing. No surrendering the documents within the stated timeframe could generate performance chargeback's.

Air Shipment Routing Instructions

- All air shipments must be authorized in writing by the YCC buyer listed on your purchase order.

Reasons for product requiring air shipment

- Late shipment of goods that can not meet our ship date parameters via ocean services
- Balance of goods that were not able to ship via ocean services to complete an order.
- Replacement for previously received damage product.

Air shipments will be at the vendor's expense (air freight charges paid at origin) unless otherwise stated in writing by YCC. You may ship using your own freight forwarder: however, we strongly request that air freight shipments be done through YCC preferred freight forwarder.

If air freight shipment is shipping via courier service (IE: DHL, FedEx, UPS, etc) or on a direct Master Air Waybill, commercial documents are to be attached to the package or emailed directly to Expeditors International, YCC US Customs Broker, before arrival. Expeditors contact information is stated below in this document.

YCC preferred freight forwarder for air shipments is Expeditors International
Please contact your local Expeditors office to make booking and delivery arrangements.

YCC directive to its vendors on any air shipment is that the terms of the move need to be to our destination warehouse door. Delivered to our door means the vendor will be responsible for the following destination charges:

- Airport charges (DAD fees, handling charges, etc)
- Broker entry fees
- Any costs incurred for storage of the shipment due to missing documents, manifest problems, or failure to send YCC the pre-alert and/or commercial documents
- Trucking charges to deliver goods to our warehouse

YCC Customs Broker Information

Expeditors US customer broker is Expeditors International.

Once freight is booked, either through Expeditors or vendor's forwarder, pre-alert and all commercial documents must be emailed to:

Expeditors International of Washington, Inc – Boston Location

- Primary Contact: Stacey Marchand
Email: stacey.marchand@expeditors.com
- Secondary Contact: Mike Avery
Email: mike.avery@expeditors.com
- Lead Agent: Agata Lograsso
Email: agata.lograsso@expeditors.com

Email Expeditors primary, secondary and lead agent in all pre-alert correspondence with commercial documentation.

7. Delivery and Carrier Requirements

Unless Otherwise Noted

This section applies to all YCC owned or operated facilities

7.1 YCC Delivery Appointments

Delivery appointments are required for deliveries to all YCC owned or operated facilities. A minimum of 24 hours advance notice is required to schedule an appointment.

When scheduling a delivery appointment the following information must be provided:

- Delivering carrier, contact name and phone number
- Shipper/Supplier name
- Number of purchase orders being delivered and all purchase order numbers
- Number of master cartons or packaging containers
- Number of pallets

7.2 Carrier Requirements

- Carriers are expected to arrive on time. On time is defined as ½ hour prior or ½ hour after scheduled appointment time. Early arrivals will be asked to await their appointment time; YCC owned or operated facilities reserve the right to refuse late arrivals.
- No additional purchase orders should be added to the delivery appointment unless the receiving facility is notified and authorization given. YCC owned or operated facilities reserve the right to refuse deliveries for purchase orders without appointments.
- Shipments must be delivered intact.

The carrier is responsible for tendering freight in the same manner and configurations as tendered at origin. It is the responsibility of the supplier to make these arrangements with the carrier.

Supplier selected carriers (prepaid shipments) failing to comply with delivery and carrier requirements are subject to charge backs.

Suppliers will be responsible for charge backs incurred by supplier selected carrier.

7.3 Palletized Shipments

- All pallets must also be shrink-wrapped a minimum of 3 revolutions on top and bottom and the wrap must adhere to the pallets.
- If the carrier is unable to attain an accurate count of master cartons or packaging containers due to the manner in which the pallet is built, the bill of lading must state: “ Pallets Said To Contain”
- If YCC cannot confirm master carton quantity, YCC will confirm bill of lading for pallet quantity and document “Subject to Count and Inspection”.
- If the bill of lading is noted “Said to Contain” the carrier is responsible for the number of pallets stated. Any master carton shortage is the responsibility of the supplier.

7.4 Small Parcel Shipments

- Product damaged due to the supplier not packaging freight to withstand “normal” parcel shipping will be the responsibility of the supplier and subject to a charge back. As stated in section 2.3 the master carton needs to pass ISTA 1A testing.
- Note: No delivery appointments are necessary for small parcel deliveries.

7.5 Air Freight Shipments

- Delivery appointments are required for all air freight shipments. YCC Delivery Appointments (Section 7.1) requirements must be met prior to YCC accepting delivery. Exceptions apply for small parcel air deliveries.
- An ASN **must** arrive prior to YCC accepting delivery appointment.

7.6 Import Containerized Shipments

- Delivery appointments are required for all import containers. YCC Delivery Appointments (Section 7.1) requirements must be met prior to YCC accepting delivery.
- YCC requires approximately two hours to off load containers.
- An ASN **must** arrive prior to YCC accepting delivery appointment.

YCC reserves the right to postpone the scheduling of any appointment, at no cost to YCC, if all of the necessary information is not provided or available.

8. Product Returns

This section applies to all YCC owned or operated facilities

- Product returned to supplier due to supplier error, defective product, mis-ships, may be shipped directly from the store level or consolidated at YCC owned or operated facilities. In all instances product will be shipped collect using the supplier's carrier of choice.
- YCC will pass through to suppliers all charge backs from YCC customers for any of the above reasons.

9. Charge Back Process

This section applies to all YCC owned or operated facilities

YCC Supplier Compliance Guidelines are an integral part of our supplier relationship.

Failure to comply with the requirements outlined in this document will result in charge backs.

9.1 Compliance Database

YCC utilizes a shipment tracking database to ensure the accuracy of Supplier Compliance within these Guidelines.

This database will be maintained by The Yankee Candle Company Inc., and a copy of any and all discrepancies, as outlined in these requirements, will be reviewed by the appropriate buyer, compliance department and processed by YCC accounts payable department to the supplier's accounts.

All disputes must be made within 90 days of invoice date.

- A \$25 minimum charge will be applied to all compliance error charge back records “an administrative fee of \$50 may also apply in accordance with the table below”.

CHARGEBACK SUMMARY

Code	Violation	Violation Description	Expense Offset	Administration Fee of \$50
1. Product Quality				
101	Product Quality - Defective	a. Defective: Fit, Form or Function (a-c)	110% of invoice value	No
		b. Defective: Form	110% of invoice value	No
		c. Defective: Function	110% of invoice value	No
		d. Defective: Discovered by YCC customer	Actual YCC cost plus 10%	No
		e. Defective: Aesthetic - not in acceptable range	110% of invoice value	No
102	Product Quality - Inspection / Testing	a. 3rd party inspection: CoO	Actual YCC cost plus 10%	No
		b. Testing: CoO	Actual YCC cost plus 10%	No
		c. 100% Inspection - YCC	Actual YCC cost plus 10%	No
		d. 100% Inspection - 3rd party (includes transportation to/from)	Actual YCC cost plus 10%	No
103	Product Quality - Request to Destroy	a. Destroy at YCC - per pallet charge	\$100 / pallet	No
104	Product Quality - Failure to submit test documents to YCC prior to shipment	a. 1st Offence	\$100	No
		b. 2nd Offence	\$250	No
		c. 3rd Offence	\$500	No
105	Product Quality -Failed Inbound Inspections	a. 1st Offence	\$250	No
		b. 2nd Offence or 10% of the cost of the failed lot received	\$500	No
		c. 3rd Offence or 10% of the cost of the failed lot received	\$1,000	No
2. "Floor Ready" Requirements				
201	Master Carton; Inner Pack; Packaging Container Requirements	a. Master Carton or Packaging Container: bar code label or shipping label is missing	.50 / master carton	Yes
		b. Master Carton or Packaging Container: required information (Sec. 2.1) is incorrect or missing	.50 / master carton	Yes
		c. Inner Pack: bar code label is missing	.50 / inner pack	Yes
		d. Inner Pack: required information (Sec. 2.1) is incorrect or missing	.50 / inner pack	Yes
202	Master Carton; Packaging Container Restrictions	a. Glued top, Staples, banding or peanuts	1.25 / master carton	Yes
		b. Staples used	1.25 / master carton	Yes
		c. Straps/banding used	1.25 / master carton	Yes
		d. Packaging peanuts used in master carton	1.25 / master carton	Yes
203	Packaging Requirements	a. Master Carton: repackaging required to avoid damages during shipping	1.25 / master carton	Yes
		b. Inner Pack: additional packing material required to avoid damages during shipping	1.25 / inner pack	Yes

		C. Over sized props – inner packs must be in a shippable carton	1.25 / inner pack	Yes
204	Bar Code Quality	a. Master Carton or Packaging Container: incorrect UCC14 label, product number or SKU	.50 / master carton	Yes
		b. Master Carton or Packaging Container: bar code does not scan, poor quality, wrong symbology	.50 / master carton	Yes
		c. Inner Pack: incorrect UCC14 product number	.50 / inner pack	Yes
		d. Inner Pack: bar code does not scan, poor quality, wrong symbology	.50 / inner pack	Yes
		e. Piece: incorrect UPC product number	.50 / unit	Yes
		f. Piece: bar code does not scan, poor quality or wrong symbology	.50 / unit	Yes
205	Master Carton Configurations	a. Dimension or weight below minimum requirements	1.25 / master carton	Yes
		b. Dimension or weight exceed maximum requirements	1.25 / master carton	Yes
		C. Partial cartons	\$100/ PO	No
206	Product Quantity	a. Master Carton Quantity: actual differs from purchase order; no authorization given	\$100 / SKU	No
		b. Inner Pack Quantity: actual differs from purchase order; supplier changed inner pack count (P) or shipped in eaches; no authorization given	\$100 / SKU	No
		c. Unit Quantity: actual differs from purchase order; vendor shipped eaches when YCC ordered inner pack (P); no authorization given	\$100 / SKU	No
207	Mixed master carton	a. Mixed UPC/SKU in one carton	\$25 / carton	No
208	Product Ticketing	a. Product not ticketed; PO requested product be ticketed	.50 unit	No
		b. Product ticketed; PO requested that product not be ticketed	.50 unit	No
		c. Required ticketing information incorrect or missing	.50 unit	No
209	Product Labeling	a. Required labeling not applied; PO requested additional unit labeling	.50 unit / per requested label	No
3. Order Fulfillment				
301	PO delivered early	a. 7 - 13 days prior to delivery / arrival date	5% of invoice shipped early	No
		b. 14 - 20 days prior to delivery / arrival date	10% of invoice shipped early	No
		c. 21 - 27 days prior to delivery / arrival date	15% of invoice shipped early	No
		d. 28 + days prior to delivery / arrival date	20% of invoice shipped early	No

302	PO delivered late	a. 7 - 13 days after delivery / arrival date or cancel date	5% of invoice shipped late	No
		b. 14 - 20 days after delivery / arrival date or cancel date	10% of invoice shipped late	No
		c. 21 - 27 days after delivery / arrival date or cancel date	15% of invoice shipped late	No
		d. 28 + days after delivery / arrival date or cancel date	20% of invoice shipped late	No
303	Shortage	a. Packing slip qty. greater than received qty.	\$25 plus the cost of product will be deducted from invoice	Yes
304	Overage	a. Packing slip qty. less than received qty.	\$100	Yes
305	Mis-Ships	a. Wrong product, SKU, Model # or unit of measure shipped	\$100 / pallet	No
4. Pallet Requirements				
400	No Pallet	a. Freight not palletized	\$50 / pallet used	No
401	Pallet Specification	a. Broken	\$50 / pallet	No
		b. Not 4 way	\$50 / pallet	No
		c. Smaller than required 40" X 48"	\$50 / pallet	No
		d. Greater than required 40" X 48"	\$50 / pallet	No
		e. Deck boards winged	\$50 / pallet	No
		f. Not made of wood	\$50 / pallet	No
		g CHEP Pallet used	\$50 / pallet	No
402	Pallet Requirements	a. Exceeds 50" height requirement	\$50 / pallet	No
		b. Product exceeds 1 inch overhang on any side of the pallet	\$100 / pallet	No
403	Pallet Quantity	a. Quantity varies; layers are required to be equal throughout pallet	\$50 / pallet	No
		b. Quantity varies; vendor changed full pallet quantity from previous shipment(s); YCC not notified	\$50 / pallet	No
404	Mixed Pallet	a. SKU is spread across multiple pallets; could have been combined	\$50 / pallet	No
		b. Multiple PO's combined onto one pallet; one PO per pallet is required	\$50 / pallet	No
405	Trailer Loading	a. Pallets or product not sufficiently secured for transit, additional handling required to offload; Trailer Load (TL) & Container shipments	\$250 / shipment	No
5. Shipment Documentation				
501	ASN	a. Not submitted prior to receipt of product	\$100 / shipment	No
		b. Required information (Sec. 5.2) is incorrect or missing	\$100 / shipment	No
502	Packing Slip	a. Missing	\$100 / shipment	No
		b. Not accessible	\$100 / shipment	No
		c. Required information (Sec. 5.1) is incorrect or missing	\$100 / shipment	No
503	Bill of Lading	a. Required information (Sec. 5.3) is incorrect or missing; prepaid and collect shipments	\$100 / shipment	No
504	Certificate of Analysis (C of A) –	a. Missing Certificate of Analysis (C of A) – Required with each shipment	\$100 / shipment	No

6. Routing Requirements				
601	Routing Requirements	a. Failure to following YCC Routing Matrix; collect shipments only	\$100 / shipment + freight difference	Yes
		b. Failure to give carrier the correct Deliver To address	\$100 / shipment	Yes
7. Delivery and Carrier Requirements				
701	Delivery or Carrier Requirements	a. Failure to following YCC delivery Appointments & Carrier requirements; prepaid shipments	\$100 / shipment	Yes
702	Damage Carrier	a. Pallets or product not sufficiently secured for transit, resulting in product damage; Less than Trailer Load (LTL) shipments only	claim submitted to carrier	No
703	Damage Supplier	a. Pallets or product not sufficiently secured for transit, resulting in product damage; Trailer Load (TL) shipments only	\$100	No
		b. Insufficient product packaging resulting in damage; Parcel shipments only	110% of invoice damaged	No
8. Product Returns				
801	Return to Supplier - Freight Charges	a. Supplier pays all freighting charges on returned product	Freight \$ of product returned	No
802	Return to Supplier - YCC Request / Buyer Approved	a. RTV by YCC request and YCC buyer approved.	Invoice \$ of product returned	No

YCC Facility Contact Information

Facility	Address	Facility Contact Information
YCM	YCM 27 Yankee Candle Way South Deerfield MA 01373	Phone: 413-712-9727 Fax: 413-665-7205 E-mail: YCC-DL-YCM_Receiving@newellco.com
YCP	YCP 102 Christian Lane Whately, MA 01093	Phone: 413-712-9384 Fax: 413-665-8876 E-mail: YCC-DL-YCP_Receiving@newellco.com
YCG	YCG 1 Plain Road South Deerfield MA 01373	Phone: 413-712-9600 Fax: 413-665-7810 E-mail: YCC-DL-YDC_GiftAssembly@newellco.com
YCV	YCV 25 Greenfield Road South Deerfield MA 01373	Phone: 413-712-9211 – 413-712-9201 Fax: 413-665-2491 E-mail: YCC-DL-YCS_Receiving@newellco.com
YOH	The Yankee Candle Co. 175 Heritage Drive Pataskala, OH 43062	Phone: 740-964-5809 E-mail: YCC_YOH_ReceivingTeam@newellco.com
enVista	Yankee Candle Co. C/O enVista Attn: Freight Invoice Audit 11555 N Meridian Street Suite 300 Carmel, IN 46032	Phone – 317-208-9100 E-Mail: rsuter@envistacorp.com
YCW	Yankee Candle Williamsburg 2200 Richmond Road Williamsburg, VA 23185	Phone: 1-877-616-6510 ext. 7502 Fax: 1-757-258-0030 E-Mail: YCC-DL-YCW_Receiving@newellco.com
YAH	YAH 1 Better Way Chicopee, MA 01022	Phone: 413-712-9056 E-Mail: YCC-DL-YAHStaff@newellco.com
	Compliance Team Supplier Web Site	YCC-DL-Compliance@newellco.com http://vendor.yankeecandle.com

SUPPLIER COMPLIANCE GUIDELINES ACKNOWLEDGEMENT

The Yankee Candle Company, Inc. Supplier Compliance Guidelines is a comprehensive package that details certain aspects of our business relationship including billing, ticketing, shipping, invoicing, packaging, and labeling, with which we require all of our Suppliers to comply. Please pay particular attention to the requirements included in this packet as these Guidelines will impact the flow of product from your facility to our selling floor, and will be strictly enforced. Any deviation from these Guidelines without proper written authorization will result in charge backs to your company.

Please sign and return this form acknowledging receipt and acceptance of these Compliance Guidelines. Signature must be by an authorized individual of your company.

Mail to:

The Yankee Candle Company, Inc.
Attn: Joshua Johnson
Compliance Department
27 Yankee Candle Way
South Deerfield, MA 01373 - 0110

On behalf of the below named company, receipt is hereby acknowledged of The Yankee Candle Company, Inc. Supplier Compliance Guidelines and further, the undersigned company does hereby represent that it is familiar with the contents and terms thereof and hereby agrees to abide by such terms contained therein.

(Company Name)

(Print Name)

Sign: _____

Date: _____

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