

Getting Started

Please read this document prior to completing the forms contained within the LG Sourcing Loweslink site. If you have any questions, please contact your LG Sourcing representative

The information in this document outlines the requirements for all LG Sourcing vendors. Vendors and/or their representatives are responsible for compliance with all aspects of LG Sourcing requirements. In the event vendors are unable to meet or accommodate these requirements, the LG Sourcing representative should be contacted immediately.

In addition, vendors are responsible for the completion of forms / documents required for vendor setup and submission of item offers as well as other documents as identified. Referenced documents are located within the LG Sourcing Loweslink site.

BUSINESS POLICIES / REGULATIONS AND REQUIRED FORMS

- All vendors must agree to and abide by the LGS Business Ethics Policy (**Business Ethics**)
- All vendors must agree to and comply with the **Import Payment Structure**
- Complete and return the **Vendor Information Worksheet**. We must have complete information for each factory that will be producing product.
- Complete and return the **Vendor Set up Sheet** (one for each shipping port)
- Complete and return the **Vendor Structure Form**
- Complete and return the **Item Offer Sheet** (one for each item)
 - If replacement parts are to be provided, also complete and submit the **Replacement Parts List**
 - Complete the **Hazmat Form** if a Hazmat item.
- Complete and return the **Product Specifications Form**
- **Factory Certification / Product Testing:** As an LGS vendor you will be required to satisfactorily complete the following certification / tests. If you are unable to meet these requirements, notify your LGS representative immediately to discuss.
 - **Factory Certification:** LGS Factory Certification must be completed by LGS before mass production begins. An LGS representative will contact you to complete this process.
 - **Product Testing: Testing Program Overview** and **Testing Procedure** outlines product testing requirements and processes
 - o Complete **Testing Request Form** (MTL, etc.) and ***submit product for testing as soon as you receive final selections from Merchandising***. Testing should be completed as soon as possible prior to mass production. All product testing must be complete and approved. **NO EXCEPTIONS**
- Read, understand, and comply with Carton Specification, Loading and Shipping Requirements (**Carton Specification**).
- Read, understand, and comply with Product Identification and Traceability Program (**Product Codes**).
- Complete the GXS Container Tracking certification as soon as possible (instructions for certification as well as user guidelines can be found within **GXS (Celarix) User Guide**).
- Comply with all customs and security requirements to include those outlined in:
 - **Wood Packing Material Regulations**
 - **CTPAT Docs**
- Provide an address so that we may send you 2 copies of the LG Sourcing Master Standard Buying Agreement. Please obtain the appropriate signatures on the LG Sourcing MSBA and return **both** signed originals. A signed copy will be returned to you for your records.

PROCESS PRIOR TO SHIPMENT

- Confirm your container booking with the appropriate LG Sourcing office.
- Schedule your pre-shipment inspection with your LGS office representative. Vendor (Factory) is required to email the **Inspection Advice** to the respective LGS office (Hong Kong or Shanghai) at least **SEVEN WORKING DAYS** prior to date of final inspection. LGS expects to inspect all items on the purchase orders during one visit only. Orders must be at least 80% complete at the time of inspection. Contact the LGS office (Hong Kong or Shanghai as appropriate) if all items will not be ready.
- Read, understand, and comply with **Documentation Requirements**
- Send documents to the customs broker within 3 days of shipment.
- Complete **GXS entry for each shipment** within 3 days of shipment

If you have any questions please feel free to contact your LG Sourcing representative.

Thank you,

LG Sourcing, Inc.