



250 City Center
Oshkosh, WI 54906
Phone: (920) 231-3800

Drop Ship Supplier Program

Following are the procedures for processing and shipping drop ship orders at Silver Star Brands.

Purchase Orders

All orders will be emailed to the supplier in groups or batches. Each purchase order may include a number of customers' orders. The customer order (sales order) number(s) will be listed on the purchase order. When an order is sent to our customer it should be free of flaws or defects. If a customer receives an item that is a supplier error i.e. damaged, wrong item, wrong personalization and the customer wants a replacement, they will be sent a replacement item. A sales order is re-issued to the supplier.

Shipment

Orders are to ship UPS using our account #889 V2R. Once a batch of orders has been shipped, you will need to send ship confirmation to our company. The ship confirmation must include our Purchase Order number and the individual Sales Order number. Please email confirmation to us at dropship@silverstarbrands.com. Failure to send ship confirmation may delay payment.

Contact Information

To ensure that the notification is sent to the appropriate people, we are asking that you verify your phone number, email address and/or fax number by contacting Debbie Williams by email at dwilliams@silverstarbrands.com. We will also need the following information for our records:

- Customer service contact
- email address
- lead time for orders

If you have any questions regarding any of these procedures, please contact Debbie Williams at dwilliams@silverstarbrands.com.

Vendor Agreement

**Please review, sign and return to Silver Star Brands, Inc. within
30 days Email dropship@silverstarbrands.com**

To: Merchandising Manager and Product Planning Manager

Supplier Name: _____

I acknowledge receipt of your Drop Ship Supplier Compliance Manual.
I have reviewed all information and instructions and will forward onto all
appropriate departments and personnel within our company for proper follow-
through and compliance.

Authorized Signature

Date

Title

Company