Purchasing
Ordering and Payment Process
Revised 3/16/17

Vanderbilt Department

(1) Contact Licensee(s) for preliminary quotes
(2) Chose Licensee to produce the order
(3) Submit Merchandise Order Request
(9) Submit requisition in eProcurement, attaching final quote
(12) Receive & accept merchandise
(14) Enter invoice for payment
(15) Send electronic payment to Licensee

Licensee (Awarded Supplier)

(5) Provide final quote to Dept. & reference MOR#
(6) Submit artwork to Dept.
(7) Submit artwork to CLC for TL approval & reference MOR#
(11) Fulfil purchase order & ship merchandise to Dept.
(13) Send invoice to Disbursement Services referencing both PO# & MOR#

Brand Engagement & IMG

(4) Review request and reply to Department & Licensee
(8) Review artwork on CLC website & reply to Licensee

Purchasing

(10) Review requisition and send Purchase Order to Licensee

Disbursement Services

*DO NOT deliver products until you have a purchase order*
Per Attachment C in Contract
Supplemental Terms & Conditions

• All final quotes to be on company letterhead
• Use the words “quotation”, “proposal”, or “estimate” in the header of your quote
• Quotations must include itemized list of costs for design, setup and any other value added services
• Quotations **must** include:
  • MOR Number
  • Manufacturer’s Name
  • Manufacturer Part Number
  • Item/SKU Number if different from Manufacturer Part Number
  • Product Description
  • Unit Price
  • Order Quantity
  • Unit of Measure
  • Quotation Date
  • Unique Quotation Number
1. Department receives Demand for Merchandise
2. Department Contacts Licensee for preliminary estimate
3. Department Completes Merchandise Request Form
4. Licensee Provides Final Quote and Reference MOR#
5. Department creates requisition in eProcurement and attaches Final Quote
6. Requisition Approved and PO Sent to Licensee
7. Licensee receives PO and Processes Order
8. Merchandise Shipped
9. Licensee Paid for Merchandise
10. Invoice received and Processes by Disbursements
11. Licensee submits invoice referencing both PO and MOR#
12. Department receives Demand for Merchandise

Procure to Pay Process Flow

** Licensee must still follow required ordering and payment process
MOR to PO Process for Departments

1. Submit a Merchandise Order Request (MOR) to Trademark Licensing for review and approval

2. Brand Engagement reviews and approves MOR and e-mails both you and Licensee a MOR#

3. The Licensee e-mails you an attached final quote referencing the MOR#

4. You forward the e-mail to an administrative person authorized to create a requisition in eProcurement for your department*

5. The administrative person creates a requisition in eProcurement, attaches your quote, and submits it for departmental approval

6. Your designated manager or administrator approves your requisition in eProcurement, automatically sending it to Purchasing

7. Purchasing reviews and approves your requisition, and sends PO to the Licensee to begin work

* Note: This is normally the person ordering your office supplies

** Licensee must still follow required ordering and payment process
Streamlined Process: Blanket Purchase Orders

1. **Department creates BPO Requisition in eProcurement**
2. **Purchasing issues Blanket PO to Licensee**
3. **Licensee fulfills order and submits invoice referencing BPO #**
4. **Department issues order to Licensee referencing BPO #**
5. **Licensee fulfills order and submits invoice referencing BPO #**
6. **Purchasing issues Blanket PO to Licensee**
7. **Department creates BPO Requisition in eProcurement**
8. **Purchasing issues Blanket PO to Licensee**

**Repeat invoicing and payment until balance of BPO is zero**

**BPO Procure to Pay Process Flow**

**Licensee must still follow required ordering and payment process**
Blanket MOR to Blanket PO Process:
“Streamlined process for handling repetitively ordered items by a department”

1. Department submits a Merchandise Order Request (MOR) to Trademark Licensing on selected items potentially purchased from a Licensee during the year, and noting need for a Blanket MOR#

2. Trademark Licensing reviews and approves each item on the MOR and e-mails both Dept. and Licensee. A Blanket MOR# is issued

3. Licensee submits all selected artwork at once to CLC for TL approval & references the Blanket MOR# (ex. MOR 1848)

4. Department creates a Blanket PO requisition in eProcurement identifying all approved items, and references the MOR# (An initial supplier quote is not required to create a BPO)

5. The Department contacts the Licensee with the Blanket PO Number to be used for the order

6. The Licensee follows the normal prescribed process for all orders but MUST add an appropriate sequence number at the end of the MOR# (ex. MOR 1848-1 on 1st fulfilled order, MOR 1848-2 on 2nd fulfilled order, etc.)

7. Department submits a New MOR form, and BPO requisition for any additional items not included in the original Merchandise Order Request*

Note:
- Approved Blanket MOR is required before a Blanket PO can be issued to Licensees
- Each Blanket MOR must have a unique associated BPO #, and vice versa

** Licensee must still follow required ordering and payment process
Excerpts:
Procurement Policies and Procedures for Departments
2.5 Conflicts of Interest

Vanderbilt as a general rule does not enter into purchasing contracts with students, faculty, staff, or members of their immediate families. The university’s Conflict of Interest Policy Article II, Section B Business Relationships, governs the conduct of staff relative to business relationships.
9.2 Purchasing from Approved Suppliers /Gold Guide

For many of our commonly used products and services, Procurement Services has negotiated contracts with a select group of suppliers on the basis of their competitiveness and ability to serve the needs of the entire Vanderbilt community.

**Purchases from these Approved Suppliers meet the university’s requirements for competitive sourcing so no additional bidding is required.**
How to Buy at Vanderbilt University

The purpose of the Gold Guide is to assist you in finding approved suppliers from which to purchase the item you need and the recommended method for purchasing that item (i.e., eProcurement, Pcard, or PMM). You may also limit your search using the filters listed below.

**Air Freight**

**FedEx Shipping Services**

Buy-Pay Approach:  
- **VU** Internal VU  
- **P** Pcard

Buyer:  
Andrew Goodman

Contact:  
Tyrone Strobles
- Phone: 815-659-8766

Notes:  
Contact Marlena Terry for assistance.
Excerpts:
Vanderbilt University Supplier Procedures
**Gifts & Gratuities**: Item(s) provided to an individual for which payment is normally required, including any free or discounted merchandise, services, meals, entertainment events, etc.

- **Healthcare Suppliers** (i.e., pharmaceutical, medical device): NO GIFTS.

- **Non-Healthcare Suppliers (ex. Internal Campus Licensees):**
  - Individual employees may accept gifts & gratuities up to $300 in value per year, per supplier.
  - Gifts and gratuities should not be given to those in a position to influence buying decisions on the product, or in choosing the supplier.
  - Disallowed gifts must be provided to employees not in a position to influence the buying decision preferably though a random selection process, or returned to the Supplier, or destroyed.
  - Suppliers should exercise careful discretion when providing gifts & gratuities to individuals to ensure against any potential abuse.
  - Gifts given to individuals for personal use are not considered to be the same as product samples given to departments for business purposes.
**Product Samples**: Item(s) provided to a department at no charge for purpose of evaluation prior to the department committing to a purchase

- **Healthcare Suppliers (i.e., pharmaceutical, medical device)**: Samples are generally treated as gifts, with few approved exceptions

- **Non-Healthcare Suppliers (ex. Internal Campus Licensees)**:
  - Product samples are considered as property of Vanderbilt and not as gifts to specific individuals
  - It’s up to the supplier to decide their policy on samples
    - Supplier decide how many and when to send samples
    - Supplier must notify the customer when samples must be returned
    - If samples are not returned within 30 days, after a request from a supplier, then the supplier may invoice the customer for the cost of the samples
    - Supplier’s discretion on whether to charge the customer for any incurred freight cost

- VU and VUMC departments are permitted to accept samples of promotional products and apparel as a means to evaluate the form/fit/function of the merchandise for a particular business purpose, the outcome of which becomes part of the purchasing decision
Supplier Agreement:
A Few of the Significant Terms & Conditions
## Quarterly Price Audit (Revised 5/23/17)

### Internal Campus Supplier of Licensed Merchandise

Request Date: ________________

<table>
<thead>
<tr>
<th>Licensee Name</th>
<th>PO Number</th>
<th>Merchandise Order #</th>
<th>Vanderbilt Invoice Number</th>
<th>Invoice Date</th>
<th>Item #</th>
<th>ITEM DESCRIPTION</th>
<th>Qty</th>
<th>Per Contract Cost Plus Markup %</th>
<th>Vanderbilt Invoiced Amount</th>
<th>Not to Exceed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Company</td>
<td>501702006</td>
<td>3345</td>
<td>5069788</td>
<td>11/21/2016</td>
<td>107249</td>
<td>Adult LS T-Shirt - Screen Printing &amp; Embroidery</td>
<td>15%</td>
<td>65%</td>
<td>$843.2400</td>
<td>$813.38</td>
</tr>
</tbody>
</table>

Invoiced unit price per item: $5.3370

Royalty Item (Y/N)? N

### Supplier used to produce this order (Material)

<table>
<thead>
<tr>
<th>Supplier used to produce this order (Material)</th>
<th>Licensee Invoice Number</th>
<th>Licensee's Invoice Unit Cost</th>
<th>Qty</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta Apparel</td>
<td>6230125</td>
<td>$3.1200</td>
<td>5</td>
<td>$165.36</td>
</tr>
<tr>
<td>Delta Apparel</td>
<td>6229860</td>
<td>$3.1200</td>
<td>105</td>
<td>$327.60</td>
</tr>
<tr>
<td>Delta Apparel</td>
<td>6229860</td>
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<tr>
<td>Delta Apparel</td>
<td>6229860</td>
<td>$3.1200</td>
<td>5</td>
<td>$165.36</td>
</tr>
<tr>
<td>Delta Apparel</td>
<td>6229860</td>
<td>$3.1200</td>
<td>105</td>
<td>$327.60</td>
</tr>
</tbody>
</table>

**Extended Price:** $492.96

### Supplier used to produce this order (Artwork)

<table>
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<tr>
<th>Supplier used to produce this order (Artwork)</th>
<th>Licensee Invoice Number</th>
<th>Licensee's Invoice Unit Cost</th>
<th>Qty</th>
<th>Extended Price</th>
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</thead>
<tbody>
<tr>
<td>Keylogo (Screen Printing - Back)</td>
<td>361596</td>
<td>$0.8500</td>
<td>150</td>
<td>$134.30</td>
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<tr>
<td>Keylogo (Screen Printing - Front)</td>
<td>361596</td>
<td>$0.8500</td>
<td>150</td>
<td>$134.30</td>
</tr>
<tr>
<td>Film Charge - Large</td>
<td>361596</td>
<td>$12.0000</td>
<td>2</td>
<td>$24.00</td>
</tr>
<tr>
<td>Film Charge - Large</td>
<td>361596</td>
<td>$12.0000</td>
<td>2</td>
<td>$24.00</td>
</tr>
</tbody>
</table>

**Extended Price:** $292.60

**Reason:** If Vanderbilt’s Invoiced Amount is Greater Than Not to Exceed Amount

### COLOR KEY

- Black Information provided by Vanderbilt
- Yellow Information provided by Licensee
- Green Calculated Field

### REQUIRED SUPPORTING DOCUMENTATION FOR UNIT COST

1. Copy of Licensee’s invoice from its Supplier(s)

OR

2. System Generated Report from Licensee (ie. ERP, Supply Chain, Financial System, etc.) confirming the unit price of item at time of Purchase Order from Vanderbilt

2. Copy of Licensee Invoice to Vanderbilt
**Invoice 5069788 Page 1**

**VANDERBILT UNIVERSITY**
**DISTRIBUTION SERVICES**
**VU STATION B 408180**
**2301 VANDERBILT PLACE**
**NASHVILLE, TN 37240**

**Shipping Address**
Meagan Smith
5017022000 MOR 3345
Vanderbilt University
2301 Vanderbilt Student Center
2302 Vanderbilt Place
NASHVILLE, TN 37240
USA
Tel: 678-357-5253

**Invoice Number** 5069788  
**Invoice Date** November 21, 2016  
**Account No.** 3657938  
**Account Rep.**  
**Your Order No.** 5017022000  
**Our Order No.** 12942514

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item #</th>
<th>Description</th>
<th>Unit</th>
<th>Price</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>107249-LS-S</td>
<td>Adult 5.2 oz. Cotton Long Sleeve T-Shirt - Screen Charcoal, Charcoal</td>
<td>5.3370</td>
<td>843.24</td>
<td>843.24</td>
</tr>
<tr>
<td>158</td>
<td>107249-LS-S</td>
<td>Adult 5.2 oz. Cotton Long Sleeve T-Shirt - Screen Charcoal, Charcoal</td>
<td>0.0000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>18</td>
<td>- Medium : Athletic Navy,Athletic Navy</td>
<td>0.0000</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>- Extra Large : Athletic Navy,Athletic Navy</td>
<td>0.0000</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>- Extra Large : Charcoal, Charcoal</td>
<td>0.0000</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>- Extra Large : Athletic Navy,Athletic Navy</td>
<td>0.0000</td>
<td>0.00</td>
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<tr>
<td>42</td>
<td>- Small : Athletic Navy,Athletic Navy</td>
<td>0.0000</td>
<td>0.00</td>
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<td></td>
</tr>
<tr>
<td>60</td>
<td>- Medium : Athletic Navy,Athletic Navy</td>
<td>0.0000</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
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<tr>
<td>7</td>
<td>- Small : Forest Green, Forest Green</td>
<td>0.0000</td>
<td>0.00</td>
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<td></td>
</tr>
<tr>
<td>9</td>
<td>- Large : Charcoal, Charcoal</td>
<td>0.0000</td>
<td>0.00</td>
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<tr>
<td>1</td>
<td>Set-Up Charge</td>
<td>Set-Up Charge (1st Color)</td>
<td>36.0000</td>
<td>36.00</td>
<td>36.00</td>
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<tr>
<td>158</td>
<td>Run Charge</td>
<td>1st Color Run Charge</td>
<td>0.0000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1</td>
<td>Set-Up Charge</td>
<td>Set-Up Charge (Add'l Loc)</td>
<td>13.5000</td>
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<td>13.50</td>
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<tr>
<td>158</td>
<td>Add'l Location</td>
<td>Add'l Loc Run Charge 1st Color</td>
<td>0.8370</td>
<td>132.25</td>
<td>132.25</td>
</tr>
</tbody>
</table>

**Total Net** 1,024.99  
**Total Tax** 0.00  
**Grand Total** 1,024.99

*Please ensure that payment is received by Dec 21 2016.*

---

**DELTA APPAREL**

**REMIT TO:**
**DELTA APPAREL**
P. O. Box 222256
**ATLANTA, GA 31103-2225**

**SOLD TO:**
**DELTA APPAREL**
**P. O. BOX 222256**
**ATLANTA, GA 31103-2225**

**SHIP TO:**
**KEIL LOGO**
**935 WEST STATE STREET**
**HARFORD, WI 53027**

**SALES ORDER NO.** 1064493001  
**CUST. REP.** TVJUDD  
**FOB.** Clinton, TN  
**VIA.** UPS NEXT DAY AIR  
**NO. OF CNBS.** 1  
**CUSTOMER ORDER NO.** 1064493001  
**DEPT.** 038  
**REFERENCE NO.**  
**SALES REP.** 
**FREIGHT TERMS.** Delta Pays Freight  
**PRICING UNIT.** EACH/ES*  
**WEIGHT.** 37.00

**PRODUCT/COLOR**

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PRICE</th>
<th>AMOUNT (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>$3.120</td>
<td>$62.40</td>
</tr>
<tr>
<td>26</td>
<td>$3.120</td>
<td>$61.12</td>
</tr>
<tr>
<td>7</td>
<td>$3.120</td>
<td>$21.84</td>
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</tbody>
</table>

**TOTAL FREIGHT SAVINGS FOR THIS SHIPMENT IS** 55.34

<table>
<thead>
<tr>
<th>DISCOUNT</th>
<th>CHARGES</th>
<th>PAY THIS AMOUNT WHEN DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>53</td>
<td>$165.36</td>
<td>US DOLLARS</td>
</tr>
</tbody>
</table>

*visit our website at www.deltaapparel.com*
INVOICE

INVOICE NUMBER: 361596

INVOICE DATE: 11/06/17

DUE DATE: 12/06/17

TERMS: NET 30

Sold to:

Key Logo
930 West State Street
Hartford, WI 53027

Customer Order No.: 1242514-1

Shipped To:

Key Logo
930 West State Street
Hartford, WI 53027

No of Ctns: 2

Pricing Unit: EACH

Weight: 65.00

Ordered

Shipped

Item number

Description

Unit Price

Extended Price

158

158

IPCD

Screen Alternative Thanksgiving & Winter Break on L/S Athletic Navy, Forest Green and Charcoal Cotton T-Shirts - Full Front

.85

134.30

158

158

IPCD

Screen Beyond You Alternative Thanksgiving Break on Blue - Above T-Shirts - Full Back

.85

134.30

2

2

Film LG

Film Charge - Large

12.00

24.00

Subtotal

Total

Payments

Amount Due

292.60

292.60

292.60

292.60

Terms: NET 30

Invoiced in US Dollars

Visit our website at www.deltapparel.com

11/06/17, 00:10
<table>
<thead>
<tr>
<th>MOR Category</th>
<th>Sales Tax Applied by Licensee</th>
<th>Royalty Applied by Licensee</th>
<th>Purchase Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Use/Promotional Giveaway</td>
<td>N</td>
<td>N</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>Fundraising/Suggested Donation:</td>
<td>N</td>
<td>N</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>Purchase for Resale</td>
<td>N</td>
<td>Y</td>
<td>Purchase Order</td>
</tr>
<tr>
<td></td>
<td>Department to charge, collect and remit sales tax on the end cost of the item that is sold to the end user.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution to VU/VUMC Personnel for Reimbursement of the Cost of the Item</td>
<td>Y</td>
<td>Y</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>Payment with non- VU /VUMC funds</td>
<td>Y</td>
<td>Y/N</td>
<td>Non-Vanderbilt issued Credit Card</td>
</tr>
<tr>
<td></td>
<td>Items purchased for work use will NOT include royalties, but sales tax will still apply.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• The required pricing structure is a maximum cost-plus percentage per category as defined in the Agreement.

• “Cost” is defined as Supplier’s total cost of products/and or services, excluding the actual cost of freight, but including handling fees and/or order fees that may have been charged to Supplier by the manufacturer or distributor providing products, and any third party fees associated with the transaction such as credit card fees or other transaction fees charged to Supplier.

• Should it be necessary for Vanderbilt to deviate from the defined brand list, Supplier shall quote not to exceed the Average Cost-Plus Percentage as defined in the Agreement.
Annual Supplier Review for Contract Renewals
Evaluation Committee (VU and VUMC)

Factors to be evaluated include but not limited to:

- Adherence to information requirements for quotations and invoices
- Adherence to Purchasing processes for Purchase Orders
- Adherence to Trademark Licensing and CLC approval processes
- FLA Membership
- Generated sales volume
- Management of sales tax and royalties
- Proliferation of “unauthorized” orders
- Product quality and on-time deliveries
- Reporting
- Results of quarterly price audits
- Sales and Customer Service
<table>
<thead>
<tr>
<th>Evaluation Factor</th>
<th>Scoring Method</th>
<th>Evaluation Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adherence to information requirements for quotations and invoices</td>
<td>Evaluation based on eProcurement experiences</td>
<td>MOR # on quotes and invoices</td>
</tr>
<tr>
<td>2. Adherence to Procurement processes for Purchase Orders</td>
<td>Evaluation based on eProcurement experiences</td>
<td>Quotes provided to Departments prior to orders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Occurrences of confirming or after the fact POs</td>
</tr>
<tr>
<td>3. Adherence to Trademark Licensing and CLC approval processes</td>
<td>Evaluation based on MOR and trademark use experiences</td>
<td>Occurrences of jobs without prior MOR approval</td>
</tr>
<tr>
<td>4. Generated sales volume</td>
<td>PeopleSoft reports</td>
<td>Total spend w/ Supplier in VU and VUMC since April 1, 2016</td>
</tr>
<tr>
<td>5. Management of sales tax and royalties</td>
<td>CLC Feedback</td>
<td>Errors or omissions in reporting sale tax or royalties through CLC</td>
</tr>
<tr>
<td>6. Proliferation of “unauthorized” orders</td>
<td>P-Card Report, PeopleSoft Reports</td>
<td>Occurrences of P-Card and/or Demand Check Payments</td>
</tr>
<tr>
<td>7. Product quality and on-time deliveries</td>
<td>Evaluation based on order experiences</td>
<td>Anecdotal experiences of quality or delivery issues</td>
</tr>
<tr>
<td>8. Reporting</td>
<td>CLC Feedback</td>
<td>Errors or omissions in reporting to CLC, and outstanding Account Receivables</td>
</tr>
<tr>
<td>9. Results of quarterly price audits</td>
<td>Average scores of prior price audits</td>
<td>Unit Prices within contract terms</td>
</tr>
<tr>
<td>10. Sales and Customer Service</td>
<td>Evaluation of Account Managers</td>
<td>Availability, Credibility, and Reliability</td>
</tr>
</tbody>
</table>
Questions?
OptiFreight® Logistics

Damon Estep, Account Manager
Kip Deal, Vanderbilt On-Site Coordinator

April 4, 2016
30-50% savings per shipment*
21,000 active facilities*

Sites of care

- Surgery center
- Physician office
- Home health
- Laboratory
- Long-term care
- Hospital
- Pharmacy
- Global
- Blood and tissue bank

Logistical solutions (inbound and outbound)

- Small parcel
- Large freight
- International
- Hazardous
- White glove
- Home delivery
- Analytics/reporting
- Temperature sensitive

11.5 million shipments per year*
$200 million saved*
How freight management works

1. **Hospital creates PO and submits to supplier, per normal process**
   - Hospital creates a purchase order (PO) and submits it to the supplier, following the usual process.

2. **Supplier receives PO and fills order**
   - The supplier receives the PO and fulfills the order as usual.

3. **Carrier picks up the shipment from the supplier**
   - The carrier picks up the shipment from the supplier.

4. **Carrier delivers shipment to hospital, like any other order**
   - The carrier delivers the shipment to the hospital, treating it as they would any other order.

5. **3rd party freight manager receives invoice for shipment**
   - A third-party freight manager receives the invoice for the shipment.

6. **Freight manager audits verify billing accuracy and handles any billing exceptions with carrier**
   - The freight manager audits the invoice to ensure billing accuracy and handles any exceptions with the carrier.

7. **Freight manager bills customer for freight**
   - The freight manager bills the customer for the freight services provided.

8. **Reporting shows aggregated freight spend**
   - The reporting shows the aggregated freight spend for the transaction.
**Vanderbilt University** – Bill To: VU Disbursement Services / OptiFreight Logistics PMB401810, Nashville, TN 37240-1810

**University Vendor Shipping Guidelines**

***Please note: the 3rd party routing methods are to be used ONLY for shipment charges and/or service levels that the above referenced customer is contractually responsible for.***

<table>
<thead>
<tr>
<th>Type of shipment</th>
<th>Routing Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipments weighing 0 - 150 lbs.</td>
<td>Ship “3rd Party” via FedEx Express and Ground</td>
</tr>
<tr>
<td>Shipments weighing 151 - 5,000 lbs.</td>
<td>Ship via LTL</td>
</tr>
<tr>
<td>LTL (Less than truckload)</td>
<td>Call OptiFreight Logistics Solutions</td>
</tr>
</tbody>
</table>

Toll Free: **888.457.5851** or Email
**OptiFreightLogisticsSolutions@CardinalHealth.com**

On Bill of Lading, mark “Bill to” portion

**Bill Third Party to:**
Vanderbilt University  
C/O OptiFreight Logistics  
7000 Cardinal Place  
Dublin, OH 43017

**Air Freight/*Special Services.** Call OptiFreight @ **888.457.5851**
*Blanket wrap, residential delivery, lift gate, inside pick up/delivery, any labor required, temperature control, Hazmat handling, time constraints, handling of fragile products, perishables, arrival notification or if a product has an exceptionally high value.

**Shipments greater than 5,000 lbs. / 750 cu ft.** Call OptiFreight @ **888.457.5851**
Medical Vendor Shipping Guidelines

*** Please note: the 3rd party routing methods are to be used ONLY for shipment charges and/or service levels that the above referenced customer is contractually responsible for.

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</tr>
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<td></td>
</tr>
</tbody>
</table>

On Bill of Lading, mark “Bill to” portion

**Bill Third Party to:**
Vanderbilt University Medical Center
C/O OptiFreight Logistics
7000 Cardinal Place
Dublin, OH 43017

**Air Freight/Special Services.**

* Call OptiFreight @ 888.457.5851

*Blanket wrap, residential delivery, lift gate, inside pick up/delivery, any labor required, temperature control, Hazmat handling, time constraints, handling of fragile products, perishables, arrival notification or if a product has an exceptionally high value.

Shipments greater than 5,000 lbs. / 750 cu ft.** Call OptiFreight @ 888.457.5851
Special Instructions for Shipping

1) VU/VUMC Purchase Order number MUST be provided on ALL FedEx shipping labels and bills of lading.
2) Shipping guidelines MUST be noted in your order entry system and shipping system.
3) Invoices for product ONLY should be sent to the Vanderbilt University directly as usual.
4) Do NOT prepay and add freight to your invoice except where instructed by OptiFreight or Vanderbilt University. Prepay and adding freight to the client invoice and third party account number may result in short pay or charge back of the freight amount billed.
5) You MUST contact OptiFreight for shipments requiring special handling such as lift gate, inside delivery, etc.
6) For LTL shipments, ship Standard unless otherwise specified on the PO.
7) Package consolidation for shipments to the same destination is preferred whenever possible.
8) If you cannot meet the required shipment dates so that the carriers listed above can meet delivery dates please notify Vanderbilt
9) Carrier transit times can differ. It is your responsibility to meet required shipment dates so that the carriers listed above can meet delivery dates. Vendor is not held responsible for interruptions in transit once the shipment has been picked up by the carrier.
10) If no service level is specified on the Purchase Order, please default shipping service level to Ground or Express saver
Questions?
Brand Engagement and Governance
Brand Engagement and Governance Team

Executive Director/Maggie Harris
Maggie.harris@Vanderbilt.edu
615.343.7292

Director/Ed Kinney
Edward.kinney@Vanderbilt.edu
615.322.4922
To help Vanderbilt University achieve a consistent image, a cohesive identity system has been developed which reflects the forward thinking yet historic character of the university and asserts to all audiences the high quality for which Vanderbilt is nationally known. This identity system was introduced in 2003.

This graphic standards website spells out how the system is correctly used on all forms of communication, including websites, other electronic communication vehicles, promotional products, and printed publications. Unique situations may require further interpretation of the guidelines.

In order for this graphic design system to be successful, everyone must abide by the standards outlined here. Your adherence to the system gives value to the Vanderbilt brand, and in turn the Vanderbilt brand gives value to your program. Consistent use of the brand and its symbols reinforce the reputation of Vanderbilt as a progressive and cohesive institution.

Distinctive requirements specific to the Medical Center and to the use of the athletic logos may be found on related websites.
**Instructions**

Vanderbilt University's identity system supercedes all symbols and designs previously used to represent the university and its divisions prior to 2003.

This identity system constitutes primary branding for all institutional units.

The "signature" is a single unit of identification, composed of the V symbol and wordmark, Vanderbilt or Vanderbilt University.

\[ V \]

= V Symbol

\[ \text{VANDERBILT UNIVERSITY} \]

= word mark

Several signature configurations have been developed for Vanderbilt in order to achieve a versatile visual identity and to address various situations without compromising the integrity of the mark.

Please bookmark this site for future reference.

The arrangement and construction of the signatures have been carefully considered and should not be altered or rearranged in any manner.

In order for the Vanderbilt identifiers to have their desired impact and strength, minimum clear space and minimum size standards have been developed for each signature.

The reverse versions have been provided for instances where the symbol or signature is used in a light color on a dark background.
Restrictions

The arrangement and construction of the signatures have been carefully considered and should not be altered or rearranged in any manner.

Shown below is a correct signature.

**VANDERBILT UNIVERSITY**

Below are examples of what not to do with the elements of the Vanderbilt identity.

Don’t condense or stretch the wordmark or symbol.

**VANDERBILT UNIVERSITY**

Don’t substitute other typefaces in the signature.

**VANDERBILT University**

Don’t use coarse screens or low-resolution outputs.

**VANDERBILT UNIVERSITY**

Don’t add other elements or shapes to any of the elements.

**VANDERBILT UNIVERSITY**

Don’t insert the symbol as a replacement for the letter V.

**VANDERBILT UNIVERSITY**

Don’t remove the VANDERBILT wordmark from the configuration.
The construction of the wordmark and its relationship to the symbol have been carefully considered and should not be altered or rearranged in any manner.

Minimum Clear Space
In order for the signature to have its desired impact and strength it is recommended that a minimum clear space surrounds it. Other graphic elements should not crowd the symbol. Placing the symbol on a colored background or on a photo or illustration is not an intrusion of the minimum clear space, providing maximum legibility is maintained.

The minimum space is a set measurement determined in each signature and is defined as X. The X will change proportionally as the signature increases and decreases in size. In the signatures containing the Vanderbilt symbol, the height of the symbol is used as that measurement.

Trademark protection
If you choose to omit the trademark designation ®, please be sure to include the following statement on your publication or website: "Vanderbilt®, Vanderbilt University®, V Oak Leaf Design®, Star V Design®, and Anchor Down®, are trademarks of The Vanderbilt University.

Downloads
Downloads Overview
Instructions
Restrictions

Vanderbilt University Signatures
Vanderbilt Signatures
 Blair School of Music
 College of Arts and Science
 Divinity School
 Graduate School
 Law School
 Owen Graduate School of Management
 Peabody College
 School of Engineering
 School of Medicine
 School of Nursing

Minimum Size
To ensure legibility, the symbol should never be reproduced smaller than 3/16 inch symbol height.

Color
The primary identification colors of the signature are Black for the wordmark and Gold (PANTONE 873, Web #997F3D) for the symbol. It may also appear entirely in black, gold, white or in blind emboss. See Primary Identification Colors for more information.
What Not To Do
Merchandise Order Form (Revised 5/25/16)

TradeMark Licensing Office - Merchandise Request Form

(Please note, approval of this form is not approval of your artwork. That is approved separately.)

View a detailed explanation of the checkbox categories.

Please choose one of these items: *

- Internal Use/Promotional Giveaways
- Fundraising/Suggested Donation
- Purchase for Resale (Business/Administrative officer responsible for sales tax reporting)
- Distribution to VU/VUMC Personnel for Reimbursement of the Cost of the Item
- Payment with non VU/VUMC Funds

Please Note: If you can check more than one box above, you will need to submit a separate merchandise request form for each. Click here for an example.

Is this a uniform order? *

- Yes
- No

If "Yes" please click here to see if your department is required to order from a specific vendor. If your department is not listed, you can order from any licensed Vanderbilt vendor. Click here for a list.

Do you need to create a Blanket Purchase Order? *

- Yes
- No

You will receive a reply from the Trademark Licensing Office and a Blanket MOR # will appear in the subject line of the email response. Your next step is to go to eProcurement and create a Blanket Po Requisition. A new MOR is required when new items are added.

Contact Name *

Allison Murphy

First Last

Check one *

- University Order
- Medical Center Order

Organization *

Vanderbilt Programming Board

Phone *

015-322-3842

Email *

allison.h.murphy@vanderbilt.edu

Merchandise purpose (please provide as much detail as possible) *

Giveaway shirts for event during finals. Commodore Coffee Break. Anchor Down Under, which is designed to provide a study break and needed stress release, with shirts giving incentive for students to attend.

Item (e.g., t-shirt, lab coat, polo) *

- T-shirts

Estimated Units

200

Estimated budget per unit

5.00

Is this a *

- Reorder
- New order

Name of licensed vendor you have selected for your order:

Goldfarb Associates

Please use this list of approved vendors if you need help finding a vendor. Only licensed Vanderbilt vendors can produce your order. Please keep in mind if your department is required to use a specific vendor for uniform orders, you must use the vendor listed here.

Need merchandise by

01/15/200

Duration and location of the event

Student Center 1-4pm

Terms of Notice

Please note: The Trademark Licensing Office will review this request within 24 hours. In most cases, you will receive a response same day. Once your order has been approved, you can begin to work with your chosen licensed Vanderbilt vendor on your design. Please be sure your design is original and does not borrow or copy from a copyright or trademark owner. The Trademark Licensing Office is only approving the use of the Vanderbilt marks, colors, and typography that the message is appropriate. If your graphic is infringing, please be advised that you might be issued a Cease and Desist from the trademark/copyright owner.

Accept terms *

- I accept these terms.

Need assistance?

Please email Mary Ann Daniel at maryann.daniel-kaszuba@vanderbilt.edu or Allison Murphy at Allison.h.murphy@vanderbilt.edu.

Submit
**Internal Use/Promotional Giveaway:**
These are promotional giveaways or items purchased for internal university or medical center use. These orders are tax exempt and the tax exempt certificate is used by the licensed vendor. These products may be used internally by your department or organization or given away as a promotional item (e.g., polos or uniforms given to employees and pens given away at a conference).

**Fundraising/Suggested Donation:**
Orders that are being purchased for a fundraising event/campaign where the items being purchased will be given to a donor in exchange for a donation of any amount. The item(s) must be distributed for a “suggested donation” and must be provided even if the recipient pays much less than what was suggested. These orders are tax exempt.  **Please note: ALL student organizations must use this option when selling items at events. This is the preferred option for all departments when an item is being sold.**

**Purchase for Resale:**
This option is not recommended. These are orders that are being purchased for resale for a specific marked-up price. VU expects these transactions to be infrequent and isolated. The resale certificate should be used by the licensed vendor and the department will need to charge, collect and remit sales tax on the **end cost** of the item that is sold to the end user. The licensed vendor will include the university's royalty rate in the cost of the item. Please note: Business/Administrative Officer responsible for sales tax reporting.

**Distribution to VU/VUMC Personnel for Reimbursement of the Cost of the Item:**
Orders being purchased for use by Vanderbilt personnel (Faculty, staff, students, guests of the university, etc.) and will be transferred to those personnel by Vanderbilt for a specified price where the specified price is no greater than the cost of the item purchased, (e.g., lab coats, staff polos or uniforms “sold at cost” to Vanderbilt personnel), the vendor should include sales tax in the order. The licensed vendor will include the university's royalty rate in the cost of the item.

**Payment with non-VU/VUMC funds:**
When a third party is paying e.g., an individual paying with their personal credit card or other third party payee arrangement, regardless of the intended use of the product, the third party cannot use VU/VUMC's sales tax exemption or resale certificate and sales tax should be collected in accordance with Tennessee state sales tax statues. The licensed vendor will include the University's royalty rate in the cost of the item.  **Exception: Items purchased for work use e.g., uniforms, apparel, lanyards, name badges at VU/VUMC will NOT include royalties, but sales tax will still apply.**
What the Brand Engagement Office Receives  
(Revised 5/25/16)

View a [detailed explanation](#) of the checkbox categories.

Please choose one of these items: Fundraising/Suggested Donation

Please Note: If you can check more than one box above, you will need to submit a separate merchandise request form for each. [Click here for an example.](#)

<table>
<thead>
<tr>
<th>Is this a uniform order?</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If &quot;Yes&quot; please <a href="#">click here</a> to see if your department is required to order from a specific vendor. If your department is not listed, you can order from any licensed Vanderbilt vendor. <a href="#">Click here for a list</a></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you need to create Blanket Purchase Order?</th>
<th>No</th>
</tr>
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You will receive a reply from the Trademark Licensing Office and a Blanket MOR # will appear in the subject line of the e-mail response. Your next step is to go to eProcurement and create a Blanket PO Requisition. A new MOR is required when new items are added.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Allison Murphy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check one</td>
<td>University Order</td>
</tr>
<tr>
<td>Organization</td>
<td>Vanderbilt Programming Board</td>
</tr>
<tr>
<td>Phone</td>
<td>(615) 322-3942</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:allison.murphy@vanderbilt.edu">allison.murphy@vanderbilt.edu</a></td>
</tr>
</tbody>
</table>

**Merchandise purpose (please provide as much detail as possible)**

Giveaway shirts for event during finals, Commodore Coffee Break: Anchor Down Under, which is designed to provide a study break and needed stress release, with shirts giving incentive for students to attend.

<table>
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<tr>
<th>Item (e.g., t-shirt, lab coat, polo)</th>
<th>T-shirts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Units</td>
<td>200</td>
</tr>
<tr>
<td>Estimated budget per unit</td>
<td>$10</td>
</tr>
<tr>
<td>Is this a New order</td>
<td>New order</td>
</tr>
</tbody>
</table>

**Name of licensed vendor you have selected for your order:** Goldier Associates

**Need merchandise by:** Jun 15, 2016

**Duration and location of the event:** Student Center 1-4pm

**Terms of Notice**

Please note: The Trademark Licensing Office will review this request within 24 hours. In most cases, you will receive a response the same day. Once your order has been approved, you can begin to work with your chosen licensed Vanderbilt vendor on your design. Please be sure your design is original and does not borrow or copy from a copyright or trademark owner. The Trademark Licensing Office is only approving the use of the Vanderbilt marks, colors and verifying that the message is appropriate. If your graphic is infringing, please be advised that you might be issued a Cease and Desist from the trademark/copyright owner.

**Accept terms:** I accept these terms.
Hi Allison,

Your request is approved and you may proceed with your order.

Thank you,

Mary Ann

---

<table>
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<tr>
<th>View a detailed explanation of the checkbox categories.</th>
<th>Fundraising/Suggested Donation</th>
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<td>T-shirts</td>
</tr>
<tr>
<td>Estimated Units</td>
<td>200</td>
</tr>
</tbody>
</table>
## Uniforms are defined as:
Specific, distinctive, conforming articles of attire required by Vanderbilt University and Vanderbilt University Medical Center for particular groups of employees in the performance of assigned job duties.

- Certain VU and VUMC departments are required to use specific vendors for their uniform orders.
- If the department is not listed on this slide under “Areas” or is purchasing an item not listed under “Garments” any licensed vendor can be used for the order.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Garments</th>
<th>Areas</th>
<th>Contracted Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU</td>
<td>Long/Short Sleeve Shirts, Pants, Jackets</td>
<td>Dining Services, Plant Operations</td>
<td>Image Connection, Cintas</td>
</tr>
<tr>
<td>VU</td>
<td>Uniforms of all types including footwear</td>
<td>VUPD</td>
<td>CMS</td>
</tr>
<tr>
<td>VU</td>
<td>Scrubs, Lab Coats</td>
<td>School of Medicine, School of Nursing</td>
<td>Image Connection, Cintas, Land Uniforms</td>
</tr>
<tr>
<td>VUMC</td>
<td>Long/Short Sleeve Shirts, Pants, Jackets, Lab Coats</td>
<td>VUMC Traffic &amp; Parking, VUMC Plant Services, LifeFlight, Neonatal Transport (VCH), Registrations, OHO-Finance, TVC - Finance, Psychiatry Hospital, Phlebotomy, Eye Institute, VCH Nutrition Services, Patient Guest Services, Environmental Services</td>
<td>Image Connection, Cintas</td>
</tr>
<tr>
<td>VUMC</td>
<td>Scrubs</td>
<td>Hospitals &amp; Clinics</td>
<td>Medline</td>
</tr>
<tr>
<td>VUMC</td>
<td>Lab Coats</td>
<td>Hospitals &amp; Clinics</td>
<td>Medline</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* VUMC staff may purchase new or replaced lab coats through Medline or Vanderbilt Linen Services (Shared Hospital Services).</td>
</tr>
</tbody>
</table>
Internal Use/Promotional Giveaway
- No sales tax (Use of exemption certificate)
- No royalties

Fundraising/Suggested Donation
- No sales tax (Use of exemption certificate)
- No royalties

Purchase for Resale
- No sales tax (Use of resale certificate)
- Vendor will include royalties in the price of the item

Distribution to VU/VUMC Personnel for Reimbursement of the Cost of the Item
- Vendor will include sales tax on the order
- Vendor will include royalties in the price of the item

Payment with Non VU/VUMC Funds (3rd Party Purchases)
- Vendor will include sales tax on the order in accordance with Tennessee sales tax statutes
- Vendor will include royalties in the price of the item. **Exception:** Items purchased for **work use** e.g., uniforms, lanyards, name badges, apparel, will NOT include royalties, but sales tax will still apply.
Questions?
Vanderbilt University Medical Center
Vanderbilt University Medical Center

Logo Usage Guidelines
Uniforms/work apparel

• Clinic + Logo: Left-front chest pocket
• Black clothing is discouraged

Lab coats

• Clinic + Logo: Right-front lapel
• Name/credentials: Left-front lapel

• NOTE: if lab coat does not have name/credentials, the logo should appear on the left lapel.
Non-work apparel

- Official Logo vs Typeset
- Visual separation between logo and graphic elements
Products

- Official Logo vs Typeset vs URL
- Find products that fit the logo’s minimum size
**PLEASE DO**

- Always use the logos as provided.

- Use metallic gold ink (PMS 873) for the V mark when possible.

  If metallic is not available, use the non-metallic alternative PMS 7502.

- When using 4/c, use C:0 M:17 Y:47 K:19

- Use only one Vanderbilt logo on a given piece
PLEASE DON’T

• Do not reshape the logos.
• Do not combine any additional words, images or other logos to create composite logos.
• Logos should never be cut and pasted from a website.
• Do not modify the proportions or spacing between elements within the logos.
• Do not use orange as a background color.
• Avoid the use of pink as a background color.
Square Vanderbilt logo

- Use only when horizontal space is limited.
- Try to find another product that fits the official logo where possible.
- Do not use with other Vanderbilt or VUMC logos.
Other official logos

• Do not use with other Vanderbilt or VUMC logos.
LifeFlight Logo and Graphic

• Always use LifeFlight graphic with Vanderbilt LifeFlight logo.
• Do not use LifeFlight Logo and Graphic adjacent to one another unless on Vehicle or Uniform.
• When only room for one element, always use the LifeFlight logo.
Questions?
VANDERBILT
INTERNAL CAMPUS SUPPLIER TRAINING SESSION
2016
ICS OVERVIEW

- **Internal Consumption by Vanderbilt Only**
  - No sales direct to consumers or retail sale
  - Licensed only for RESTRICTED distribution channel
  - Licensee’s responsibility to determine end use
  - Only approved for product categories outlined in your Vanderbilt RFP response

- **Annual Renewal to maintain license with CLC**
  - Renewal Fee
  - Updated insurance
  - Confirmation of disclosure

- **Artwork approvals by Vanderbilt through MyCLC**
FAIR LABOR ASSOCIATION (FLA)

- **www.fairlabor.org**

- Fees are paid directly to FLA

- Term is January 1 – December 31

- Even if licensee signs up in June, the FLA membership expires December 31

---

WORKER RIGHTS CONSORTIUM (WRC)

- **http://www.workersrights.org/**
LOGOS ON DEMAND / STITCHES ON DEMAND

- [www.JPattononDemand.com](http://www.JPattononDemand.com)

- Provides high resolution of the University’s logos to insert into design software

- Includes subscription to Stitches on Demand (still required to purchase file)

- Your company is notified if there are any logo sheet changes so you can update your systems

- Holograms not required for internal orders but company name required on packaging, invoice or product
PRODUCT LIABILITY INSURANCE

• Required to maintain and provide proper updated certificate and endorsement upon expiration in timely manner

• Expires the same time every year; may not line up with license renewal

• Failure to maintain is a breach of license agreement; grounds for expiration
MyCLC

RESOURCES TAB

a huge resource to licensees
This section includes resources such as institution specific information, policy explanations, CLC forms and informational documents. These documents are useful in administering a licence through CLC. This section also provides direct access to infringer reporting and Logos on Demand modules. You may access each of the sub-sections by using the navigation buttons located on the left side of the page.
INDUSTRY CALENDAR

January 2016
1 Outback Bowl- Tampa, FL
1 Buffalo Mid-Moos Citrus Bowl-1- Orlando, FL
1 Fiesta Bowl- Glendale, AZ
1 Rose Bowl Game- Pasadena, CA
1 Allstate Sugar Bowl- New Orleans, LA
2 Tax Slayer Bowl- Jacksonville, FL
2 AutoZone Liberty Bowl- Memphis, TN
2 Valero Alamo Bowl- San Antonio, TX
2 Cactus Bowl- Phoenix, AZ
9- Div II Football Championships - Frisco, TX
11- CFP National Championship- Glendale, AZ
15- Martin Luther King Jr. Day observed- CLC offices closed
24-26 Spons Licensing and Tailgate Show - Las Vegas, NV

February 2016
15 Presidents’ Day observed - CLC offices closed

March 2016
3-5- International Collegiate Licensing Association (ICLA) Winter Symposium
4-8 Camex Campus Market Expo- Event - Houston, TX
6-8 Camex Campus Market Expo Trade Show - Houston, TX
15-16 NCAA Men’s Div I Basketball First Four- Dayton, OH
17-19 NCAA Div I Wrestling Championships - NY

April 2016
2-4 NCAA Men’s Final Four- Houston, TX
3-5 NCAA Women’s Final Four- Indianapolis, IN
7-9 NCAA Men’s Div I Ice Hockey Frozen Four - Tampa Bay, FL

May 2016
16-18 CLC Licensor Directors’ Seminar
28-30 NCAA Men’s Div I Lacrosse Championships - Philadelphia, PA

June 2016
2-8 NCAA Women’s College World Series - Oklahoma City, OK
8-11 NCAA Outdoor Div I Track & Field Championships - Eugene, OR
13-16 NACDA, NACMA, NACADD, and ICLA Conventions - Dallas, TX

July 2015
4- Independence Day- CLC offices closed
12-19 Atlanta International Gift & Home Furnishings Market - Atlanta, GA

August 2016

September 2016
2- College Colors Day
2- CLC offices closed
5- Labor Day observed- CLC offices closed
- Authorized Manufacturer’s Agreement
- Labor Code Agreement
- Factory Site Disclosure Form
- CLC Product Category List
- Bowl Licensing Information
- National Champions Information
- MyCLC Webinar
- Conference Licensing Information

## Licensee Resources

This section includes general information, as well as specific information, related to the CLC License Agreement, requirements, policies and special programs.

<table>
<thead>
<tr>
<th>Title</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logos on Demand Information</td>
<td>This document outlines the benefits and costs of Logos on Demand and provides instructions.</td>
</tr>
<tr>
<td>Game Day/Rivalry Licensing &amp; Reporting</td>
<td>This document includes information on requesting, submitting artwork, and reporting results.</td>
</tr>
<tr>
<td>CPSIA of 2008 Guide</td>
<td>This document includes a brief description and frequently asked questions of the CPSIA.</td>
</tr>
<tr>
<td>Consumer Product Safety Commission Hazard and Label Guidelines</td>
<td>This document includes the labeling requirements of the Consumer Product Safety Commission.</td>
</tr>
<tr>
<td>CLC Wiring Instructions</td>
<td>CLC Wiring Instructions</td>
</tr>
<tr>
<td>Conference Licensing Information</td>
<td>Information on obtaining a conference license.</td>
</tr>
<tr>
<td>Advacare Texas Kickoff Game Application</td>
<td>Application for the AdvoCare Texas Kickoff Game.</td>
</tr>
<tr>
<td>Chick-fil-A Kickoff Game 1 Application</td>
<td>Application for Chick-fil-A Kickoff Game 1.</td>
</tr>
<tr>
<td>Chick-fil-A Kickoff Game 2 Application</td>
<td>Application for Chick-fil-A Kickoff Game 2.</td>
</tr>
<tr>
<td>CLC ACH Instructions</td>
<td>CLC ACH Instructions</td>
</tr>
<tr>
<td>Tournament of Roses Parade License Application</td>
<td>Application for the Tournament of Roses Parade License.</td>
</tr>
<tr>
<td>Bowl Licensing Information</td>
<td>2015-16 Bowl Licensing Information</td>
</tr>
<tr>
<td>NCAA National Champions Licensing Information</td>
<td>NCAA National Champions Licensing Information.</td>
</tr>
<tr>
<td>Football National Champions Licensing Information</td>
<td>Information regarding the 2015 Football National Champions licensing program.</td>
</tr>
<tr>
<td>New MyCLC Overview</td>
<td>This webinar gives licensees a quick overview of the new MyCLC enhancements.</td>
</tr>
<tr>
<td>CLC License Agreement Synopsis</td>
<td>This document outlines the components of CLC’s Standard Retail Product License Agreement.</td>
</tr>
<tr>
<td>CLC Product Category List</td>
<td>This is a listing of all CLC defined apparel and non-apparel product categories and sub-categories.</td>
</tr>
<tr>
<td>Retailers by CLC Distribution Channels</td>
<td>A list of retailers by distribution channel as defined by Appendix D of the CLC Standard Retail Product License Agreement.</td>
</tr>
</tbody>
</table>

Reset Filters
• MyCLC User Manual
• Royalty Reporting Manual

Licensee Forms & Instructions
This section includes user manuals for CLC's online applications as well as user information on other collegiate-related entities systems.

<table>
<thead>
<tr>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>OLCP Hologram Label and Hangtag Order Form</td>
<td>Use this form to obtain the Officially Licensed Collegiate Product hologram label from J...</td>
</tr>
<tr>
<td>Finished Sample Approval Form</td>
<td>Applicants and Licensees must complete and submit this form with any university sample...</td>
</tr>
<tr>
<td>FLA Portal User's Manual</td>
<td>This document outlines how to register and renew with the Fair Labor Association in the...</td>
</tr>
<tr>
<td>Fundraising Program Request Form</td>
<td>Use this form to request the addition of a fundraising program to your CLC License Agree...</td>
</tr>
<tr>
<td>MyiCLC Artwork Creation Guidelines</td>
<td>This document includes examples of things to avoid when creating a PDF file for submissi...</td>
</tr>
<tr>
<td>MyiCLC ICS Users Manual</td>
<td>This document provides a complete overview of the MyiCLC system for Internal Campus...</td>
</tr>
<tr>
<td>MyiCLC Licensee User's Manual</td>
<td>This document provides a complete overview of the MyiCLC system, including instructions...</td>
</tr>
<tr>
<td>MyiCLC Password Change Request Form</td>
<td>Use this form to request a change to your MyiCLC password.</td>
</tr>
<tr>
<td>MyiCLC Online Royalty Reporting User's Manual</td>
<td>This document includes instructions and requirements for reporting royalties online thro...</td>
</tr>
<tr>
<td>Online Royalty Reporting Upload Template</td>
<td>Use this template to format your .CSV file for upload in the Report Royalties section of M...</td>
</tr>
<tr>
<td>Special Program Request Form</td>
<td>Use this form to request the addition of a special program to your CLC License Agree...</td>
</tr>
</tbody>
</table>
- University List
- Institution Satellite Campuses
- MRU Rate List
- University Exemption Policies

### Institution Information

This section includes information about CLC Partner Institutions, including royalty rates, MRU's, exemptions, Conference affiliations, and much more.

<table>
<thead>
<tr>
<th>Title</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLC University List - General Information</td>
<td>A complete list of CLC Institutions including CLC short codes, FLA and/or WR...</td>
</tr>
<tr>
<td>Institution Satellite Campuses</td>
<td>This document lists CLC Institutions that also administer the licensing program...</td>
</tr>
<tr>
<td>Institution Conference Affiliations</td>
<td>This is a list of athletic conferences and their affiliated institutions.</td>
</tr>
<tr>
<td>Institution Policies for Reconsideration</td>
<td>This document outlines institution policies regarding reconsideration of license...</td>
</tr>
<tr>
<td>Institution MRU's</td>
<td>This document includes a list of college and university minimum royalties per...</td>
</tr>
<tr>
<td>University Exemption Policies</td>
<td>List of CLC Partner Institution exemption policies.</td>
</tr>
</tbody>
</table>
REPORT INFRINGERS

• Allows licensees to send CLC potential infringer information

• Confidential from potential infringer
Announcements & Updates
- System updates
- CLC Office Closings
- Institution Updates

CLC Company News
- Industry Updates
- Partnership Extensions

Logos on Demand
- Direct link to site

FAQ’s
- General Questions
- Reach out to coordinator
MyCLC

ARTWORK SUBMISSION PROCESS
- New link: https://myclc.clc.com
- Username is CLC account number
- Password is case sensitive
- Click “Artwork”
- Click “Submit Artwork”
- Select Vanderbilt, University of
- Click “Next”
• Enter secondary email addresses, if applicable

• Choose ‘Select Artwork’ button

• Find design on your computer to attach
  • Must be PDF
  • Under 5MB

• Mock up of design must appear on product
• Design Number should be the MOR # (Merchandise Request Order Number)

• Select “Yes” for order pending

• If ICS, always select “Yes” for applying logo to blank goods
• If Local, select “Yes” if your company is applying logo to blank goods

• ICS companies are not required to submit AMAs; leave as “Select AMA”
  • Must submit Factory Site Disclosure Form for supplier if not already disclosed
• Local /Standard companies are required to submit AMAs and select appropriate supplier for all orders

### Artwork Details

<table>
<thead>
<tr>
<th>Design # *</th>
<th>MOR #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Pending *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product / Garment Colors *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you applying logo to blank goods? *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
</tbody>
</table>
• Indicate department ordering the product:
• For licensees completing business for internal customers, please
  use one of the options listed below for the end customer.
• These will correspond to your royalty report

<table>
<thead>
<tr>
<th>INTERNAL CUSTOMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICAL CENTER</td>
</tr>
<tr>
<td>STUDENT GROUPS</td>
</tr>
<tr>
<td>ATHLETICS</td>
</tr>
<tr>
<td>UNIVERSITY DEPARTMENTS</td>
</tr>
<tr>
<td>PERSONAL ORDERS</td>
</tr>
</tbody>
</table>

Retailer Name / Department
Artwork Submissions

This information needs to be included in the ‘Additional Information’ section:

- Department / student group ordering product
- Department / student group email address
- Quantity of items
- Royalty Exempt / Royalty Non-Exempt
- Merchandise Order Request Number (MOR#) – this must be included in order for your artwork to be reviewed.
Material Content Selections:
Logo Application Selections:
Product Selections:
Distribution Channel Selections:

Material Content *
Select/Desselect:
☐ Ceramic
☐ Cotton
☐ CottonPolyesterBlend
☐ Glass
☐ Leather
☐ MetalPewter
☐ Paper
☐ Plastic
☐ Polyester
☐ RayonNylon
☐ Resin
☐ Silk
☐ Wood
☐ Wool
☐ Other

Logo Application *
Select/Desselect:
☐ Carved
☐ DigitalPrint
☐ Embossed
☐ Embroidered
☐ HandPainted
☐ EtchedEngraved
☐ OffsetPrinting
☐ Screenprint
☐ Sublimation
☐ TackleTwill
☐ WovenKnitted
☐ Other

Products *
Select/Desselect:
☐ Misc. Apparel

Distribution Channels *
Select/Desselect:
☐ Restricted Channel

Check boxes for:
• Material Content
• Logo Application
• Products
• Distribution Channel
• Choose ‘Save’ in bottom right corner

• General timeline for artwork review is 24-48 hours (reviewed by Vanderbilt)

• Artwork must be submitted and approved for every order you complete for Vanderbilt prior to production
Royalty Reporting
ROYALTY BEARING

• Apparel and Promotional products ordered by VU and VUMC departments and organizations that are “Purchase for Resale,” “Distribution to VU/VUMC Personnel for Reimbursement of the Cost of the Item,” and “Payment with non VU/VUMC Funds” are subject to Vanderbilt’s royalty rate (Exception: Items purchased for work use at VU/VUMC, even if not mandatory, will NOT include royalties.)

NON ROYALTY BEARING

• Apparel and Promotional Products ordered by VU and VUMC departments and organizations that are Internal Use/Promotional Giveaways or Fundraising/Suggested Donation are royalty exempt.
Royalty Payments

- Royalties are due on the **net sales** of licensed articles.

\[
\text{Net Sales} = \left( \text{Invoice selling price to the consumer (including the royalty amount)} \right) - \left( \begin{array}{c}
\text{Quantity} \\
\text{discounts} \\
\text{trade} \\
\text{Credits for actually returns} \\
\text{Sales} \\
\text{Prepaid charges} \\
\text{transportation taken} \\
\end{array} \right)
\]
Royalties are required to be submitted through MyCLC quarterly/monthly according to the following schedule:

<table>
<thead>
<tr>
<th>Sales Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January-March</td>
<td>April 20th</td>
</tr>
<tr>
<td>April-June</td>
<td>July 20th</td>
</tr>
<tr>
<td>July-September</td>
<td>October 20th</td>
</tr>
<tr>
<td>October-December</td>
<td>January 20th</td>
</tr>
</tbody>
</table>
Over the next few slides, you will learn how to submit three different royalty reports in MyCLC. The three reports are:

1. **No Sales Report**: This report will be submitted if your company has no sales for the quarter.

2. **Exempt Sales**: This report will be submitted if your company only has sales that are exempt.

3. **Royalty Bearing Sales**: This report will allow you to submit royalty bearing sales as well as exempt sales.
• After logging into MyCLC, click on “Royalty Reporting”
• Click “Create Report.”
The document provides instructions on selecting the type of report and license for a report creation process.

- Select the type of report you are creating. If you have no sales for the Quarter or Month, select ‘No Sales Report.’
- Select type of license.

**Always select: Standard License (1) for internal sales.**

The screenshot shows a form interface with options for account number, report type (No Sales Report), license type (Standard License (1)), and reporting period (10/2015-12/2015). Clicking NEXT likely moves to the next step in the report creation process.

Additional common questions include:
- How does the upload work? Click here.
- How to submit MRU’s? Click here.
- Do I have to do anything after my data is uploaded? Yes. You will need to verify the report(s) uploaded and submit the report(s) to CLC.
- In what format should the data be uploaded? The data must be in .CSV file format. Click here to download an Excel template for the format & column definitions.
- Am I required to report sales information by retailer? All licensees are required to report royalties by retailer.
The report will generate and the following screen will appear. Since licensee has no sales to report, select “Close Detail.”
To submit, check the box in the column labeled “Check to Submit” Once selected, click on the button for “Submit Selected” at the bottom of the screen.

You have successfully submitted the report!
• After logging into MyCLC, click on “Royalty Reporting”
• Click “Create Report.”
• Select the type of report you are creating.
• If you only have Exempt Sales, then please select ‘No Sales Report’ for the Quarter/Month.
• Select type of license. For internal sales, select ‘Standard License (1).’
The report will generate and the below screen will appear. Since licensee has exempt sales to report, select the ‘Exempt Sales’ option.
Please enter the total exempt sales, product category(s), and where the product was sold for each institution licensed.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Exempt Sales($)</th>
<th>Product Category</th>
<th>Sold To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah State University</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vanderbilt University</td>
<td>6,500.00</td>
<td>shirts, mugs, pens</td>
<td>INTCS, INTDPS</td>
</tr>
<tr>
<td>Villanova University</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia - The University of</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Commonwealth University</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Tech</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wake Forest University</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Once the data has been entered, click ‘**Save Changes**’ at the top right of the page.

### Exempt Sales Report

<table>
<thead>
<tr>
<th>Institution</th>
<th>Exempt Sales ($)</th>
<th>Product Category</th>
<th>Sold To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah State University</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vanderbilt University</td>
<td>6,800.00</td>
<td>t-shirts, mugs, pens</td>
<td>INTCS, INTOPS</td>
</tr>
<tr>
<td>Villanova University</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia - The University of</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Commonwealth University</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Tech</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wake Forest University</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Items per page: 100*
The report should now be listed under the “View Reports” tab. To submit, check the box in the column labeled “Check to Submit.” Once the box is checked, the “Submit Selected” button will turn blue and you will select this button to submit the report to CLC.

You have successfully submitted the report!
• Click on “Royalty Reporting”
• “Create Royalty Report.”
• You can either upload your sales manually or by CSV upload. If you want to use the CSV upload, you can download the template on the right side of the screen.
• Either way, always select the ‘Standard License (1)’ option.
Click ‘Add New Entry’ to begin entering your data
Enter the requested information and click the check mark when done.
Please use the retailer codes below based on the end consumer of the product for internal purchases made by Vanderbilt.

<table>
<thead>
<tr>
<th>INTERNAL CUSTOMER</th>
<th>RETAIL CODE FOR REPORTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICAL CENTER</td>
<td>VANMED</td>
</tr>
<tr>
<td>STUDENT GROUPS</td>
<td>INTSTG</td>
</tr>
<tr>
<td>ATHLETICS</td>
<td>INTATL</td>
</tr>
<tr>
<td>UNIVERSITY DEPARTMENTS</td>
<td>INTDPS</td>
</tr>
<tr>
<td>PERSONAL ORDERS</td>
<td>INTCAM</td>
</tr>
</tbody>
</table>
Once all data has been entered, you will be taken to this screen. If you have Exempt Sales, click the “Exempt Sales” tab and report those sales as well.

Once report is saved, you will click “Close Detail” to return to the View Reports screen.
The report should now be listed under the “View Reports” tab. To submit, check the box in the column labeled “Check to Submit” and the click on the button for “Submit Selected.”

Once you click ‘Submit Selected’ this box will appear.
• Once submitted, secondary window appears with payment voucher.

• Print voucher and send to CLC with payment within seven (7) days.

• If zero royalties due, you do NOT have to print and send in voucher.
Submit Artwork
- Must be submitted and approved prior to production
- Includes reorders

Report Royalties Quarterly
- Reports and Payment are due to CLC by 20th of the month
- Report must be submitted even for exempt and zero sales

Insurance
- At least $1,000,000 in product liability insurance
- Need updated certificate and endorsement every year

Renewal
- CLC Renewal Fee
- Confirmation of Disclosures
Jenny Wallace
ICS Licensing Manager
jwallace@clc.com

Kevin Segal
Local Licensing Manager
ksegal@clc.com

Eric Cheek
Partner Services Rep
echeek@clc.com

Morgan Blackwell
Licensing Operations Coordinator
mblackwell@clc.com

Brian Ingle
Partner Services Asst Rep
bingle@clc.com
QUESTIONS?