INTELLIGENT SOLUTIONS FOR THE JEWELRY INDUSTRY™

# New Vendor Checklist

## Phase 1

☐ **Schedule launch meeting with THE BIG NETWORK team.**

☐ **Select retailers for initial outreach by THE BIG NETWORK team.**

☐ **Provide names, emails, and job titles for users you wish to have access to Balance to Buy.**
- You may have unlimited users
- Please indicate by user if they should have access to all retailer partners or a specified subset

☐ **Advise if you want to introduce The BIG Network partnership to your team in a group meeting or proceed directly with one-on-one trainings.**

☐ **Supply the below-listed marketing materials:**
- Company Logo in PNG format
- Brief Company Bio/Summary
- Featured/Seasonal Campaign Images in PNG format
- Collections or brand names logos in PNG format

☐ **If applicable, provide the name and email address for your designated accounting contact.**

☐ **Complete and return sku normalization questionnaire.**

## Phase 2

☐ **Export or compile a complete catalog (item) listing of all styles in all brands included in your company portfolio - please include the below information if applicable:**

- Item category
- Collection names
- Metal information
- Diamond attributes
- MSRP
- Item description
- UPC information
- Any other information used to classify your product
- Patterns and rules within your sku naming convention

☐ **Review and meet with Alicia Davis to complete vendor overview questionnaire – our Balance to Buy consulting team will utilize this information to best represent your brand to our retailer clients.**

If you have any questions or concerns, please don't hesitate to reach out to The BIG Network Team:

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