



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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