



evo

VENDOR R&R GUIDE

VENDOR REQUIREMENTS AND ROUTING GUIDE

EFFECTIVE 1/31/2022 (version 22)

Dear Vendor,

Thank you for supplying evo with great products to share with our customers. evo is dedicated to establishing strong relationships with both our vendors and our customers. To deliver excellent products to our customers quickly and efficiently while minimizing cost and eliminating waste, we request that you please follow these guidelines and standards.

evo is committed to better serving our customers and vendor partners through the superior use of technology and information. The standards outlined in the evo Vendor Requirements and Routing Guide, the “Routing Guide” reduce and eliminate paperwork and repetitive tasks and streamline the supply chain; which ultimately allows us to deliver products to our mutual customers quickly and cost effectively.

Failure to comply with the Routing Guide results in additional labor costs and loss of sales for evo and our vendor partners (each individually a “Vendor”). If you must deviate from any aspect of the Routing Guide, please contact evo first so we can work together toward a solution that works for evo and Vendor. (Section 1.0 of this guide contains a full list of evo contacts.)

Please forward this information to those individuals in your organization who are responsible for complying with these standards. It is the Vendor’s responsibility to distribute the updated information to all departments involved. Acceptance of a Purchase Order and shipment of merchandise against that Purchase Order constitutes acceptance of each and every term on the Purchase Order and in this Routing Guide

The information contained in this Routing Guide supersedes all previous evo routing documents or instructions. For the most current version, visit <https://www.evo.com/partners>

If any portion of this agreement conflicts with other Vendor agreements specific to you, notify us so that we may align on a mutually acceptable arrangement. In the event that we agree to waive or modify any element of the Routing Guide, the remainder of the Routing Guide shall remain in force.

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INBOUND ROUTING:

receiving@evo.com

phone: 206-995-8138

fax: 253-218-0726

VENDOR COMPLIANCE:

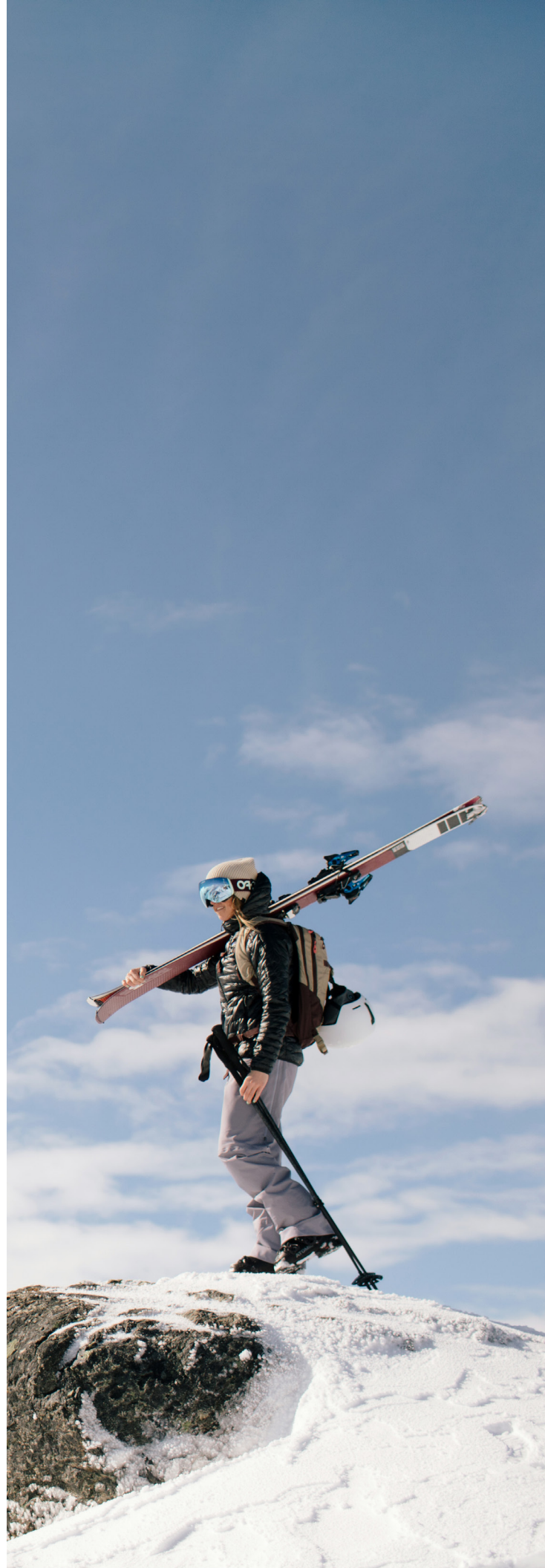
vendorcompliance@evo.com

phone: 206-588-8807

fax: 253-218-0726

DIGITAL CONTENT:

digitalcontent@evo.com



DIGITAL CONTENT REQUIREMENTS

Vendor Partner,

We have updated our content requirements to better streamline our go-to-market process and enhance the customer experience on evo.com. Starting on an on-going basis 90 days before ship date, please provide the evo digital content team with complete and current product information, images, and videos to meet our customer's online shopping expectations. These requirements are detailed below.

Please pay particular attention to the following changes:

- Product Content Requirements (page 5)
- Product Content Due Dates - Minimum 90 Days Prior to Ship (page 5)
- Delivery of Content (page 6)

If you have any questions, please contact us directly. Thank you for your partnership and thank you in advance for your assistance in meeting these requirements.

Sincerely,

Adrian Busse
Senior Digital Content Ops Manager

Alex Meilleur
Digital Content Manager

Up to Date Brand Contact Information

Required: Please submit your direct line of communication regarding content needs to content@evo.com:

- Brand digital asset manager's email address
- Brand digital asset manager's phone number
- Brand operational content schedule

Product Content Delivery Date

Required: Product Information and Product Photography **must be delivered to evo at least 90 days prior to product ship date.** *Orders with on-time digital content will be prioritized for preorder on evo.com.

Delivery Location

Required: Please deliver Product Information and Product Photography meeting evo standards to <https://assets.evo.com>. No Login Necessary.

Content Requirements

Product Information

Current seasonal digital product catalog/workbook with product specs and information including, but not limited to:

- All applicable size charts and fit information for every product
- Specs / Dimensions
- Weights
- Materials
- Construction
- Key Product Features / Callouts
- Any California Prop 65 chemical(s) contained in a product and whether the contained chemical(s) may cause cancer, reproductive toxicity, or both.
 - *For clarification on Prop 65 see the following website: <https://oehha.ca.gov/proposition-65>*

Additional Product Information Welcomed:

- Product Feature Illustrations
- YouTube or Vimeo Embed Links for Product Feature and Product Overview Videos



Product Photography

Product photos must be shot in studio for all products (including colorways) to the following standards:

- Minimum angles: Front, back, and side angles of each product.
 - SMUs: Vendors to supply SMU studio images unless a separate agreement is reached during product development. If unable to photograph, vendor to supply a product sample 90 days before ship.
- Outerwear standards: Products must be shot on ghost mannequin, with alternative views on model.
- Clothing & Swimwear standards: Products must have on-model full-length photos and layflats.
- Ski, Snowboard, Wake and Surfboards: Top & bottom sheets and rocker profile (skis).
- Bike: Full drive-side profile and angled views.
 - Detail Shots:
 - Crankset
 - Rear Derailleur & Chainstay
 - Fork & Front Wheel
 - Brake & Shifter
 - Seat & Seatpost
 - Please deliver highest-resolution files possible for bike imagery (i.e. TIF, RAW, PSD).

Delivery Format

- Dimensions: 2000x2000 pixels or greater
- Resolution: RGB color space, 72 dpi or greater
- File type: JPG, PNG, TIFF
- Background: Photos must be retouched and masked on a true white background at 255 RGB value or transparency
- Cropping: Uncropped or full view
- File Naming: The following naming types can be used to associate products:
 - UPC Example: 191253685745-(Front, Side, Back, Detail).jpg
 - Manufacturer SKU (needs color info) Example: 111222-ABC-Front.jpg
 - evo SKU Example: EB-13555-1001-Front.jpg

PURCHASE ORDERS

It is the Vendor's responsibility to check each Purchase Order upon receipt. The Purchase Order is a binding contract for all merchandise transactions between the Vendor and evo and each Purchase Order incorporates the terms of this Routing Guide by reference. **NO MERCHANDISE WILL BE RECEIVED WITHOUT A VALID PURCHASE ORDER.**

VENDOR RESPONSIBILITY

Vendors are responsible for the following:

- Verifying all PO data prior to shipping an order.
- Reporting and resolving all discrepancies (costs, terms, discounts, quantities & dates) with the Buyer within 14 days of receiving official evo Purchase Order. Upon agreement, revisions will be issued to you via an updated PO. **DO NOT SHIP UNTIL ALL DISCREPANCIES HAVE BEEN RESOLVED & YOU HAVE RECEIVED AN UPDATED PO.**
- Shipping goods as ordered. **DO NOT SUBSTITUTE MERCHANDISE** without approval from the Buyer who placed the order. Upon agreement, revisions will be issued to you via an updated PO. **DO NOT SHIP UNTIL YOU HAVE A REVISED PO.**
- It is the Vendor's responsibility for orders to be received at the applicable evo shipping address by the Cancel date on evo purchase order.
- For any PO that requires routing (see section 5.2 for routing requirements), vendor must reach out to evo to request routing at least 7 days prior to PO Cancel date. If you are unable to ship within the dates indicated on the purchase order, contact the Buyer prior to shipping. Upon agreement, revisions will be issued to you via an updated PO. **DO NOT SHIP UNTIL YOU HAVE A REVISED PURCHASE ORDER.**

STANDARDIZED LATE SHIPMENT DISCOUNTS AND TERMS:

- Any product received 1-15 days after the PO cancel date will automatically receive a minimum 10% wholesale discount (on top of any other discount already in place), unless otherwise agreed upon by the applicable evo Buyer.
- Any product received 16-30 days after the PO cancel date will automatically receive a minimum 15% wholesale discount (on top of any other discount already in place), unless otherwise agreed upon by the applicable evo Buyer.
- Any product received 31+ days after the PO cancel date will automatically receive a minimum 25% wholesale discount (on top of any other discount already in place), unless otherwise agreed upon by the applicable evo Buyer.
- Net terms will start once the shipment is received at evo, however any order with set terms (a hard payment date) will automatically have the terms pushed out the equivalent number of days that the order is late.
- A standard Cancel date will be 14 days after the Ship date unless otherwise noted by the applicable evo Buyer.

CONDITIONS OF PURCHASE

Condition of Purchase: Each evo Purchase Order is conditional upon the seller's agreement to all the provisions contained on the Purchase Order. The Purchase Order serves as a legally binding contract and incorporates the terms of this Routing Guide. The Purchase Order terms and conditions apply to every sale of goods to evo.

Responsibility of the Vendor

- Presentation of written price, terms, discounts, allowances, other Vendor programs and product descriptions (including written notification of price changes).
- Labeling and manufacturing according to state and federal laws, and UPCs on every product.
- Seller's Warranty for defective workmanship to credit evo for the net cost of the defective product or, at evo's sole discretion, replace defective product with new product.
- Indemnify evo against all liability and defense costs arising from defective product, trademark infringement or other claims arising from the sale of Vendor product.
- Risk of Loss. Seller bears the full risk of loss associated with the damage or destruction of goods up to transfer of title.

Rights of Purchaser

- Revocation of outstanding Purchase Orders or rejection of product shipped against Purchase Orders in the event that:
 - The product shipped fails inspection upon receipt,
 - Vendor fails to adhere to the Routing Guide or Purchase Order Product is recalled, subject to any trademark dispute, or terms,
 - Product is recalled, subject to any trademark dispute, or experiences customer returns outside the norm.
- Claim by deduction against outstanding accounts payable for all Chargebacks due under section 10 of the Routing Guide, all other Vendor credit memos and evo debit memos countersigned by a Vendor representative.
- Adjustments, cancellations, and in-season negotiations are at the written, mutual agreement of both parties.

evo's preferred method of data transmission is via EDI. To streamline the processes in the supply chain for both evo and our vendor partners, we prefer to communicate the submission and receipt of the following transactions via EDI transmission

- Purchase Orders
- PO Confirmations
- Advanced Ship Notifications
- Invoices

If you are an EDI compliant vendor, and can engage us in this preferred manner, please reference the EDI technical documents located on our vendor partners page. If you are not currently EDI compliant, we can help! Please reach out to vendorcompliance@evo.com for more information.

SAMPLE PURCHASE ORDER



Purchase Order	OR-1014372
Order Date	11/12/2013
Ship Date	11/12/2013
Cancel Date	12/12/2013
Payment Terms	Net 91, Net 90 8%

Ship to:	Bill to:	Buyer Info:	Vendor Info:
evo DC 3209 West Valley Hwy East Suite 100 Sumner, WA 98390 Ph: (206) 632-7598 Fax: (206) 5275489	evo headquarters Attn: Accounts Payable 401 N 36th ST Suite 200 Seattle, WA 98103 Ph: (206) 995-8178 ap@evo.com	Buyer Name buyer@evo.com Ph: 206-123-4444	evo Vendor 111 Main St. Los Angeles, CA 90051 Ph: 800-123-4567

Comments	W14 Bag reorder 11-12 Web
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Vendor SKU	evo SKU	Description	Size	Color	Qty	Whlsale Cost	Disc	Net Cost	Ext Cost
20084	EB-76067-1002	Gen. Brand Black Hole Roller 167 cm Bag	167 cm	Black	1	\$149.50	20%	\$119.60	\$119.60
20081	EB-76067-1002	Gen. Brand Black Hole Roller 167 cm Bag	167 cm	Red Wax	1	\$149.50	20%	\$119.60	\$119.60
49290	EB-76068-1001	Gen. Brand Black Hole Roller 190 cm Bag	190 cm	Black	2	\$164.50	20%	\$131.60	\$263.20
49290	EB-76068-1001	Gen. Brand Black Hole Roller 190 cm Bag	190 cm	Dark Blue	2	\$164.50	20%	\$131.60	\$263.20

PACKAGING REQUIREMENTS

These packaging requirements ensure that your product is delivered in pristine condition and is immediately available to process through our Distribution Center and to customers as efficiently as possible.

GENERAL GUIDELINES

The following guidelines must be followed for all shipments:

- Pack one (1) Purchase Order per carton. A Purchase Order may consist of multiple cartons.
- Individual cartons should not weigh more than 50 pounds, unless a single unit of the product weighs more than 50 pounds.
- Merchandise should not be tied together or bundled together unless authorized in the Purchase Order.
- A packing slip must be included per the instructions below. (Section 4.2)
- Seal cartons with appropriate packing tape.
- Use shipping cartons appropriate to the size and volume of the product being shipped.
- If packing material is required, do not use loose fill.
- Pack merchandise in sturdy corrugated cartons. It's okay to reuse boxes as long as all the old labeling is completely covered up
- Pack same SKUs together. Whether in a carton or multiple cartons on a pallet, the same SKU should be shipped together in sequentially numbered cartons/pallets. If single SKU is less than a full case, single SKU items should be combined with other SKUs to make a full shipping carton. (Section 4.3)
- Use a Knife barrier or no knife marking on cartons when there is potential to damage product with a knife during unpacking.
- Do not use straps on cartons unless it is a single item.

PACKING SLIP

The packing slip must be inside the lead carton (labeled packing list enclosed) or on the outside of the lead carton within a clearly visible sealed plastic envelope. Please send an electronic copy of the packing slip to receiving@evo.com. The packing slip must include:

1. "Ship to" address
2. Ship date
3. Vendor's return address, phone number and shipping contact email
4. evo Purchase Order number
5. Quantities by item description, manufacturer sku, color, size/width and UPC

CARTON MARKINGS

On the outside of each carton shipped, include the following information:

1. Vendor name and shipping address
2. Purchase Order number
3. Carton number (1 of 3, 2 of 3, etc.)
4. Item description, manufacturer sku, color, and size/width. If multiple sku's are combined in one carton, please list each and mark carton as "Mixed Carton"
5. Quantity of each item

PALLET PREPARATION

1. All shipments over 200 lbs must be palletized. (Section 5.3)
2. Ship on a sturdy pallet with all boards present.
3. Use oversize pallets when necessary, so that there is no overhanging product.
4. Put the heaviest items on the bottom, and the lightest items on the top to prevent pallet from collapsing.
5. Lay cartons down horizontal if shipping wakeboards, wakesurf boards, surfboards, snowboards, or skis.
6. If placing more than one PO on a pallet please label the pallet with the included POs.
7. Cartons must be placed on the pallet in the numerical order listed above. (Section 4.3.3) For example, carton 1 of 12 should be placed next to carton 2 of 12, etc.
8. Whenever possible, carton labels should face the outside of the pallet block to facilitate ready identification.
9. Pallets must be shrink-wrapped.

SOFT GOODS

1. Soft goods must be individually poly-bagged and sealed.
2. Tags must be visible with item description, manufacturer sku, color, size/width and UPC.
3. Soft goods must have proper California Prop 65 warning label on the product if applicable.

HARD GOODS

1. Boxed in new sturdy corrugated cardboard.
2. Combo Ski packages limited to one per box.
3. Tags must be visible with item description, manufacturer sku, color, size and UPC.
4. Hardgoods must have proper California Prop 65 warning label on the product if applicable

TRANSPORTATION REQUIREMENTS

The following transportation instructions are provided to ensure clear and consistent logistics responsibilities, and smooth warehouse and accounting operations for all parties.

evo ADDRESSES

Please check your PO for the correct shipping address!

evo DISTRIBUTION CENTER

3209 West Valley Hwy East Suite 100
Sumner, WA 98390

evo Seattle Store

3500 Stone Way N Seattle, WA 98103

evo Portland Store

200 SE MLK Jr Blvd Portland, OR 97214

evo Denver Store

860 Broadway Denver, CO 80203

evo Salt Lake City Store

660 S 400 W Suite 300, Salt Lake City, UT 84101

Shipments sent to the wrong address delay receiving and invoice payment processes and also result in a Chargeback as outlined in section 10.0 below.

FREIGHT CONSOLIDATION

Our objective is to consolidate as much product into a single shipment as possible, while maintaining our required ship dates.

Evo requests the POs ship at least 80% complete, with a maximum of two shipments per purchase order (see section 7.0), unless otherwise authorized in the Purchase Order. Shipments on a PO within a single week should be consolidated in a single shipment, while maintaining our required ship dates.

FREIGHT MODES

Free Freight orders / prepaid freight – In the event that the vendor is responsible for all shipping costs, the vendor should ship in the most economical way with the carrier of their choice. Please notify our warehouse about any incoming shipments at receiving@evo.com

If shipping Free Freight orders to one of our retail locations (i.e. Seattle, Portland, Denver) the following will be required:

- Lift gate delivery
- Pallet Height should be no more than 76in
- Send a shipping notification to the store team
 - Denver - datruckden@evo.com
 - Portland – datruckpdx@evo.com
 - Seattle - datrucksea@evo.com
 - Salt Lake City - datruckslc@evo.com

evo does not accept C.O.D. shipments. C.O.D. shipments will be refused at the dock.

For shipments up to 200 lbs, refer to the Parcel instructions below, and for shipments over 200 lbs, refer to the Freight Pickup Instructions below.

If shipping any oversized product (i.e Bikes, Surfboards, car tents/cargo boxes) please reach out to receiving@evo.com for shipping instructions.

For shipments originating outside of the United States, contact receiving@evo.com

to discuss the details and make shipping arrangements.

Parcel Instructions

- Shipments up to 200 lbs should be routed Ground via evo's parcel account. Contact receiving@evo.com to obtain evo's current parcel carrier & account number. For shipments less than 200 lbs, use of shipping methods other than ground on evo's parcel account is not preferred, unless you get prior approval from receiving@evo.com.
- Include evo's Purchase Order number in a reference field.

Freight Pickup Instructions

- For shipments over 200 lbs evo will arrange for freight pick up.
- Please submit the Order Pick Up – Shipping Information Request Form <https://www.evo.com/partners>
- If you have any issues with the form you can email your request to receiving@evo.com or fax to 253-218-0726, attention Receiving.
- Vendors must provide an accurate pallet count, weight (including pallet weight), and cube information when requesting routing as this information serves as the basis for designating the lowest cost carrier for pick up.
- We aim to turn around freight requests within 24 hours, however in some instances such as Rail and FTL loads may take longer to be arranged
- The Bill of Lading will be provided by evo's logistics company. Only use the provided BOL. When your evo shipment leaves your facility, email (receiving@evo.com) or fax

5.4

FOB

Unless otherwise indicated in the Purchase Order freight terms are FOB-Origin.



ADVANCED SHIPPING NOTICE

Notice from your shipping department regarding ship dates is critical to our warehouse planning and scheduling. We require that you alert our Logistics dept. via email or fax before shipments leave your facility. See section 5.3 for more details.

Include in the email or fax:

- Date shipped
- Purchase Order number
- Number of cartons shipped

INFORMATION MUST GO TO:

Logistics Dept.

email: receiving@evo.com

phone: 206.995-8138

fax: 1-253-218-0726

BACKORDER POLICY

Backorders produce inefficiencies in our supply chain and increase our processing and freight expenses. We encourage Vendors to ship complete, and allow only two shipments per Purchase Order without a chargeback. In other words, when there are more than two shipments per Purchase Order, a charge back will apply. No partial shipments after the cancel date of the Purchase Order will be accepted, without consultation with the buyer and modification of Purchase Order terms – see section 3.1.

RIGHT OF REFUSAL AND DEFECTIVE PRODUCT

RIGHT OF REFUSAL

evo reserves the right to refuse or return, with or without a return authorization, any merchandise that falls into any of the following categories:

- Merchandise received prior to the Purchase Order “ship date.”
- Merchandise received after the Purchase Order “cancel date.”
- Merchandise that does not have a valid Purchase Order.
- Merchandise that does not meet Purchase Order specifications of style, color, size/width, quantity and/or quality.

In the instances above, evo will request a return authorization number. Vendors are required to provide evo with a return authorization number and call tags within 72 hours of evo’s initial request. If a return authorization is not received within 72 hours of the initial request, all merchandise will be shipped to the “Returns Address” that is currently on file in our vendor database.

All freight charges (inbound freight, as well as return freight) will be charged back to the Vendor. All product for which the Vendor has provided a return authorization will be returned noting the appropriate return authorization number. All return authorization paperwork that is sent by the Vendor must clearly indicate, on the exterior of the envelope, “Return Paperwork Enclosed.”

DEFECTIVE PRODUCT AND CUSTOMER RETURNS

evo is committed to satisfying its customers and that commitment extends to accepting customer returns. evo, when possible, will place returned product that is in new and saleable condition back into inventory for sale. However, when product is not in saleable condition, evo will ask for and expect a return authorization to return the product for full credit within 72 hours of making its request (see Section 8.0 above).

1. For returns of defective inventory evo will chargeback the cost of the returned item and the cost of return freight.

BILLING AND REMITTANCE REQUIREMENTS

AP contact information

- Email: ap@evo.com (preferred contact method)
- Phone: 206-995-8174
- Billing Address:
401 N 36th Street, Suite 200
Seattle, WA 98103

Invoice requirements

- Invoice Number
- evo PO Number
- Vendor Order Number
- Invoice Date
- Ship Date
- Vendor Remittance Address
- Ship To Address
- evo PO Payment Terms
- Vendor SKU
- Item Description
- Qty Ordered, Qty Shipped And Qty Backordered
- Wholesale Price
- Discounted Price
- Extended Price
- Payment Due Date
- Agreed Upon Discount %

Credit Memo requirements

- Credit Memo number
- Original RA#
- Original evo PO #

evo Accounts Payable Standards

- evo will contact the Vendor regarding any invoice discrepancies. Vendor will respond within 5 days of evo contacting them about the invoice discrepancy. evo will not pay an invoice with an outstanding discrepancy until the difference is resolved.
- evo remits payment to all Vendors by check.
- Submit account statements to evo by the 15th business day of the month following the prior month-end date.

VENDOR AGREEMENT

I have read and acknowledged the requests set forth in the evo Routing Guide and will forward this Routing Guide to the responsible parties in my organization.

Brand Name: _____

Vendor Representative Name: _____

Vendor Representative Signature: _____

Date: _____

Scan and email to the Vendor Relations department:

vendorcompliance@evo.com

or

Send via fax to: 1-253-218-0726

Thanks for your help!



THANK YOU