jewelry television

New Vendor Setup Form

JTV Federal Tax Id: 62-1543085
TN Sales Tax Id: 101582861

Name of Company _____

Name of Owner or Chief Officer & Title _____

Type of Entity _____ Organized under the laws of _____

Operating Name (d/b/a) _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Shipping Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____ Primary Email Contact: _____

Secondary Contact Name: _____ Phone: _____ Email: _____

Vendor Type (Circle as applicable): Gold ☐ Silver ☐ Gemstones ☐ Collectibles ☐ Other _____

Government License Number: _____ Country: _____

Federal Tax ID (SSN if individual): _____ JTV Buyer: _____

PAYMENT INFORMATION –

Payment Terms: Jewelry – 60 day terms; Gemstones – 90 day terms unless otherwise specified as follows: _____

Bank: _____
Name Address (City/State)

Method of Payment Check ☐; Domestic Wire ($25.00) ☐; ACH Payment (Free) ☐; International Wire (Free) ☐

WIRE TRANSFER INFORMATION (For electronic Payment)

BENEFICIARY INSTITUTION (Vendor's Bank)

Bank Name: _____

Street Address: _____

City, State, Zip, Country: _____

Swift Code Number/ABA Number: _____

Beneficiary Account Name: _____

Account Number: _____

INTERMEDIARY FINANCIAL INSTITUTION (For International wires only)

Bank Name: _____

Street Address: _____

City, State, Zip: _____ Swift Code Number: _____

SHIPPING INFORMATION

All shipping, customs brokerage, and insurance will be arranged by JTV Logistics, please contact: logistics@jtv.com

U.S. PATRIOT ACT COMPLIANCE

JTV is in compliance with its legal obligations under the USA Patriot Act. JTV has implemented an anti-money laundering program in compliance with current regulations under U.S. law.

1. Is your company located in the United States of America? Yes ☐ No ☐
2. Does your company buy or sell precious metal, jewels, and stones or finished goods containing these materials? Yes ☐ No ☐
3. If you answered Yes above, did your company buy or sell precious metal, jewels, stones and finished goods in an amount in excess of $50,000 during the prior year (calendar or tax year) AND receive more than $50,000 in gross proceeds from the sale of precious metal, jewels, stones or finished goods during the same period? Yes ☐ No ☐
4. If you answered Yes to questions 1 through 3 above, does your company have an Anti-Money Laundering Program compliant with the U.S. Patriot Act? (Answer must be clearly marked) Yes ☐ No ☐

I confirm that the above information is true and correct and agree to provide such additional information as necessary.

JTV SUPPLIERS' COMPLIANCE MANUAL

The JTV Suppliers' Compliance Manual, which sets forth the rules and procedures for doing business with JTV, is available to JTV suppliers on line at https://vendors.jtv.com. This is a protected site and is available by access code. The user name is the word "vendors" (without the quotes) and the password is Jewelry4All (case sensitive).

The undersigned agrees to the terms and provisions of the JTV Suppliers' Compliance Manual and specifically acknowledges and agrees that all purchase orders issued by JTV and all invoices that the Company submits to JTV for products sold and/or services rendered to JTV are and shall be subject to and governed by JTV's Terms and Conditions in its Suppliers' Compliance Manual.

By signing this document, the undersigned is certifying that he/she has the title referenced below and is authorized to sign this document on behalf of the Company and the information submitted is true and correct.

Signature & Date: _____

Print Name and Title _____

THIS FORM, COMPLETED BY SUPPLIER, MUST BE ON FILE IN JTV'S ACCOUNTING DEPARTMENT BEFORE ANY PO IS ISSUED OR INVOICE PAID

Please fill out this form and return it via email to vendor@jtv.com. Alternatively, the competed form may be sent by facsimile to Jewelry Television, Attn: Sharon Harper, Accounting Department, facsimile number 865-692-6101; by mail to Jewelry Television, 9600 Parkside Drive, Knoxville, Tennessee 37922, Attn: Sharon Harper; or to the responsible buyer. JTV will not issue a PO to any vendor and no invoice from any vendor will be paid until the completed required documentation is on file in JTV's Accounting Department.

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jewelrytelevision
9600 Parkside Drive, Knoxville, TN 37922
865-692-6000

JTV Federal Tax Id: 62-1543085
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DOING BUSINESS WITH JTV

The JTV Suppliers' Compliance Manual ("Manual") sets forth the rules and procedures for doing business with JTV. The Manual in its entirety is available to JTV suppliers on line at https://vendors.jtv.com. This is a protected site and is available by access code. The user name is the word "vendors" (without the quotes) and the password is Jewelry4All (case sensitive). By responding to a PO and/or issuing an invoice to JTV, Supplier agrees to be bound by all terms and provisions of the JTV Suppliers' Compliance Manual.

In an effort to assist JTV Suppliers, this is intended to summarize some of the more important requirements for doing business with JTV. It does not include all the rules and procedures as included in the Manual, and in the event of any inconsistency, the terms and provisions of the Manual control.

The guidelines of the U.S. Federal Trade Commission ("FTC") require jewelry and gemstone vendors to fully and accurately describe their products. The FTC rules address, among others, description of metals, content of metals, description of any gemstone products including treatments, and country of origin. The Manual specifically and in detail addresses these requirements.

As to metals, the description must include the metal type, the total carat weight, the metal density, the purity, and the color. U.S. Federal and State laws regulate the amount of lead and cadmium that may be present in metals in jewelry and watches offered for sale in the U.S. There are tolerances for descriptions of gold, platinum, sterling silver and other precious metal products, as well as standards for describing precious metals over other metal products. All this is specifically addressed in the Manual.

As to gemstones, whether sold separately or included in jewelry products, the Manual sets forth JTV's high standards for describing the gemstone product, including treatment when required. The FTC requires disclosure of the treatment of any gemstone where treatment is (i) not permanent, (ii) requires special care of the gemstone, or (iii) has a significant effect on the stone's value. This rule applies to JTV vendors' sales to JTV and in turn to JTV's sales to its customers.

JTV is committed to full and complete disclosure to its viewers and customers about the gemstones it sells. JTV has established a protocol in an effort to assure, first, that JTV has accurate information about the treatment of gemstones which it sells, and second, that JTV discloses to its customers accurate required gemstone treatment information about the gemstones it sells. JTV requires gemstone treatment disclosures from its vendors selling gemstones and jewelry product including gemstones to or through JTV. It is the supplier's responsibility to perform or cause to be performed testing as necessary and to be able to accurately and completely describe the gemstone including treatment. In addition, the Manual specifies a testing and assurance protocol designed to assure that the gemstones sold are properly and adequately described.

In an effort to assure JTV's compliance with the guidelines of the FTC and other applicable rules and regulations and full and proper disclosure to its customers, JTV has developed disclosure forms required of all its vendors. These forms address the components of jewelry products and many of the requirements as specified in the Manual.

FOR VENDORS SELLING LOOSE GEMSTONES, REQUIRED TESTING WILL NEED TO BE COORDINATED WITH YOUR BUYER. THE COMPLETED FORM(S) MUST BE INCLUDED WITH THE PRODUCT SHIPPED TO JTV.

The vendors' description of products must also include the country of mining and the country of manufacturing.

VENDOR CHARGEBACKS FOR NON-COMPLIANCE WITH MANUAL

The Manual also specifies applicable chargebacks for non-compliance. Chargebacks may be applied not only with respect to misdescriptions or failure to make proper and full descriptions and disclosures, but also for delivery issues as specified in the Manual. A summary of chargebacks for non-compliance as specified in the Manual are as follows:

Infraction	**Maximum Chargeback Amount**
Late Shipment	5% with $100 minimum
Improper Paperwork: (No invoice, incorrect invoice, No GTD form, PO# or SKU# missing on commercial invoice, No Jade Act form, if required)	$250
Non-approved carrier	$100 plus any shipping charges
Partial shipment or missing component	$250
Refusal of RTV shipping charges	$50 plus any shipping charges
Tagging Error	$1.00 per unit
Quality Control Failure: (Non metal related & Other, generic)	$1.00 per unit
Quality Control	**Maximum Chargeback Amount**
Assay/product	$1,000 per SKU
Under karat	$1,000 per SKU
High lead/cadmium	$1,000 per SKU
Non-diamond material	$1,000 per unit
Treated material	$1,000 per unit
Any other Misdescription	$1,000 per SKU

For information or assistance, contact: Vendor Relations Coordinator by email at connie.head@jtv.com, or your buyer.

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