January 2013

Dear Vendor

Bluestem Brands has updated the requirements for new item setup of toys and children’s products. The following is required when submitting new product information to Bluestem Brands. Only items with complete information will be considered for purchase, so please send all the information at one time and complete.

* **Current applicable Consumer Product Safety Act (CPSC) test reports.** 
  + **The reports must be for the exact product being submitted to Bluestem Brands.**
  + **The test report must also include the model number of the product being sold to Bluestem Brands.**
  + **The CPSC testing must be complete with all ASTM and analytical tests with no exclusions.**
  + **And the testing must have been done within the last year.**

**Note: Updated CPSC testing maybe required if the testing report has expired prior to the ship date of the product, when the GCC is issued.**

* **If the product is a trademarked item. Documentation giving approval to use the trademark must be supplied.**
* **Sample(s) of the product may also be required for quality assurance evaluation before product setup.**
  + **If a sample is requested it will need to be complete with all instruction and warranty information.**
  + **Sample will need to be sent to us in its final packaging with all warnings, markings and CPSC tracking labels.**

Thank you for your help in this matter.

Sincerely,

Bluestem Brands Merchandising Team