

Dedicated to Delivery
Nasco

Supplier Guidelines



*Guidelines and information for suppliers of
Nasco•Fort Atkinson and Nasco•Modesto.*

MISSION STATEMENT

To conduct a worldwide catalog mail-order business serving specific educational fields, agriculture, and other special markets in a manner that will provide maximum customer service and result in profitable long-term growth of the company.

INTRODUCTION

The information in this brochure is for the benefit of Nasco's suppliers. It is to assist suppliers in understanding what Nasco's policies and objectives are, so that it will be easy and enjoyable doing business with Nasco. This information represents both the Nasco facility in Fort Atkinson, Wisconsin and the Nasco facility in Modesto, California. However, both facilities operate independently.

Nasco's purchasing philosophy is to award business to those suppliers who help Nasco achieve business objectives. Nasco aims for long-term relationships that are profitable to both buyer and seller. Suppliers will continue to receive business as long as they remain competitive and follow the required policies and procedures.

SUPPLIER INFORMATION NASCO NEEDS

- The required information is collected by completing a Vendor Profile Form. The form is available on Nasco's website eNasco.com under "Company Information" and clicking on the link "Got a new product for us?" or by asking for a copy to be faxed or e-mailed by contacting 1-920-568-5510.
- Name and address of headquarters, sales office, shipping locations, and parent company
- Telephone, fax, e-mail, and cell phone number of sales contact
- Description of product or services offered
- Contact information for customer service, accounts receivable, and returns
- Payment terms, discount terms, and allowances

SALES CONTACTS

Suppliers are expected to work with both the Sales Director and the Buyer. Appointments should be set up with both the Buyer and Sales Director present. Appointments will include discussion of new products, pricing, enhancement guidelines, other incentive programs offered, and a review of current supplier performance.

WHAT NASCO LOOKS FOR WHEN CHOOSING A SUPPLIER

Nasco looks for suppliers that sell products or services that help make Nasco's business more efficient.

Nasco wants products or services that minimize costs as well as contribute to product and profit improvement. Vendors who will suggest better ways to produce parts or can add value to the part they are producing, resulting in additional cost savings for Nasco, will be given preferred status.

Products or services that Nasco buys should meet the specifications requested and suppliers agree to provide. Nasco wants to make sure companies have the technical capabilities and equipment needed to fill Nasco's requirements successfully.

BUSINESS CONDUCT

All business will be conducted in a legal and ethical manner. No supplier should offer, nor should any Nasco employee accept gratuities.

CONFIDENTIALITY

All suppliers are required to keep all competitive information about Nasco's organization, plans, and product confidential. If a supplier sells to Nasco competitors, all information about what Nasco does or how Nasco purchases from a supplier must be kept confidential.

BID POLICY

When bids or quotes are requested, the business will be placed with the most competitive source measured in terms of total cost including price, quality level, delivery requirements, terms of sale, transportation cost, and any other cost. The risk of supplier failure will be considered before awarding the order to any supplier.

TERMS AND CONDITIONS

Minimal business payment terms are normally NET 30. Extended payment terms and early payment discounts will be included in measuring the total purchase costs. Terms agreed to by the buyer and seller should be correctly shown on invoices. Requests are sent yearly asking for special dating on all invoices received from approximately April through September to be payable in October.

ROUTING GUIDE

All shipments should be made using www.myratelinx.com. Nasco began use of a web-based logistics program on January 1, 2012, to simplify the shipping process.

RETURNS POLICY

Nasco reserves the right to return all merchandise that is received damaged or unacceptable for stock. Nasco will also have the right to return all goods that are defective within the warranty/life of the product for credit, replacement, or repair. This will be at the discretion of the Buyer. Nasco also has the right to return all inventory purchased for new products placed in catalogs that do not sell in the first 12 months. It is the vendor's responsibility to provide proper instructions on how to process a return with their individual company.

If a credit or replacement is being issued, it is very important to reference the PO number that is indicated on the Return PO. This way accounts can be credited accurately and efficiently to ensure accounts stay in good status. If a repair is required from the vendor, Nasco requires that an estimate be given to the Returns Clerk before the repair is completed. Suppliers must keep Nasco updated with all information in regards to return policies and addresses.

WHAT NASCO SELLS / WHAT NASCO BUYS

Nasco's 30 plus catalogs offer over 85,000 unique products to meet the needs of teachers in 15 different educational subject areas, farmers, ranchers, and industry. In addition to serving customers in all 50 states, Nasco's unique blend of products for education, health care, agriculture, and industry appeals to customers in over 100 countries. Nasco's website, eNasco.com, showcases all of the catalogs and the products Nasco offers.



NEW PRODUCTS

Along with your product sample, you must complete the New Product Proposal Form, NAFTA Certificate of Origin, Choking Hazard Consumer Product Safety Form, Lead and Phthalates Consumer Product Safety Form, Certificate of Conformity for products that are required to be tested under the Consumer Product Safety Improvement Act of 2008, and the Vendor Profile/Agreement form to be submitted with a current copy of your Product Liability Certificate of Insurance. All documents are required to setup an account for your Company. If Nasco accepts your product, you may be requested to provide a Certificate of Insurance that names Nasco as an additional insured via a broad-form vendor liability endorsement. A sample is not necessary for large items (e.g., furniture or equipment). For those items, an image attached to the new product form will be acceptable. If you have questions, please call 920-568-5510 (Director of Purchasing).

PRODUCT LIABILITY INSURANCE CERTIFICATES

Vendors are required to have on file, at Nasco, a current Product Liability Certificate of Insurance in the amount of \$1,000,000. Suppliers will be asked to provide this certificate on an annual basis to maintain an approved vendor status. In some cases, due to the nature of a product or its use, suppliers may be required to provide a Certificate of Insurance naming Nasco as an additional insured via a broad-form vendor's liability endorsement.

PURCHASING TEAM

BUYERS

Buyers are responsible for procuring product at the best cost while maintaining consistent product quality and inventory. Authorized Buyers only will issue purchase orders. Buyers will also meet with suppliers to review products for possible addition to a catalog and negotiate favorable pricing, discounts, dating, advertising allowances, rebates, catalog allowances, and consignments.

The Nasco facility in Fort Atkinson, Wisconsin, also provides full product purchasing and distribution services for the Triarco® Division located in Plymouth, Minnesota (Triarco® Arts & Crafts, GTA/Good Time Attractions, and Benton-Kirby).

A listing of current Buyers and the catalog lines they are purchasing for is available on Nasco's website: eNasco.com. Select "Company Information" on the home page, then click on "Nasco's Sales Directors and Buyers" for each of Nasco's catalogs. E-mail addresses are listed for each Sales Director and Buyer. To reach the Sales Directors for the Minnesota catalogs, please call 1-763-559-5590.

PURCHASING SUPPORT STAFF

PURCHASING SUPERVISOR

The Purchasing Supervisor oversees the support staff to ensure the information in Nasco's system is accurate and updated frequently. The Purchasing Supervisor works directly with the support staff and vendors to resolve issues and ensure policies and procedures are being followed. The Purchasing Supervisor also represents the support staff as a liaison with internal customers.

Contact:

Phone 1-920-568-5614

Fax 1-920-568-5714

E-mail purchasing@eNasco.com

COST CONTROL

Cost Control Clerks are responsible for maintaining all the information in Nasco's systems for vendors and the products purchased from them. Pricing letters are sent for each catalog requesting vendors to review and verify the current cost, any anticipated cost increases, and if these costs are guaranteed through the life of Nasco's catalog. Cost Control works with the Buyer, the Accounts Payable department, and the vendor to resolve any pricing discrepancies.

There are two Cost Control positions for contact...

For catalogs: Afterschool & Summer Learning, Agricultural Sciences, Early Learning, Elementary Math/Science, Family & Consumer Sciences, Farm & Ranch, Farm & Ranch Dealer, Nutrition, Physical Education & Team Sports, Science/Dissection, Showing & Grooming, Summit Science, Whirl-Pak®/Laboratory Sampling Products.

Contact:

Phone 1-920-568-5595

Fax 1-920-568-5795

E-mail costcontrol1@eNasco.com

For catalogs: Anatomical & Nursing, Arts & Crafts, Triarco® Arts & Crafts, Benton-Kirby, Geometry/Algebra, Good Time Attractions (GTA), Hands-On-Health, Health Care, Math, Reading Resources, Senior Activities, Special Education, Summit Math.

Contact:

Phone 1-920-568-5570

Fax 1-920-568-5770

E-mail costcontrol2@eNasco.com

NAFTA

The NAFTA Clerk processes all Certificates of Origin supplied to Nasco by vendors. Since the North American Free Trade Agreement went into effect January 1, 1994 barriers to trade between Canada, Mexico, the United States, and their territories have been eliminated. The NAFTA Clerk contacts vendors when there is a concern on a Certificate of Origin that has been received. Although the NAFTA Clerk cannot tell vendors what to enter on the certificate, instructional materials are available that may be helpful. Nasco requests a Certificate of Origin be submitted yearly for all products purchased from Nasco's vendors.

Contact:

Phone 1-920-568-5524

Fax 1-920-568-5378

E-mail nafta@eNasco.com

EXPEDITING

The Expediting Clerk will contact all vendors to confirm receipt of Nasco's purchase orders and inquire about firm ship dates for the items. It is important that Nasco has the information available from suppliers to service Nasco's customer's needs. Purchase orders can be acknowledged with the ship date information via fax or e-mail. This will eliminate the need for the Expeditor to contact the supplier unless there is a problem with the shipment or the shipment is past due. Providing Nasco with an accurate e-mail address will allow us to send out an automated message to vendors that will provide a link listing all open purchase orders where the vendor can enter ship dates. The information will update in Nasco's system and eliminate the need for the Expeditor to contact the vendor.

Contact:

Phone 1-920-568-5534

Fax 1-920-568-5738

E-mail expediting1@eNasco.com

DROP SHIP

The Drop Ship Clerk will follow up on any open drop ship orders that have not been acknowledged via e-mail, fax, or a phone call to confirm receipt of the order as well as a ship date. The Drop Ship Clerk will also follow up on outstanding invoices to be billed to Nasco for the shipped orders. The Drop Ship Clerk will work with Nasco's vendors to resolve any issues with the orders and provide any information that is requested.

Contact:

Phone 1-920-568-5538

Fax 1-920-568-5738

E-mail dropship@eNasco.com

RETURNS

The Returns Clerk provides the vendor with all information needed to obtain a return authorization number for all products being returned to the vendor. If a repair is to be done by the vendor, the Returns Clerk will need an estimate of repairs submitted to receive approval before repairs are completed. The Returns Clerk maintains a record of all returns to ensure that the product is returned properly and efficiently. All information in regards to returns procedures for each vendor is updated on a regular basis as information is provided.

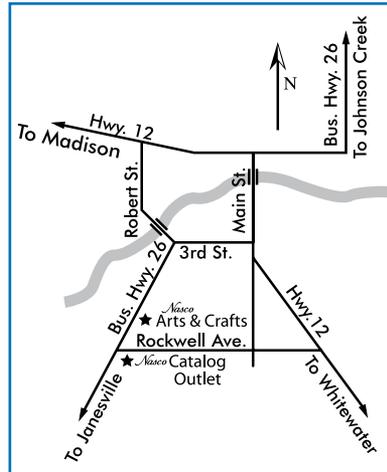
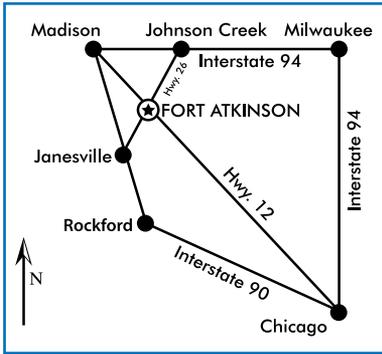
Contact:

Phone 1-920-568-5601

Fax 1-920-568-5738

E-mail returns@eNasco.com

Nasco•Fort Atkinson



Store Hours:

Monday – Saturday
8 a.m. to 5:30 p.m.

Closed Sundays
and Legal Holidays

Nasco is located on the corner of
Business Hwy. 26 South
and Rockwell Avenue.

801B and 901 Janesville Ave.

P.O. Box 901

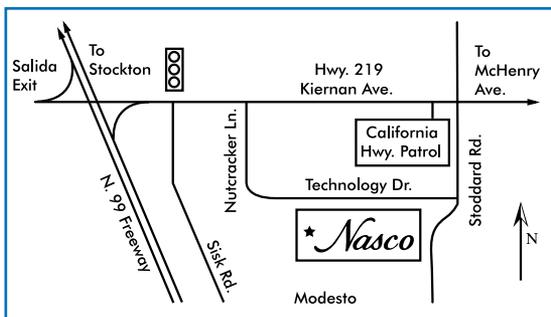
Fort Atkinson, Wisconsin

53538-0901

1-920-563-2446

FAX 1-920-563-8296

Nasco•Modesto



Store Hours:

Monday – Friday 8 a.m. to 6 p.m.

Saturday 8 a.m. to 3 p.m.

Closed Sundays and
Legal Holidays

4825 Stoddard Rd.

P.O. Box 3837

Modesto, California

95352-3837

1-209-545-1600

FAX 1-209-545-1669