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## **WELCOME**



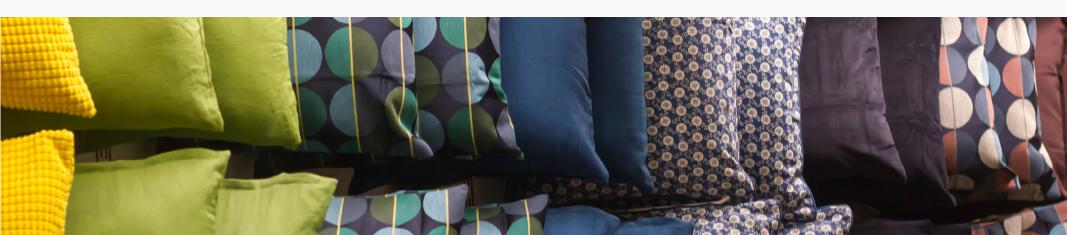
We know you're here because you're required to participate due to a partnership between Global Registration Services (GRS) and your retail customer. However, we are thankful for the opportunity to earn your trust. We believe that GRS can be a valued partner and advisor for your compliance and labeling.

The Retail Compliance Program started as just an idea in 2006, when a major retailer came to GRS for a solution to reduce violations in their stores for stuffed bedding and furniture articles. After several years of collaboration and technology integration, we launched a first-of-its-kind program called Vendor Certification.

Today, that program has evolved into Retail Compliance — a more powerful and complete system for retailers and suppliers to get and stay compliant.

With the hundreds of companies GRS works with, we've seen all sorts of scenarios when it comes to compliance and licensing:

- Some companies have been maintaining licenses on their own for years without using a third party to verify them. GRS can be a backup in case something changes in your organization, or in case of some mistake or an oversight.
- Some companies believe that they are in full compliance, but discover that they are not. Often this happens when they receive a violation for one of their products in a particular state.
- Some companies find benefits in other GRS services outside of the required retailer program. We've performed new registrations, obtained licenses they didn't know they needed to meet Certification, or have taken over the yearly management of their licenses.



## **OVERVIEW**



Global Registration Services, Inc. provides registration assistance for bedding, furniture, stuffed toy, and quilted clothing products with hidden filling materials — the ones that are required to have the "Under Penalty of Law Do Not Remove" or textile labels.

We work with the manufacturers of those products, as well as importers and distributors that perform registration for the factory or factories they work with.

GRS also has a host of post-registration services collectively known as Monitored Services. Monitored Services give ongoing support with the management of registration licenses. You can read more about these services and their benefits on our website.

#### **MONITORED SERVICES**

GLOBALTRAK - \$197.00/year

Efficiently store and manage your URN/RN license data on our website.

LICENSE MANAGEMENT - \$947.00/year GRS is your agent to manage your yearly license renewals.

**GUARANTEED COMPLIANCE** - \$897.00/year License Management with 1 yearly payment for license renewals plus added guarantees.

Efficiently store and manage your URN/RN license data on our website. GRS can act on your behalf to manage your yearly license renewals, and consolidate your many renewals into one yearly payment plus added guarantees.

We provide Monitored Services to thousands of companies around the world. They find the expertise, convenience and savings in time and money on their end well worth the cost.

When a retailer partners with GRS, they require their suppliers to subscribe to their database on the GRS website. This is done by selecting the store from the list of participating retailers listed under Retail Compliance, providing your Vendor ID and paying the yearly subscription fee.

Any and all URN/RNs of factories with products that are sold to that retailer must be subscribed to a Monitored Service and then linked to that retailer. The yearly fee applies to each participating retailer you sell to.

Retail Compliance - \$315/yr/retailer + Law Label Lookup™ - \$497/yr/retailer

**Note**: Not all clients and URN/RNs in GRS's Monitored Services need to be enrolled in Retail Compliance. However, all clients and URN/RNs associated with a retailer must be subscribed to a Monitored Service.

Some retailers allow their testing labs to access our database to make verifying URN/RN status part of their testing protocols. If the URN/RN is not Certified, testing fails.



### WHAT IS REQUIRED OF YOUR COMPANY

- 1. Create a login on www.globalrsinc.com
- 2. Subscribe to Monitored Services for any pertinent, or all, URN/RNs you're currently managing. Add URN/RN. Enroll each URN/RN into a Monitored Service and make your payment.
- 3. Subscribe to Retail Compliance. Select the retailer, enter your Vendor ID and make your payment.
- 4. Link the retailer to the associated URN/RNs in Monitored Services. Simply "turn on" the retailer under each URN/RN.
- 5. Upload necessary license copies for each URN/RN for Certification.
- 6. If your retailer requires copies of your law or textile labels, follow the instructions below.

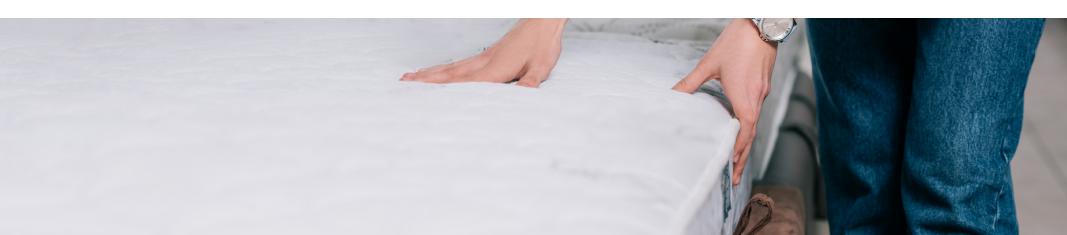
We hope that sounds simple, because it really is! We'll go through the above steps in more detail on the coming pages, complete with screenshots. You can familiarize yourself with the process before you get started, or follow along with them as a guide when you're on the site.

If at any time you run into trouble or have questions, contact a GRS Compliance Specialist for help. Our contact info can be found at the end of this document.

If your retailer requires you to make law labels and/or product information available online, we make it easy with our Law Label Lookup database. Visit the following page to learn how to use Law Label Lookup to upload the necessary information. <a href="https://globalrsinc.com/law-label-lookup-instructions">https://globalrsinc.com/law-label-lookup-instructions</a>

If you are looking to upload Quilted Clothing Labels visit the following page to learn how to use Law Label Lookup for quilted clothing labels.

https://globalrsinc.com/Quilted-Clothing-Instructions/





## Your login and account

When you create a login, you are only required to provide minimum information. The first time you pay for any GRS service, you will be required to complete your profile before selecting your payment method.

The information needed to complete your account is fairly detailed. It includes owner's name, title and address, company legal status, incorporation date and FEIN. This information is required for state applications and some state renewals.

## State license copies

After subscribing to a Monitored Service, you need to upload your Stuffed Article license or Quilted Clothing permit file into the system. Acceptable file formats are .pdf, .jpeg or .png. For your reference, you can view state license samples on **page 14**.

#### **Products and Labels**

If your retailer requires you to upload copies of your law and/or textile labels, you will need to have your product informations (e.g., name, description, unique ID used by the retailer) and high-quality label files. Acceptable file formats are .pdf, .jpeg, or .png.



## **Upgrading a Monitored Service**

Our entry-level Monitored Service is GlobalTrak. GlobalTrak allows you to store and manage your licenses using our proprietary system, but leaves you responsible for handling license renewals, registration and compliance.

If you want peace of mind about your compliance needs and would like GRS to handle them, you can always upgrade to License Management or Guaranteed Compliance at any time. The unused portion of your existing enrollment cost will be prorated and applied to your upgraded subscription.

## **★**macys

#### **OUICK STEP-BY-STEP INSTRUCTIONS**

(detailed instructions with screen shots begin on the next page).

# 1. Create a login on the GRS website if you do not have one yet.

- a. Go to: www.globalrsinc.com > Create Your Account b. Provide contact name, company, email address, and password.
- 2. Once you've logged in, select the retailer you need to enroll for and enter your Vendor ID
- a. Go to: Retail Compliance menu > Add Retail Vendor IDs
- b. Select the retailer, enter your Vendor ID and click Update. Your invoice will be displayed.
- c. Complete company profile or verify company data.
- d. Make payment selection and process.

# 3. Enroll all pertinent URN/RNs in one or more of the GRS Monitored Services

- a. Go to: Monitored Service menu, then choose your service
- b. Complete all tabs: License / Product / Factory (when applicable) / Legal / Owner / Terms of Service
- c. Make your invoice payment.

### 4. Link the Retailer to the pertinent URN/RNs

**OPTION 1**: Select a single URN/RN

- a. Go to: Account Center or My Account Menu > My URN Table, then select a URN/RN
- b. Choose the retailer by clicking the radio button

#### **OPTION 2**: Select multiple URN/RNs

- a. Go to: Retail Compliance menu > URN/RN / Retailer Assignment
- b. Click the radio button for one or more URN/RNs listed on the table.

## 5. Upload all associated license copies for each URN/RN for Certification

#### **Globaltrak Customers:**

- a. Go to: Account Center or My Account Menu > My URN Table, then select a URN/RN
- b. Use the Edit License link for each license on the detail table. This will open a new window where you can provide license details and upload the file. Click Save to submit to GRS for review

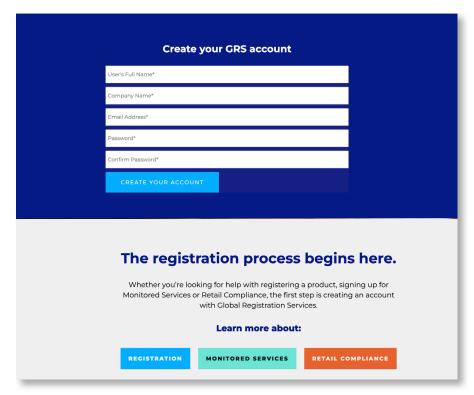
#### LM/GC Customers:

A Compliance Specialist will contact you and assist you through the enrollment and license upload process.

Note: URNs/RNs are currently listed under My URN Table.

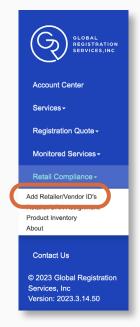
Step 1) Create a free account to become a GRS client





We'll capture the rest of your company details when you select an invoice for payment.

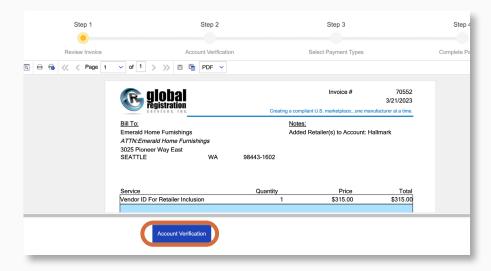
**Step 2)** To enroll for a retailer in Retail Compliance, select the retailer and add your Vendor ID.



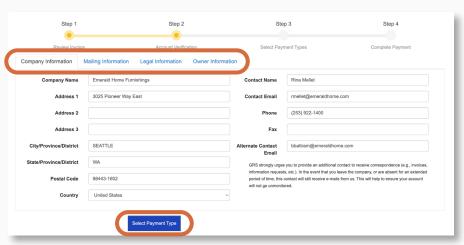
Account Center > Retail Compliance > Add Retailer/Vendor ID's	
Assign Stores and Vendor IDs	
Please select the store(s) and provide your Vendor ID. Click 'Update' to generate your in If you choose to pay later, you will find the invoice in Account Center > Account Overvieu	
Also use the 'Update' button to add or delete Vendor IDs as necessary.	
Bed Bath & Beyond Exp. 29-Mar-2024	
Crayola LLC Exp. 17-Mar-2024	
☐ Hallmark	
Walmart	
Update	

Only retailers that are partnered with GRS will be listed. Select the store and enter your Vendor ID. Clicking '**Update**' will generate an invoice for this yearly enrollment.

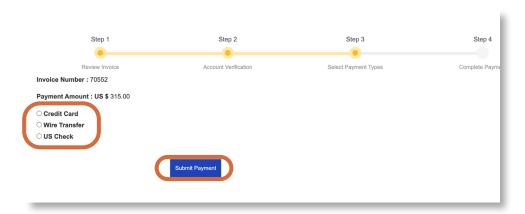
Upon clicking '**Update**' you will be presented with your invoice. Before you can make your payment selection you'll need to complete your profile by selecting the Account Verification button.



Complete your company info behind all the tabs and click Select Payment Type to make your payment.



Make your payment selection.



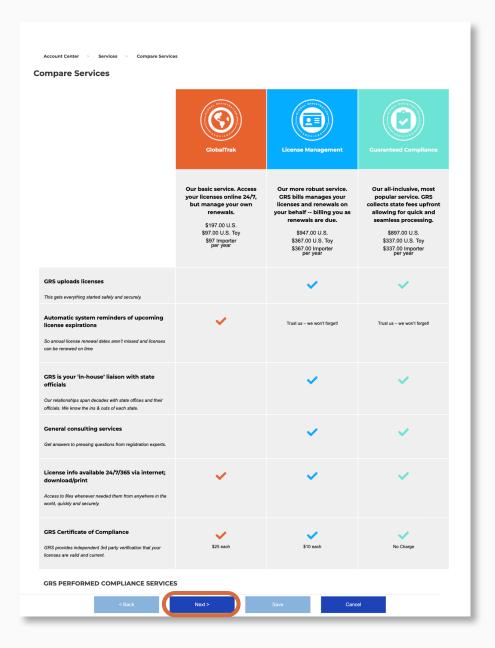
#### You should know:

- **Credit Card** you will be prompted for your credit card details on the next screen. Your payment will be processed and received by GRS immediately and your subscription will be active without delay.
- Wire Transfer Our bank details will be automatically emailed to you. If you do not receive our email, please contact us. Your account will be accessible and available to upload files, but the subscription will be pending until we receive verification from our bank that payment has been received. If you pay with wire transfer, you should forward GRS the bank slip so the accounting team can match the wire with your invoice.
- **US Check** Page 13 will provide our mailing address to send your check and also require you to provide your check number.

Your account will be accessible and available to upload files, but the subscription will be pending until we receive your payment. Your URN/RN table will not pass testing or be visible to the retailer until the subscription is paid.

**Step 3)** At this point you have created an account and enrolled in Retail Compliance under a specific Retailer with your Vendor ID. Now let's enroll a URN/RN into a GRS Monitored Service.





Clicking 'Next' takes you to the next tab at the top. You can jump from tab to tab if you wish by clicking the desired tab.

#### Congratulations!

Here's what we've done so far since signing up:

- 1. Identified your company as a retail supplier providing your Vendor ID.
- 2. Enrolled one or more URN/RNs in the GRS system for a Monitored Service.

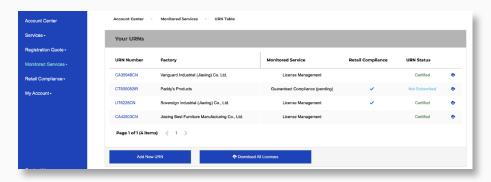
**Step 4)** Next, you must show which URN/RNs should be linked to the Retailer.

Note: This is a critical step because not all clients' URN/RNs in Monitored Services are subject to Retail Compliance. Only those URN/RNs pertinent to a Retailer that GRS has partnered with.

There are 2 simple ways to do this:

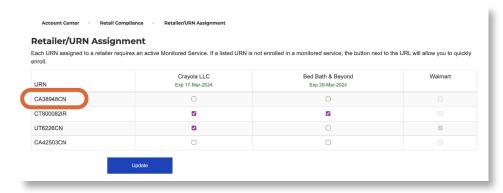
#### 1) URN/RN Detail Table

First lets go to the URN/RN Table to select a URN/RN.



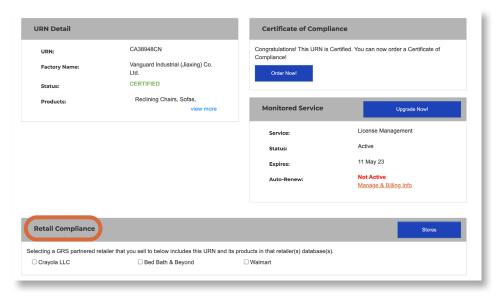
The My URN Table takes you to the summary table of all the URN/RNs you've enrolled in Monitored Services. From that table you can select a URN to see its Detail Table.

Below is a sample My URN Table showing 3 URN/RNs in Monitored Services. Here we select a URN/RN to see its details. Let's select CA38948CN.



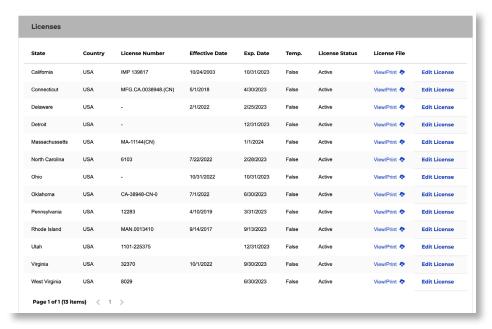
The Retail Compliance column will show a checkmark for URN/RNs assigned to a Retailer. This is what we'll accomplish next.

The URN/RN Status column will show Certified, Non-Compliant or Unknown once the first license is uploaded into the table. We'll get to that next.



### 2) Retail Compliance > Retailer/URN/RN Assignment

When you have multiple URN/RNs enrolled in Monitored Services, in some cases it may be easier to assign or unassign retailers and URN/RNs under a single view table



As the list of GRS partnered Retailers grows, this table will be more convenient for managing URN/RN relationships and reference.

#### **Step 5) Upload Licenses**

Now let's upload the licenses so your URN/RN can become Certified! You'll see that currently the table shows all licenses are pending upload because there's no files. We'll change that with the Edit License links for each state.

Provide all the license details here including the license file. Click 'Browse' to choose the your license file. Then click 'Upload' to see the file before you Save.

	California, USA		
License Number	IMP 139817		
Effective Date	10/24/2003		
		MM/DD/YYYY	
Request Temporary Approval			
Expiration Date	10/31/2023		
		MM/DD/YYYY	
License File		Browse	
	Upload View/Print		
	Save	Cancel	

Otherwise, you can simply click Save to confirm and exit the screen without seeing the file first.

Once Saved, the system sends notification to a GRS Compliance Specialist for review if you are a GlobalTrak customer. LM/GC customers will be contacted by a Compliance Specialist and they will work with the customer to get the licenses uploaded to their account as part of management benefits. If all the data and file are accurate, the license will be Approved and the License Status on the detail table will show Active. Once all data has been received, reviewed and is accurate, the URN/RN will be Certified!

If a license file is rejected, the Compliance Specialist will state the reason for rejection which will display on the license edit page. You will receive an auto-generated email of the rejection. You will be required to fix the problem and upload a new license if necessary for another review.



## Congratulations!

You've completed the necessary steps to show Compliancy for your retail customer.

If you need assistance at ANY time please don't hesitate to contact one of our Compliance Specialist at:

(00 int'l) **1-312-405-9467** (8:00 am - 4:00 pm Mountain Standard Time) **info@globalrsinc.com** 

## **Mailing Address:**

1677 S Research Loop, Tucson, AZ 85710

Thank you!















