



## **Subject: Important - Updated Belk Private Brand Testing and Inspection Requirements**

**DATE: February 17,2022**

**Dear Vendor and Agent Partners—**

I hope that this finds you safe and healthy and enjoying the start of a New Year!

Thank you for your partnership and focus on product execution and quality. Our quality initiatives will deliver exceptional product to our customers and keep her coming back to shop at Belk.

As part of our ongoing quality initiatives, we do have an exciting update to share with you concerning our QA Testing and Inspection Requirements. **Belk will be moving to using Intertek as a single nominated 3rd party partner for all Belk testing and inspections.** Many of you are currently using Intertek today, or have used them in the past, and we expect this transition to be smooth over the next 90 days. This change will bring increased visibility to Belk of your testing and inspection efforts, and will allow us to scorecard Vendor performance.

### **Mandate**

**Beginning June 1<sup>st</sup>, all Vendors will be required to use Intertek for all Belk Private Brand product testing and final inspections.**

- This mandate applies to both Belk Private Brand Softlines and Hardlines testing and inspections for all Apparel and Home categories.
- Vendors will be given a 90 day grace period to transition to Intertek, and the transition must be complete by June 1<sup>st</sup>.
- Please **transition to using Intertek as quickly as possible.**
- Reminder: As per the Belk Vendor Guide (VBR), missing or testing / inspection performed with an unauthorized party (including unauthorized self-inspection) carries a chargeback of \$500 per occurrence.

### **Intertek InterLink Web Portal**

As part of this mandate, all Vendors will be required to use Intertek's InterLink Web Portal.

- All vendors will be required to use the online Test Request Forms (TRF) and online Inspection Request Form (IRF) via Intertek's InterLink Web Portal. Please see additional information below.

- Only Belk Vendors and Agents will have access to InterLink Web Portal. No factories will have access.
- In order to gain access to the InterLink Web Portal, **ALL vendors are required to complete the attached InterLink Registration Form** and submit to Amy Her at [Amy.Her@Intertek.com](mailto:Amy.Her@Intertek.com) by **February 25<sup>th</sup>**.
- Vendors will receive their username and password no later than **March 7<sup>th</sup>**.
- By **March 11<sup>th</sup>**, ALL vendors will have access to the InterLink Web Portal and should begin using the online TRF and IRF.

### **Intertek Interlink Training**

All Vendors and Agents will need to be trained on how to use the InterLink Web Portal. This **training is mandatory**.

- Training sessions will take place between **February 28<sup>th</sup> – March 4<sup>th</sup>**. The training session will explain how to complete and submit the TRFs and IRF.
- Please see the attached Training Session schedule and contact the appropriate Intertek representative below for a local training session; There will be 2 sessions provided for each location. Please choose 1 session only.
- Please **confirm your session attendance by February 23<sup>rd</sup> by sending an email to your Intertek office contact** listed below. **Attendance will be taken in each session.**
- Training will be provided in the local language for overseas locations.

Intertek China/HK – [Jessy.Miao@intertek.com](mailto:Jessy.Miao@intertek.com) and [Nic.Chan@intertek.com](mailto:Nic.Chan@intertek.com)

Intertek India - [surabhi.gupta@intertek.com](mailto:surabhi.gupta@intertek.com)

Intertek Bangladesh - [tofazzal.hossain@intertek.com](mailto:tofazzal.hossain@intertek.com)

Intertek Vietnam – [Silvia.Febriani@Intertek.com](mailto:Silvia.Febriani@Intertek.com) and [Quyten.Daon@intertek.com](mailto:Quyten.Daon@intertek.com)

Rest of the World – [Amy.Her@Intertek.com](mailto:Amy.Her@Intertek.com)

### **New Test Request Forms (TRF)**

With the new Intertek InterLink web portal, **all vendors will be required to submit testing requests via the InterLink portal using the online TRF.**

- Vendors will be required to use the online TRFs, which will be available via the Intertek InterLink Portal.
- Vendors will Print and Submit the online TRF with the samples via mail to the lab.
- All vendors will be trained on the new Test Request form during the InterLink training.
- Please begin using the online TRF by March 11<sup>th</sup>.

### **New Inspection Request Forms (IRF)**

With the new Intertek InterLink web portal, **all vendors will be required to submit inspection requests via the InterLink portal using the online IRF.**

- Vendors will be required to use the online IRF, which will be available via the Intertek InterLink Portal.
- Vendors will Submit the form via InterLink.

- Your designated Intertek Account Manager/ Coordinator will be responsible to check InterLink for inspection requests, and will communicate with each vendor via email to confirm the request.
- All vendors will be trained on the new Inspection Request form during the InterLink training.
- Please begin using the online IRF by March 11<sup>th</sup>.

### **New to Using Intertek?**

If you have not worked with Intertek for testing or inspection before, Intertek will set up your account when you begin to work with them.

- Vendors will not need to set up account with Intertek prior to testing or inspection.
- Intertek will set you up as a Vendor when you submit your first sample for testing or first inspection request.

### **Self-Inspection Certification Reminder**

Only vendors that have been certified for self-inspection are allowed to perform their own final inspections prior to shipment.

- If you have not been re-certified for Belk Self-Inspection since Jan 2020, please be sure to submit your 5 consecutive passing tests for recertification.
- This process was explained in multiple Vendor Summit calls in 2021.
- Please reach out the Belk QA team at [quality\\_assurance\\_and\\_product\\_integrity@belk.com](mailto:quality_assurance_and_product_integrity@belk.com) if you have any question about your self-inspection certification status, or have a question about the process to become certified.

Belk will be updating the Belk Vendor Guide (VBR) and Belk SharePoint site with this new QA information, look for updated documents online at belk.com and on SharePoint, no later than 2/28.

**Please share and review this communication with your teams. Agent partners, please share and review this communication with your Vendors.**

Please feel free to reach out to me with any further questions on the new Belk requirements, or contact the Belk QA team at [quality\\_assurance\\_and\\_product\\_integrity@belk.com](mailto:quality_assurance_and_product_integrity@belk.com).

**Thank you for your partnership and for making our Quality initiatives a success at Belk!**

Best Regards,  
Ashley

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