



LEADERS HOLDING CO.TM

Est. 1971

Customer's Own Material (COM)

Occasionally a customer will want cushions made in a fabric other than what the manufacturer carries, or they are simply trying to get two upholstered/cushioned items from two different companies to match with the same fabric. This can be accomplished with a "C.O.M." (Customers Own Material)

In order to track the roll of fabric through our vast inventory, you will need to follow the following procedure. The fabric will get lost if the procedure is not followed.

PLEASE QUOTE EXTRA TIME ON YOUR ORDERS IF THEY INVOLVE C.O.M. FABRIC

There are two types of C.O.M.:

- ✓ If the fabric is purchased at Leaders Casual Furniture® (*example: Buying Windward seating, using fabric from Central Cushion*)
- ✓ If the customer brings in their own fabric from an outside source (*example: Buying Bali seating, using fabric from Joann's®*)

If the fabric IS PURCHASED at Leader's Casual Furniture®

Must be on the invoice		Why
1	The Sales Order for the merchandise and the Sales Order for the fabric must be written for the same customer	The cushion manufacturing facility and distribution team will be able to more easily match the fabric with the order
2	To Special Order the Fabric Use a Place Holder SKU for the BRAND	Ordering fabric by the yard is not in the configurator. Enter the special order placeholder for the SKU and follow the direction in the description field. 3.3 Ordering Parts & Customers
3	Detailed Memo Field Describing the Fabric	This will help the fabric be identified by receiving and paired with the correct purchase order. A detailed description will also help expedite any process where the fabric needs to be located. This will help your order process through the system with less hang up and be on time. A detailed memo should include: <ul style="list-style-type: none"> ✓ Full Fabric Name/number as listed on the fabric label ✓ Detailed description of the fabric ✓ The final invoice # the fabric is for ✓ Your initials and 4-digit SLM number

If the fabric IS NOT PURCHASED from Leader's Casual Furniture® and is brought into the showroom by the customer

Must be on the invoice		Why
1	Sales Order must be written for the same customer that purchased the inventory	The cushion manufacturing facility and distribution team will be able to more easily match the fabric with the order
2	To Special Order the Fabric Use the Product Configurator	Ordering the fabric through the configurator creates a unique SKU that helps identifies the customer's fabric.
3	Detailed Memo Field Describing the Fabric	<p>This will help the fabric be identified by receiving and paired with the correct purchase order. A detailed description will also help expedite any process where the fabric needs to be located. This will help your order process through the system with less hang up and be on time. A detailed memo should include:</p> <ul style="list-style-type: none">✓ Full Fabric Name/number as listed on the fabric label✓ Detailed description of the fabric✓ The invoice # the fabric is for✓ Your initials and 4-digit SLM number

Special Notes

- After the order is complete, the order stays open & is not Delivery Updated
 - If there is leftover fabric of a yard or more, the COM Fabric will be returned to the warehouse after the order is completed. It is up to the Sales Team Member to have any leftover COM fabric returned back to the customer and having the Sales Order must be fulfilled.
- It is the sales team member's responsibility to follow up and make sure the fabric gets forwarded to the correct manufacturer. This is done by emailing the receiving department receiving@leadersfurniture.com