# Koehler Home Décor Drop Shipping Service Guide



Updated 6.7.2021

Thank you for your interest in our free drop shipping service.

All dropship orders are self-service and must be placed online. We accept payment through Visa, MasterCard, Discover, American Express and PayPal. We do not offer terms. A minimum purchase is not required.

# Registration

Please register for an account and upload either your business license or proof of business formation and proof of tax registration. Undocumented businesses may not register.



The email address you register your account with must be the same email address used at order placement for orders to correctly load to your account with tracking.

## **Supplier Role:**

Koehler Home Décor provides products for resale and guarantees the products are delivered non-defective or they may be replaced or refunded within 15 days of delivery (photo-evidence required).

Koehler Home Decor provides detailed product descriptions and imagery on the item pages and in the product files that may be used on any website, marketplace or social media channel to promote sales.

Koehler Home Décor does not provide product inquiry responses for your customers if the information is given or address tracking inquiries due to failure to create an account.

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### **How to Place Dropship Orders**

Once you receive an order, simply place your dropship order at KoehlerHomeDecor.com.

Your order will ship directly to your customer; however, correct billing information is required to prevent your order from being rejected.

Type your customers shipping information in the shipping fields and your billing information in the billing fields. Receipts and tracking information will be received at the email address used at order placement so be sure to use your email address and not your order recipient.

To include your company name on the shipping label, type your name in the "Company" field in the shipping information.

Your order is not complete until you click "send order" and receive a confirmation page.

## **Order Tracking**

Tracking numbers will be emailed to you in 1-2 business days and uploaded to your account. The email address you register your account with must be the same email address used at order placement for orders to correctly load to your account with tracking.

Koehler Home Décor does not address tracking inquiries due to failure to create an account.

#### **Wholesale Resource Center**

Product feeds and images may be accessed in the Wholesale Resource Center at:

http://site.koehlerhomedecor.com/wholesale/

We do not provide support for uploading inventory files or product images to your site. Contact your store webhost for support if you need assistance uploading products and images or maintaining inventory.

### **Wholesale Pricing**

Wholesale prices are as published.

Minimum order amounts are not required.

MSRP is the suggested retail price and not your cost.

Shipping rates apply to wholesale prices and not MSRP.

# **Returns, Damages & Shortages**

Please view important store policies:

https://www.koehlerhomedecor.com/info.html

# **Shipping Rates**

Please find shipping rates at:

https://www.koehlerhomedecor.com/shipping-information.html

#### **Sales Tax Nexus**

Koehler Home Décor maintains inventory in California.

All accounts who have not uploaded a valid California Sales/Use Permit pay Use Tax of 8.75%. Koehler Home Décor does not collect tax for any other state.

It is not required that you hold a California sales permit to purchase.

Register in California

California Resale Certificates

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#### **Anonymity**

We dropship via the shipping label "Shipping Dept". Our company name does not appear on the packing slip. The packing slip will include items ordered without pricing.

# Support

Support is via email, please email us at <u>cs@koehlerhomedecor.com</u> Please do not call our order line regarding dropship inquiries.

#### Limitations on Use

Limited use is granted to the distributors of Koehler Group, Inc. products. Distributors are strictly limited to the transferring and or downloading of product data only and may not transfer any other site content as per our <u>Terms of Use</u>.

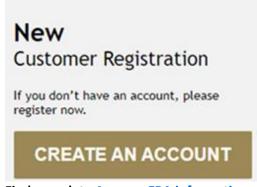
### **California Proposition 65 Warning**

Any distributor/reseller with more than 10 employees who sells to customers in California must comply with California Proposition 65, which requires notices about potential exposure to certain chemicals. Please visit **OEHHA Proposition 65 for more information.** 

### **Amazon FBA Requirements:**

# **Registration & Sales Tax Information**

Please register for an account and upload either your business license or proof of business formation and proof of tax registration. Undocumented businesses may not register.



Find complete <u>Amazon FBA information</u>

Thank you for considering us as your source for wholesale home décor accessories and unique gifts wholesale direct, we wish you great success with all your endeavors and we look forward to partnering with you!

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