

Dear **XXX**,

We are excited to announce that your event with Touch of Modern is now **LIVE!**

Your event will run for **5 days**, and a purchase order will be sent to you once the sale has ended*.

Kind Reminders

- Be sure to reserve the **inventory** listed on the clean CPO for the duration of your event. Shortages will result in penalties.
- Be prepared to **process the purchase order** at the end of your event. You will have **XXX** days to process the PO.
- Double check that your **payment information** is entered and up to date.

How Is My Sale Doing?

Log in to your supplier portal to view your sale in real time. You can follow purchases, views, and carts here: www.supplier.touchofmodern.com/xxx

Product FAQ's

A new feature is enabled on our website allowing customers to post questions about your products directly to your event page. Be sure to check your email often, as these questions will be forwarded to you to answer. The more information customers have, the more likely they are to make a purchase!

*Sale Extensions

Every event has the potential to be extended beyond our normal 5-day flash sale model! If your event exceeds \$7k in total revenue over a 5-day period *and* hits at least \$1k in revenue per day, our merchandising team will consider extending your event. If you receive an extension request, we will need your swift confirmation via email in order to proceed, otherwise we will end the event as originally scheduled.

How Do I Get Paid?

- Your payment terms are net **XXX**, via **XXX**. Terms begin from the date that your invoice is submitted to the supplier portal. *Note: If your invoice does not match the PO, terms may be delayed until resolved.*
- Payment and tax information **must** be updated in the vendor portal in order to receive payment.
- If you wish to be paid in a currency other than USD, select your preference in the vendor portal. ToMo is not responsible for any foreign transaction exchange fees.

Visit the "Payment Info" tab on your supplier portal to enter/update payment information here: www.supplier.touchofmodern.com/xxx