

## **APPENDIX**

## **CREDIT REQUEST PROCESS FOR SUBSTANDARD PRODUCT**

- 1. Go to the Navigator Web site at <u>www.navigatorhelp.com</u>.
- 2. Click on "Report Quality Issue."
- 3. *On your computer*, fill out the required information on the on-line form.
- 4. In the field marked "Problem," enter a detailed description of the specific issue. If you note any discrepancies or errors in the other fields, please be sure to make a note of it here.
- 5. Click "Submit."
- 6. Under normal circumstances, you will receive an e-mail acknowledgement of the quality issue from Navigator within one business day. At the same time, the issue will be forwarded to Quality Assurance for their review.
  - a. If QA approves your claim, you will receive a notification of this from Navigator as soon as we receive a confirmation from your distributor that a credit has been issued.
  - b. If QA does not approve your claim, you will receive a notification of this from Navigator as soon as we receive the information from Quality Assurance.

## PLEASE NOTE

- In order to process all Quality Issues, the following information will be needed:
  - Product name
  - SKU Number
  - Invoice Number
  - Quantity of cases affected
  - Manufacture Date
  - Expiration Date
  - Batch or Lot Number
  - Formula Revision Code (TCBY soft-serve Frozen Yogurt only)
  - Mfg Code (TCBY soft-serve Frozen Yogurt only)
  - Bag Number (TCBY soft-serve Frozen Yogurt only)
  - Can Code (TCBY Hand Scooped Frozen Yogurt only)
- Navigator does not make the decision as to whether you will receive a credit or not. The decision is made solely by our Quality Assurance Department.
- Hold onto the substandard product you reported until you receive the final notification from Navigator. Occasionally, Quality Assurance may want a photo of the product or may want a sample sent to them.







Product SAMPLE TCBY HSY LABELS	
Lot Number	USE BY: 23JUN09 Use-By Date   USE BY: 23JUN09 Kosher Symbol   USE BY: 23JUN09 Kosher Symbol   USE BY: 200 Manufacture Date   Distributed by: 00 Manufacture Date   TCBY SYSTEMS, INC: 3 GAL. (11.3U) Manufacture Date   MFG AT PLANT # 05-50 2008/06/24 2008/06/24   O38107 035107 035107
	CBY PRALINE & CREAM 1B 8155 610 Can Code Lot Number



