

Steps for Processing COM

Step 1: Confirming COM Fabrics Approvals

- Once you have selected a COM fabric, please contact your Customer Service Representative to start the approval confirmation process. Please provide COM supplier's name, color name and pattern name and Teknion product name that you want to upholster.
- Teknion will confirm if the requested COM fabric has already been approved for specified product application.
- If fabric has been approved, Teknion will provide you with a TekniPlate number. Please fill in COM Fabric Form Section 1 - Fabric Information, along with Bill of Materials (BOM) and Panel Matrix. Forward forms to your Customer Service Representative.
- Teknion will provide you with yardage requirements and an address to forward yardage for product order.

Step 2: COM Fabrics requiring Upholstery Testing

- If the fabric has not been tested, please send the completed form and two 6"x6" samples and fabric (if required) to 1150 Flint Road, Downsview, Ontario, M3J 2J5 Attention: Marcia Almeida-Alfaro.
- Please allow 5 business days for test results.
- Application Testing Requirements:

2 memo samples and 3 yards for one or more products	2 memo samples and 1 yards	2 memo samples and 6 yards for one or more products	2 memo samples and 2 yards	2 memo samples and 2 yards for each product	2 memo samples	2 memo samples and 1.5 yards for each product	2 memo samples and 2.5 yards for each product
Leverage Transit T O S Ability Marketplace Interpret Sidewise TFS District	upStage Height-Adjustable Bench	Altos Acoustic and Fabric Wrapped Fascias (FFRW, FFAW)	Altos Tackboards (FFMT)	Expansion Teknion Wood (Tackboards)	Seating	Sitara Savera Amicus Belize Hosta Zone Topic Variable	Vignette

- Once the fabric is approved, please forward to Teknion the BOM and Panel Matrix and forward in to your Customer Service Representative. Teknion will provide you with yardage requirements (seating orders under 100 chairs, please see the Seating Price and User Guide) and an address to forward yardage for product order. Please allow 2 business days for yardage calculations.

SEATING NOTE: Fabrics containing the following characteristics may result in poor application and therefore may be rejected

- Lack of elasticity & recovery from an extension (below 3% threshold)
- Higher percentage of fiber content, i.e. Cotton, Viscose rayon & polyolefin fibers
- Very tight fabric construction
- Special finishes (Crypton, GreenShield, stain resistant, etc)

Step 3: Place COM Fabric order (It is the dealer's responsibility to order and send the COM fabric to the appropriate manufacturing facility)

- Fill in the COM Fabric Form Section 2 – Product Order Information. Forward to your Customer Service Representative.
- Once COM fabric has been approved and ready to be purchased please ensure you provide the mill/supplier with the TekniPlate number so that they can Tag it to the fabric roll. This will allow Teknion to track and process your order more efficiently.

All COM fabrics for Panels/Altos Fascias must arrive 2 weeks prior to Estimated Ship Date. All COM fabrics for Seating must arrive 3 weeks prior to Estimated Ship Date. Failure to do so may result in a delay of delivery.



Customer's Own Material (COM) Fabric Form Sections 1-2

Section 1 – Fabric Information

TekniPlate Serial Number:

Date: ^D | ^M | ^Y

COM Fabric Delisted Fabric Panel Fabric Architectural Wall Fabric Seating Fabric

Select Product the Fabric will be used on. Please refer to the chart on the **COM Instructions** page, Step 2 for **Application Testing Requirements**:

Leverage	<input type="checkbox"/>	TFS Altos Acoustic and Fabric Wrapped Fascias (FFRW, FFAW)	<input type="checkbox"/>	Expansion	<input type="checkbox"/>	Seating	<input type="checkbox"/>
Transit	<input type="checkbox"/>		<input type="checkbox"/>				
T O S	<input type="checkbox"/>	Altos Tackboards (FFMT) *2 yards required	<input type="checkbox"/>				
Ability	<input type="checkbox"/>		<input type="checkbox"/>				
Marketplace	<input type="checkbox"/>						
District	<input type="checkbox"/>						

List Product Type and Product Code the Fabric will be used on:

Dealership Name: Dealer Tel Number/Fax: Dealer E-mail:

Dealership Contact Name: Customer Name: Mill/Supplier Name:

Pattern Name & Number: Color Name & Number:

Fabric Composition: Backing: Finish:

Fabric Direction: Repeat of Pattern: Fabric Width: Fire Rating: Abrasion (Seating Only):

Off-the-bolt Vertical Railroaded Horizontal

Section 2 – Product Order Information

This portion must be filled out in full and sent to your customer service representative. Failure to provide the information required will result in disposal of extra fabric 90 days after the order has shipped complete. Only the required yardage should be supplied unless additional yardage is needed within the 90 days.

Estimated Ship Date of Fabric: ^D | ^M | ^Y Fabric Purchase Order Number: Arrival Date of Fabric (required to Schedule Order): ^D | ^M | ^Y

Purchase Order Pre Order Number:

If this date changes please forward the new arrival date to your Tekniion Customer Service Representative immediately. The original estimated ship date can no longer be guaranteed. A new ESD will be determined upon receipt of the fabric.

Yards sent: Extra Fabric should be: Returned Keep remainder to be used within 90 days Recycled

Return Address: Courier Information (include Account Number):

Section 3 – Fabric Samples

Top

Staple minimum two 6" x 6" fabric samples here in the direction it is to be upholstered to the product.

Bottom

Off-the-bolt

Railroaded