

### Steps for Processing COM

#### Step 1: Confirm if COM Fabrics are already upholstery/UL tested

- View COM approval lists under Forms/References on the US Site of TekniOnline [home.teknion.com](http://home.teknion.com).

#### Step 2: COM Fabrics Upholstery Testing (if the fabric has not already been approved for the required product, testing is required)

- Complete sections 1-3 of the Customers Own Material (COM) Fabric Form ensuring that Railroaded (RR) or Off-The-Bolt (OTB) is checked off to identify how the fabric pattern should appear on the product it is applied to.
- 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<br>Transit<br>T O S<br>Ability<br>Marketplace<br>Interpret<br>Sidewise<br>TFS District | upStage<br>Height-Adjustable<br>Bench | Altos Acoustic and Fabric<br>Wrapped<br>Fascias<br>(FFRW,<br>FFAW) | Altos<br>Tackboards<br>(FFMT) | Expansion<br>Boulevard                      | Seating<br>Street Seating<br>Teknion Wood<br>(Tackboards)<br>Descor<br>Dossier | Sitara<br>Savera<br>Amicus<br>Belize<br>Hosta<br>Zone<br>Topic<br>Variable | Vignette                                      |

- Please send the completed form, samples and fabric (if required) to 1150 Flint Road, Downsview, Ontario, M3J 2J5 Attention: Marcia Almeida-Alfaro.
- Once the fabric is approved, you will be provided with a TekniPlate Serial Number and a ship to address. Please allow 5-7 business days for testing.

#### 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: Calculating Yardage needed for order

- For Seating:** For orders under 100 chairs refer to the Seating Price and User Guide calculations. For orders over 100 chairs complete a Yardage Calculation form found on TekniOnline under Dealer Guide/Customer's Own Material section.
- For Panels/Altos Fascias:** Complete a Yardage Calculation form found on TekniOnline under Dealer Guide/Customer's Own Material section and provide a detailed listing of product/elements or Bill of Material (BOM) and Panel Matrices clearly stating where the COM is to be applied.
- Please send completed form to [COM@teknion.com](mailto:COM@teknion.com) or fax to 856-552-5399 Attention: COM Coordinator.
- Once completed form is received, Teknion will provide yardage calculations and an address to forward fabric for production. Please allow 24-48 hours for calculations.
- 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.

#### Step 4: Place COM Fabric order (It is the dealer's responsibility to order and send the COM fabric to the appropriate manufacturing facility)

- Order COM form from Textile Supplier and determine supplier lead time.
- Complete Section 2, once the fabric has been tested and approved and you have a Teknion Serial Number, forward to Order Entry with the SIF file. Please ensure all of the fields in Section 2 are completed if not the order will be placed on Hold.
- Please send COM fabric to appropriate address (or multiple addresses, if required) provided when testing completed. COM addresses can also be found on TekniOnline.



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

## Section 1 – Fabric Information

TekniPlate Serial Number:

Date:

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**:

|  |   |   |                                  |  |
|--|---|---|----------------------------------|--|
| TFS Leverage <input type="checkbox"/>    | TFS Altos Acoustic and Fabric Wrapped Fascias (FFRW, FFAW) <input type="checkbox"/> | Expansion <input type="checkbox"/>                  | Seating <input type="checkbox"/> | Street Seating <input type="checkbox"/>            |
| TFS Transit <input type="checkbox"/>     | Altos Tackboards (FFMT) *2 yards required <input type="checkbox"/>                  | Boulevard (default is OTB) <input type="checkbox"/> |                                  | Teknion Wood (Tackboards) <input type="checkbox"/> |
| TFS T O S <input type="checkbox"/>       |   |   |                                  | Descor <input type="checkbox"/>                    |
| TFS Ability <input type="checkbox"/>     |   |   |                                  | Dossier <input type="checkbox"/>                   |
| TFS Marketplace <input type="checkbox"/> |   |   |                                  |  |
| TFS 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:  Off-the-bolt  Railroded

Repeat of Pattern:  Vertical  Horizontal

Fabric Width:  Fire Rating:  Abrasion (Seating Only):

## Section 2 – Product Order Information

This portion must be filled out. Once TekniPlate Number and yardage calculation is complete please forward to Order Entry.

Estimated Ship Date of Fabric:

If this date changes please forward the new arrival date to your Teknion 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.

Fabric Purchase Order Number:

Arrival Date of Fabric (required to Schedule Order):

Tag Information (Tag with Dealer PO Number and Project):

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