



January 3, 2017

To: "Vendor Name"

Castle has decided to utilize the GDSN as our product content solution. The GDSN will ensure total accuracy of all our product data. Your company has been identified as a required participant for collaboration in our GDSN initiative to help us maintain a current, up-to-date database of all your items we sell today.

IN GDSN: If you are already registered in a GDSN data pool today (many of our suppliers are) you will be able to publish your GDSN data to Castle from your current data pool provider – the information you need to comply is shown below.

NOT IN GDSN: If you are not currently registered in a GDSN data pool please contact Commport Communications, our GDSN data pool provider, who will help you through the process and explain your options. Please contact Brian Miles at 905-726-5297 or [brianm@commport.com](mailto:brianm@commport.com).

Whether you are in the GDSN\* or not, you can obtain all of the information you require about this GDSN initiative at our GDSN\* data pool provider, Commport's website at <http://www.commport.com/castle/>. If you are in the GDSN\* **YOU MUST REGISTER** on the Trading Partner Form section of the Commport website and download the information documents or we won't be able to receive your data.

Our expectation is to receive 100% of all required item information via Commport and going forward we expect to receive all new item information, item changes and deletion notifications via the GDSN\*. **We want to receive 100% of your GDSN\* data within 60 days of receipt of this letter.**

Thank you in advance for your continued commitment to grow your partnership with Castle and all our dealers. We look forward to sharing the benefits we will both derive from this important collaboration.

A handwritten signature in black ink, appearing to read "James Jones".

James Jones  
Vice President, Marketing

\* GDSN\* (Global Data Synchronization Network) is a global network of data pools that uses GS1 global standards to publish supplier product data to their authorized trading partners. Many large retailers, wholesalers and distributors in America and around the globe use the GDSN\* today. Visit: <http://www.gs1.org/GDSN>