*For the purpose of this documentation, “Assets” are the product registrations within WERCSmart.*

**Company Releasing Assets**

Provide the Company information as it is established in WERCSmart. This is the company that is releasing the assets to a different organization.

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Click or tap here to enter text. | | |
| Address | Click or tap here to enter text. | | |
| Primary Phone | Click or tap here to enter text. | | |
| Corporate Contact | Click or tap here to enter text. | Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. | | |
| WERCSmart Admin | Click or tap here to enter text. | Admin Phone | Click or tap here to enter text. |
| Admin Email | Click or tap here to enter text. | | |

**Company Acquiring Assets**

Provide the Company information as it is established in WERCSmart. This is the company that is acquiring, or obtaining, the assets from the above organization.

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Click or tap here to enter text. | | |
| Address | Click or tap here to enter text. | | |
| Primary Phone | Click or tap here to enter text. | | |
| Corporate Contact | Click or tap here to enter text. | Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. | | |
| WERCSmart Admin | Click or tap here to enter text. | Admin Phone | Click or tap here to enter text. |
| Admin Email | Click or tap here to enter text. | | |

The following documentation is required to complete the transfer of the assets:

* Corporate Letterhead of Both Organizations
  + Cover Letter outlining the request
* List of WERCSmart IDs to be transferred.
  + Product ID and Product Name
  + Excel or Word Format
* Legal documentation outlining the sale, or transfer, of assets between the two companies, including the effective date of the transfer.
* Upon completion of the product transfer, the company releasing assets WILL require a  
   WERCSmart Subscription?
* Upon completion of the product transfer, the company releasing assets WILL NOT require a  
   WERCSmart Subscription?
* Move user(s) and administrator(s) from the company being acquired to acquired company
* Do not Move user(s) and administrator(s) from the company being acquired to acquired company

***Key Information for Asset Transfer:***

***Subscription:***

WERCSmart annual subscriptions are not adjusted in any manner because of the transfer of assets. Once the transfer of data has occurred, you are encouraged to review your subscription and adjust as needed. Some actions are only possibly 30 days before the annual renewal.

***My Packaging:***

If any of the registrations have GTIN/UPC-level Packaging details (My Packaging registrations), please note that the transfer will include providing a copy of the packaging details to the new owner. It is typical that registrations being directed to Canada will have additional packaging information.

***Safety Data Sheets:***

Any Safety Data Sheets associated to a registration that were written by UL Solutions will not transfer. The acquiring company will need to provide a GHS Safety Data Sheet and resubmit the registration or request UL Solutions authoring.

***Product Identifiers, Formula Identifiers and Brand Names:***

The fields in the registration data that contains this information, which is specific to each organization, will not be transferred.

***Distributor Registrations:***

Registrations which are approved Distributor registrations are ineligible for transfer. The company will need to contact the Product Manufacturer to request use of specific GTIN/UPCs already registered by a product manufacturer.

**Company Releasing Assets**

**Please indicate how you’d like to have the following documentation and data transferred to the new owner. Select all options that apply.**

**Documentation:**

Transfer all non-authored Safety Data Sheets (SDS) documents to the new owner.

Transfer all Labels on registrations being transferred to the new owner.

**Kits:**

Copy data for registrations within a Kit to the new owner **OR**

Transfer data for registrations within a Kit to the new owner.

Upon completion of the product transfer, the company releasing assets WILL require a  
 WERCSmart Subscription?

Upon completion of the product transfer, the company releasing assets WILL NOT require a  
 WERCSmart Subscription?

Upon completion of the transfer of products, the Primary Administrators for each account will receive an email notification.

**Company Acquiring Assets:**

It is recommended you review the acquired registrations in your account as follows:

* Review ingredient details and settings, such as Public Disclosure indicators.
* Ensure Retailer IDs are set appropriately for your account (i.e. Walmart Supplier ID).
* If The Home Depot is included as a recipient of assessment data for the registrations, be sure the UPC has the proper OMSID as issued by The Home Depot.
* If the registration is indicated to be Private Label, verify, per retailer, the proper brand name is selected.
* Review associated documents such as the Safety Data Sheet and/or Product Labels.
* Registrations directed to Canadian Retailers:
  + - Canadian Stewardship data provide within the My Account area of WERCSmart may need revision (optional)
    - My Packaging details from the prior product owner will transfer to your My Packaging area in My Account. Be sure the data is accurate and resubmit for selection at the UPC level within the actual product registration as needed (optional data).
* Visit My Retailer area to update any necessary Data Tier Consents required by various Retail programs. You will be reminded of any Data Tier Consents that may be outstanding upon login to WERCSmart if you now have applicable products in scope and associated to a retailer participating in a program.
* Ensure pesticide data is revised.

If the transfer of these registrations exceeds your current subscription level, you will be required to upgrade your subscription prior to the transfer of any products. Subscription upgrades are available in the My Account area.

**Authorized Representative of Company Releasing Product Registrations**

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Signature | Title | Date |
| Click or tap here to enter text. | | |
| Print Name |  |  |

**Authorized Representative of Company Acquiring Product Registrations**

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Signature | Title | Date |
| Click or tap here to enter text. | | |
| Print Name |  |  |