



Please return to [VendorRelations@SunandSki.com](mailto:VendorRelations@SunandSki.com)

## Vendor Set Up Form

(All Sections Must Be Completed)

New  Existing/Update

### Section A – Vendor Information

<b>Vendor Name:</b> _____	<b>Line/Label Name:</b> _____
<b>Address:</b> _____	<b>Accounts Receivable Department</b> _____
<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____	<b>A/R Contact Name:</b> _____
<b>Sales Department</b> _____	<b>A/R Phone Number:</b> _____ <b>Ext:</b> _____
<b>Contact Name:</b> _____	<b>A/R Email:</b> _____
<b>Phone Number:</b> _____ <b>Ext:</b> _____	<b>Account # assigned to RCI:</b> _____
<b>Email:</b> _____	<b>Is B2B Access Available?</b> Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	<b>B2B Website:</b> _____

### Section B – Remittance Information

(Select only one of the following)

<b>Remit To Vendor:</b>	<b>Remit To Factor:</b>
<b>Vendor:</b> _____	<b>Factor:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____
<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____	<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____

### Section C – Customer Merchandise Return Vendor Information

<b>Contact Name:</b> _____	<b>Title:</b> _____
<b>Address:</b> _____	<b>Email:</b> _____
<b>City:</b> _____	<b>Phone Number:</b> _____ <b>Ext:</b> _____
<b>State:</b> _____ <b>Zip:</b> _____	<b>Additional Return Information:</b> _____

### Section E – Electronic Data Interchange Capabilities

Check those you presently support. Versions supported by Retail Concepts Inc. (4030)

<input type="checkbox"/> 810 Invoice	<input type="checkbox"/> 850 Purchase Order
<input type="checkbox"/> 856 Advanced Ship Notice (with UCC 128 labels)	<input type="checkbox"/> 997 Functional Acknowledgement

### Section F – Credit Cards as a Form of Payment

<b>Do you accept Mastercard as a method of payment?</b>	<b>Yes:</b> <input type="checkbox"/>	<b>No:</b> <input type="checkbox"/>
<b>If "yes" do you charge any fees or does this affect any other terms?</b>	<b>Yes:</b> <input type="checkbox"/>	<b>No:</b> <input type="checkbox"/>

### Section G – Vendor Added Service Information

All orders must be shipped in accordance with the terms and conditions on the Retail Concepts Inc. Purchase Order and the Retail Concepts, Inc. Vendor Guidelines. Our guidelines can be found at: [www.retailconcepts.cc](http://www.retailconcepts.cc)

Please acknowledge that you have read the Retail Concepts Inc. Vendor Guidelines by completing the following:

<b>Logistics/Compliance Contact:</b> _____	<b>Logistics/Compliance Phone:</b> _____
<b>Signature:</b> _____	<b>Logistics/Compliance Email:</b> _____
<b>Title:</b> _____	<b>Date:</b> _____

**Insurance Requirements: Attachment of a current Certificate of Insurance naming Retail Concepts, Inc as an Additional Insured is required.**