

New Client Set-Up

Company	
Street 1	
Street 2	
City, ST Zip	
FEIN	
Purchasing Contact	
Email	
Phone	
Cell Phone	
SMT Contact	
Email	
Phone	
Cell Phone	
A/P Contact	
Email	
Phone	
Electronic Billing/ACH	Elec. Invoices OK? <input type="checkbox"/> Address: <input type="checkbox"/> ACH? Y / N
Logistics Contact	
Email	
Phone	
Cell Phone	
FedEx Acct #	
UPS Acct #	
(If both account numbers provided, which method do you prefer?)	
Shipping Address	
Company	
Street 1	
Street 2	
City, ST Zip	
Vendor ID = NPI	
Transaction Type:	Discrete PO <input type="checkbox"/> Customer Blanket PO <input type="checkbox"/> General Blanket PO <input type="checkbox"/>

