New Supplier Request Form

# Introduction

In order for a new supplier to begin the onboarding process, you’ll be required to fill out the information in the table below and return this document to [salessupport@rithum.com](mailto:salessupport@rithum.com). Fields that are necessary to begin the onboarding process are indicated as “Required.”

## Vendor Information

| Required | Field |  |
| --- | --- | --- |
| Vendor Information | | |
| Yes | Company Legal Name:  Name on Supplier Contract/Billing |  |
| Company Business Name:  DBA, Trade Name |  |
| Company Street Address: |  |
| Company City Address: |  |
| Company State Address: |  |
| Expected Launch Date: |  |
| Vendor ID:  *Vendor ID is required to start testing* |  |
|  | Expected Go-Live Date: |  |
| Primary Contact Information | | |
| Yes | Primary Contact: |  |
| Phone Number: |  |
| Email: |  |
| Primary Rithum Contact Information | | |
| No | Secondary Contact: |  |
| Phone Number: |  |
| Email: |  |
| Primary Technical Contact Information | | |
| No | Primary Contact: |  |
| Phone Number: |  |
| Email: |  |
| Additional Information | | |
| No | Priority to onboard this connection:  High, Medium, Low |  |
| Does this supplier need to load inventory? |  |
| Approximate number of SKUs: |  |
| Shipping Method: |  |
| Return Address: |  |
| Promotions: |  |
| Other:  Please provide additional information that may be helpful for onboarding this supplier |  |

# Questions

If you have any questions about completing this form or starting the supplier onboarding process, reach out to the Rithum Sales Support Team at [salessupport@rithum.com](mailto:salessupport@rithum.com).