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. 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.