

ShopKo - New Vendor Request

To add a supplier into the implementation process, please provide the following information and return this document to salesupport@commercehub.com

Supplier Information:

Company Name:	
Address:	
Address 2:	
City:	
State:	
Zip:	
Expected Launch Date:	
Vendor ID:	
Buyer:	
New/Existing Supplier?	New_____ Existing_____
Expected SKU Count:	

Note: Vendor ID is required to start testing and before we can make them live.

Primary Contact Information:

Primary Contact:	
Phone Number:	
Email:	

Order Fulfillment Contact Information: (The person who will be responsible for day to day order fulfillment for Shopko. This person will also be the primary contact for OrderStream)

Primary Contact:	
Phone Number:	
Email:	

Product Setup Contact Information: (The person who will be responsible for organizing and uploading product content for Shopko. This person will also be responsible for meeting the retailer’s data requirements, and will be the primary contact for ProductStream)

Primary Contact:	
Phone Number:	
Email:	

Primary Technical Contact Information (if applicable):

Primary Contact:	
Phone Number:	
Email:	

Please add any additional considerations

Priority in the onboarding queue (High, Med, Low):

Does this supplier need to load inventory:

Shipping Method:

Return Address:

Other

If known, please provide the expected go live date, promotions, or anything you think will be helpful with setting up the vendor and onboarding.