

**DSD and Local Vendor Set Up Form**

For **BEER, WINE, LIQUOR, & Beverages** (Soda, Monster, Power Drinks, etc.)

Date: \_\_\_\_\_

Date product wanted in store: \_\_\_\_\_

Store Manager Name: \_\_\_\_\_

Store Number: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_

Vendor Contact Name: \_\_\_\_\_

**This section completed by Store Support Center**

VP Approval: \_\_\_\_\_

Vendor Number: \_\_\_\_\_ (Assigned by Vendor Admin.)

If a license or permit is required, does the store currently have the permit?  Yes  No If not, Vendor should advise Store manager of the need to obtain the document, where it can be obtained, and the cost.

**Store manager for leased stores only:** Will landlord/lease allow this product to be sold?  Yes  No

(Store manager should contact Legal Department if unsure. If answer is "No", do not proceed).

**Vendor Information – PRINCIPLE\***

Mr.  Mrs.  Ms. \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_ Country: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Extension: \_\_\_\_\_

Email: \_\_\_\_\_

\*Owner, CEO/President of Company

**Vendor's Payment Information:**

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Does Vendor currently sell to other Shopko/Hometown locations?  Yes  No

If yes, what is the vendor number(s)? \_\_\_\_\_

If yes, which locations? \_\_\_\_\_

If yes, what type of product (soft drinks, beer, wine, liquor, or Monster, etc.)? \_\_\_\_\_

If no, list the type of product (soft drinks, beer, wine, liquor, etc.) on this form, and attach the signed Indemnification, Insurance forms, and a W-9 form (only if paid through Fintech) \_\_\_\_\_

NOTE: If Vendor does not provide any of the above documents, the Category Manager must complete a waiver request.

**Payment of Beer, Wine, Liquor Vendors:**

STATE REQUIRED COD  Yes  No

FINTECH CAPABLE  Yes  No

Must have **W-9 form** from Vendor when Fintech

State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_\_