

PART 1 – Vendor Information Form

Company Information	
Company Name	
Company Street Address	
City/State/Zip	
Time Zone	
Phone Number	
Fax	
Website URL:	
Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Email	
Warehouse Information	
Warehouse Street Address	
City/State/Zip	
Time Zone	
Phone Number	
Fax	
Primary Warehouse Contact Name	
Phone Number	
Email	
Days of Operation <i>(please specify holiday closures)</i>	
Hours of Operation	
Person responsible for updating Inventory <i>(if different from warehouse contact above)</i>	
Email	

Vendor Information Form (cont'd)	
Returns	
Primary Contact who will process returns:	
Returns Address <i>(If different than warehouse listed above)</i>	
City/State/Zip	
Time Zone	
Customer Service	
Primary CS Contact Name	
Phone Number	
Email	
Fax	
Secondary CS Contact Name	
Phone Number	
Email	
Fax	
Payment Information	
Accounts Receivable Contact	
Email	
Remittance Address <i>(if different from Company address above)</i>	
City/State/Zip	
Shipping Information	
Do you currently use UPS Worldship?	YES NO
If yes – please provide your UPS Worldship account number:	
Do you sell products that need to ship alone?	YES NO
Primary Shipping Contact Name	
Phone Number	
Email	

Vendor Information Form (cont'd)

Technical Systems

What is your internet connection speed?	
Do you have an FTP server?	YES NO
Do you send / receive files electronically?	YES NO
If YES, in what format (CSV, EDI, XML, etc.)?	

Radial/VendorNet Information Form	
eCommerce Contact Information:	
Primary Contact Name	
Phone Number	
Fax	
Email	
Secondary Contact Name	
Phone Number	
Fax	
Email	
Order Notification Contact Information: <i>Please provide the e-mail address(es) at your company to receive inbound order notifications from David's Bridal.</i>	
Primary Contact Email Address	
Secondary Contact Email Address	
Radial/VendorNet Access Information: <i>Please assign yourself a user name (up to 16 digits) and password (up to 16 digits) to access the Radial/VendorNet website.</i>	
User Name (up to 16-digits)	
Password (up to 16-digits)	
PC Requirements: To access your orders via the Radial/Radial/VendorNet website, you'll need a standard PC with Internet access. Minimum PC requirements include:	<ul style="list-style-type: none"> ▪ Pentium 150 or higher ▪ 16 MB memory ▪ 100 MB disc ▪ Windows 95 or higher ▪ Internet Explorer 5.0 or higher ▪ Microsoft WORD 2000 or higher ▪ E-mail Account
Please verify all minimum requirements met	YES NO
Please verify that you have a printer in place	YES NO

Customer Service FAQ		
Product	Frequently Asked Questions	Response
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	

Please add rows or copy this form as needed