



RETAIL CONCEPTS, INC.
10225 Mula Rd., Suite 120
Stafford, TX 77477

VENDOR SETUP FORM

All sections must be completed.

Please return to bwhite@sunandski.com

New

Existing/Update

VENDOR INFORMATION

Vendor Name: _____

Line/Label Name: _____

Address: _____

Accounts Receivable Department:

City: _____ State: _____ Zip: _____

A/R Contact Name: _____

Sales Department:

A/R Phone Number: _____

Contact Name: _____

A/R Email: _____

Phone Number: _____ Ext: _____

Account # Assigned to RCI: _____

Email: _____

Is B2B access available? Yes No

B2B Website: _____

REMITTANCE INFORMATION

Remit to Vendor

Remit to Factor

Vendor: _____

Factor: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

CUSTOMER MERCHANDISE RETURN VENDOR INFORMATION

Contact Name: _____

Title: _____

Address: _____

Email: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Ext: _____

Additional Return Information: _____

ELECTRONIC DATA INTERCHANGE CAPABILITIES

Check those you presently support. Versions supported by Retail Concepts Inc. (4030)

810 Invoice

850 Purchase Order

856 Advance Ship Notice (With UCC 128 labels)

977 Functional Acknowledgement

Contact Name: _____

Email: _____

CREDIT CARDS AS A FORM OF PAYMENT

Do you accept Mastercard as a method of payment?

Yes

No

If "Yes" do you charge any fees or does this affect any other terms?

Yes

No

VENDOR ADDED SERVICE INFORMATION

All orders must be shipped in accordance with the terms and conditions on the Retail Concepts, Inc. Purchase Order and the Retail Concepts, Inc. Vendor guidelines. Our guidelines can be found at: www.retailconcepts.cc

Please acknowledge that you have read the Retail Concepts, Inc. Vendor Guidelines by completing the following:

Logistics/Compliance Contact: _____

Logistics/Compliance Phone: _____

Signature: _____

Logistics/Compliance Email: _____

Printed Name: _____

Date: _____

Title: _____

Insurance Requirements: Attachment of a current Certificate of Insurance naming Retail Concepts, Inc. as an Additional Insured is required

10/17/2024

COI Requirements

The following minimum coverages/limits are required for COI addressed to Retail Concepts, Inc:

Commercial General Liability

Occurrence basis

\$1M Each Occurrence

\$2M Aggregate

\$2M Products Completed Operations

Umbrella/Excess Liability

\$5M Each Occurrence

\$5M Aggregate

\$5M Products Completed Operations

Coverage should be Primary and Non-Contributory and contain a Waiver of Subrogation. The above should name RCI as an Additional Insured.

Retail Concepts, Inc DBA Sun and Ski Sports

Tel 281-340-5000
Fax 281-340-5020

10225 Mula Rd Ste 120
Stafford, Tx 77477

www.sunandski.com
bwhite@sunandski.com

