



VENDOR PROFILE

Vendor No. (HPI use only): _____

Vendor Name: _____

Address: _____
Street City/State Zip

Contact Name: _____ Title: _____

Phone: _____ Fax: _____ Cell: _____ E-mail: _____

Email address to which PO should be sent: _____

Advertising Contact: _____ Phone: _____ E-mail: _____

EDI Contact: _____ Phone: _____ E-mail: _____

Dun & Bradstreet No. _____ Tax ID No. _____

Remittance Information:

HPI Account No.: _____

Address: _____
Street City/State Zip

Contact Name: _____ Title: _____

Phone: _____ Fax: _____ Cell: _____ E-mail: _____

Payment Terms: _____ If applicable, discount for early payment: _____

Purchasing Information:

Product General Description: _____ Minimum Order \$: _____

Shipping Terms: _____ Lead Time (days): _____

Buy-In Periods and % of Discount: _____

	<u>Rebate %</u>	<u>Net Sales</u>	<u>Frequency</u>	<u>Rebate %</u>	<u>Net Sales</u>	<u>Frequency</u>
Volume Incentive Rebates (VIR)	_____	_____	_____	_____	_____	_____
Advertising Allowance Rebates	_____	_____	_____	_____	_____	_____
Back End Credits	_____	_____	_____	_____	_____	_____

Notes: _____

Note: If credit is not received within 30 days, a debit memo will automatically be issued by HPI.

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Drop Shipment Procedure:

Invoices relating to drop shipments must be e-mailed to dropship@hpi.com and must include a tracking number. When using HPI UPS account number, you are authorized to charge only standard UPS charges.

Returns/Defective Information

RMA Required: _____ (Y/N) Type: _____ (C=Credit R=Replace F=Field Destroy)

Stock Balancing: _____ (Y/N)

Return Policy: _____

Ship to Address: _____
Street City/State Zip

Contact Name: _____ Title: _____

Phone: _____ Fax: _____ Cell: _____ E-mail: _____

Notes: _____

Websites:

URL	Username	Password
_____	_____	_____
_____	_____	_____

Please note that a link must be created to www.hpi.com

Vendor Compliance

- All orders should be shipped to the shipping address. Any order shipped to the incorrect address may result in a charge back to the vendor. All orders must include tracking information.
- All orders received should contain a packing slip. Purchase orders must be identified on all packing slips and related shipping documents, and attached to the product.
- Any discrepancy in order (over, short, damaged), without prior knowledge, could result in a charge back to the vendor.
- Items ordered must be exact as specified on purchase order. Substitutions are not permitted.

Failure to comply with any of these requirements could result in a charge back to the vendor for each occurrence. Your signature below will indicate that you understand these requirements.

Vendor Representative Title Date

Please complete this form and return by e-mail to inventory@hpi.com

(For HPI Office Use Only)

Vendor No. _____ HPI Buyer: _____ Date Received: _____

Notes: _____

