

New Supplier Request 新供应商申请表

Request Person 申请人: _____

Request Date 申请日期: _____

1 New Supplier Information 新供应商信息

* Supplier Name 供应商名: _____

Supplier Category 供应商分类: _____

Featured Products 精选/主打商品: _____

Payment Terms 付款期限: _____

Credit Limit 信用额度: _____

Sales Rep 联系人: _____

Contact Phone No. 联系人电话: _____

Phone Number 公司电话: _____

Fax Number 公司传真: _____

Company Address 公司地址: _____

2 New Product Information 新产品信息

* Product Price List/Order Form must be attached 必须另附商品信息

Detailed product info must include: 必须包括以下信息

UPC & Item No. 产品条码&编码	Name & Specification 产品名称&规格	Wholesale & Retail Price 批发/零售价格
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3 Credit Application (Terms & Conditions) 信用申请表 (订购条款条件)

* Credit Application Form must be attached 必须另附信用申请表

Detailed agreement info must include: 必须包括以下信息

Payment Terms 付款条款	Credit Limit 信用额度	Return Policy 退货条款
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4 New Product Register Form 新产品登记表

New Product Registration Form must be submitted to office before ordering; otherwise shipment will be refused and returned.
H.O. Accounts Payable should not process related invoices and cheques.

在订货之前, 新产品必须经过总部登记, 否则分店必须拒收并且退货。总部拒绝支付此类发票。