SUPPLIER SET UP AND CHANGE FORM

PO Box 471
1000 S. 2nd Street
Sunbury, Pennsylvania 17801

Date:

☐ New Supplier Type of Supplier: ☐ Warehouse ☐ DSD ☐ Expense

☐ Supplier Change

Reason for Change:

Please complete the following:

Supplier Name:

Supplier Address:

Contact Name:

Phone: Email:

Shared email address preferred i.e. accountsreceivable@yourcompany.com

Payment Terms*:

** if no terms are selected we will use 2% 10 net 30*

Forms required by Accounting for new supplier setup include:

Domestic Suppliers and Independent Contractors are required to complete the IRS Form W-9. Foreign Suppliers are required to complete the appropriate IRS W-8 Form. All suppliers must complete the Pennsylvania Department of Revenue Form REV-1832.

Please complete the Electronic Funds Transfer or Credit Card Payment sections below to indicate your payment preference.
Payments will only be issued via ACH/EFT or Virtual Credit Card.

As part of our Fraud Prevention Process, a member of our team may need to contact someone on your Finance team to verify the payment details provided below. Please ensure that the members of your Finance team are aware that they may receive a phone call. It is important that we contact the correct individual(s) to ensure timely supplier setup. This extra verification will help protect both companies as we begin to work together or receive requests to update payment details.

Electronic Funds Transfer - ACH/EFT

☐ ACH payment

Bank Name:

Bank Address:

Bank Account No: Routing No:

Account Type: ☐ Checking Account ☐ Savings Account

Bank Contact Name: Phone:

Electronic Funds Transfer ACH/EFT Remittance Statement Selection:

CSV file will be emailed from Weis Markets to the e-mail address provided. This file downloads into Excel.

Email address for CSV file statement:

A shared email address is preferred such as "accountsreceivable@yourcompany.com"

OR ☐ EDI 820 CTX format remittance available through the supplier's bank.

Credit Card Payment - Immediate payment upon invoice approval

☐ Credit Card Payment

Virtual credit card payment through Wells Fargo Bank. Requires the ability to process a credit card transaction. Any credit card processing fees incurred will not be reimbursed by Weis Markets. Terms for virtual credit card payment are net 0, invoice is paid immediately once the invoice is approved. Remittance information detail will be provided with the virtual credit card payment email that you receive.

Email address for Virtual Credit Card Payment:

Authorization signature from the supplier's company:

Signature

Title Date: