



Branded merch made easy

Supplier Profile Update Form

We value our partnership with you and appreciate the products and services you provide to CIC. To ensure that our vendor profiles remain up to date, we kindly request your assistance in providing us with updated information.

Maintaining accurate vendor profiles is crucial for streamlining our procurement processes and enhancing our business operations. By providing us with the most current details about your company, we can ensure that our records reflect the latest information regarding your capabilities, products, and contact information.

Business Name:	
Line Name:	
ASI #	
PPAI #	

Remittance Address	
Address 1:	
Address 2:	
City, State Zip:	
Country	

CIC/ECS Terms	
Credit Line	
Net Terms	

Website	
Website Username*	
Website Password	

*Please create a general web user using email: login@corp-imaging.com, Password: CICECS23!
User should have access to pricing, inventory and order status.
This should not be the Admin for the account, if needed please use email: Carolynm@corp-imaging.com for Admin user.

Order/Art Emails	
PO sent to:	
Artwork sent to:	
Rush PO sent to:	
Rush Artwork sent to:	
Order Follow up sent to:	

Pricing Structure & Charges

Pricing (e.g. EQP, NQP)	
Set Up Charges	
Resetup Charges	
Spec Sample Charge	
Pre Pro Sample Charge	
Paper Proof Charge	
PMS Match Charge	
Drop Ship Charge	
Exact Quantity Charge	
3rd Party Shipper Charge	

Sample Policy	
Sample Exclusions	
Email Sample PO to:	

Self Promo Policy	
Marketing/Sample Funds	
Advertising Allowance	