

Transportation Management System (TMS)

Vendor Setup/Change form

- Only one access ID is set up per operating location
- Vendor must have Internet access and email address for each shipping location
- The Vendor's Key Transportation Contact is responsible for distributing the Access ID and password to all vendor ship points.
- Please ensure that information filled out is complete and legible to ensure timely and accurate location setup
- Access ID's will take 7 business day to process and will be sent to Key Contact via e-mail
- All questions should be directed to traffic@stagestores.com
- Please print multiple copies of this form if more than one location is to be set up
- Please complete and fax this form to: 713-838-4494

Is this a new setup request or a change request? (Vendor must choose one option-if change must provide Location ID of requested change. Failure to fill out completely will cause delay in location setup)

Circle one: **New** **Change**

If you circled change, what is your location id:

Vendor Name:	
Pickup Address:	
Pickup City:	
Pickup State:	
Pickup Zip code:	
Key Transportation Contact Name:	
Email address: (the routing directions will be sent to this address)	
Phone number:	
Fax Number:	
Shipping hours on Monday:	
Shipping hours on Tuesday:	
Shipping hours on Wednesday:	
Shipping hours on Thursday:	
Shipping hours on Friday:	
Shipping hours on Saturday:	
Shipping hours on Sunday:	
Do you require shipping appointments:	
Please list a valid Purchase Order number that will be shipped from this location (PO number is required to complete setup. Failure to provide will delay setup process):	

SSI Internal use:

Received date _____ Completed date _____

Faxed back to vendor and completed by _____