



## **2022 Vendor Participation Agreement Guide**

### **Vendor Participation Agreement (VPA) General Information**

- Form is a fillable PDF format
  - No handwritten forms will be accepted
- Completed in its entirety
- Use all uppercase letters
- Advance through VPA fields using Tab
- Make sure all edits to VPA are highlighted
  - Edits to VPA will only be made to highlighted information
- Text font size will adjust as data is entered
- Enter N/A – in fields not applicable to your account

### **Page One**

#### **Vendor Information**

- Vendor Name and Also Known As (AKA) – accommodates Maximum 50 Characters
- New Vendor – initiating Vendor account or opening additional vendor account
- Vendor Info Change – revising VPA currently on file
- Product Country of Origin – list all countries PCHI will be ordering from

#### **Banking information**

- Beneficiary Name – must match Vendor Name as it is to appear on Check
- Provide complete bank details
- Bank Letter needed if Vendor name differs to name on bank records
- Bank Letter needed if updating banking account wire information
  - Letter on company letterhead
- Factor - fill out Factor Full Name & Address field and Factor address must appear in the Payment Address field under Vendor Contacts. Submit Factor Assignment Letter.

#### **Product Categories**

- Select as many categories as possible that apply
- Use Other to list or provide detailed product description

### **Page Two and Page Three**

#### **Vendor Contact**

- Vendor Contact information is utilized for communication and periodic email distribution
- Required to complete Contacts Section in its entirety
- Collecting new contact designations; Development, Logistics/Shipping and QA/Customer Service
- Contact names may be listed multiple times and must use the same email address for all entries
- Email addresses cannot be, for example:

@vip.sina.com	@sina.com	@vip.163.com	@126.com
@139.com	@163.com	@qq.com	@Gmail.com
@AOL.com	@Hotmail.com	@Yahoo.com	



- Payment Address will be used as remittance address for check payment
- Company Officer Email Address 2 will be used for invitations to Vendor Town Hall meetings and related communications
- Portal Contact (if applicable) can only be assigned to one email contact due to licensing fees, vendor portal account to access vendor compliance documents

## **Page Four**

### **Payment Terms**

- Payment Method - We do not offer ACH,
- Wire for Foreign/International
- Check for Domestic and Foreign with Domestic Contact
- Payment Terms Comments to be used with pre-approval

### **Shipping Information**

- Must select Foreign or Domestic
- If product is shipping to Chester DC from overseas and domestic vendor warehouse, a separate vendor number will be needed
- Foreign Vendor port city and minimum order amount must be filled in
- Domestic Vendor
  - Freight – must select one of the following
    - FOB Origin Collect – PCHI selects carrier and pays the freight
    - FOB Destination Prepaid – Supplier selects carrier and pay freight
  - Minimum order amount – minimum dollar amount required
  - Minimum prepaid amount – minimum dollar amount required to cover freight

### **Order Information**

- EDI capability information being collected for future use

## **Page Five**

### **Signature**

- Company Officer (named on page 2) must sign - digital signatures accepted

### **Contact**

Please email Vendor Relations with any questions [vendorrelations@amscan.com](mailto:vendorrelations@amscan.com)