



## EDI Service Center New Customer Information:

Please send this completed questionnaire to [support@springsystems.com](mailto:support@springsystems.com) or 212.202.7850 (fax).  
Items with an asterisk (\*) are **mandatory**.

### 1. \* General Information:

Company Name: \_\_\_\_\_  
 EDI Contact: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is your company known by any name(s) other than the one entered above?

If yes, please provide these names: \_\_\_\_\_

### 2. \* HotSpring Portal (accessed via [www.springsystems.com](http://www.springsystems.com)):

Preferred Company Name  
for login (one word): \_\_\_\_\_

User ID's (default is  
First Initial, Lname): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. \* **UCC Prefix:** Please list your UCC manufacturer number: \_\_\_\_\_  
 (This is a number purchased from the Uniform Code Council to uniquely identify your company. The majority of U.S. companies have a 6 digit company prefix. However, the UCC now issues variable length prefixes which range from 6 to 11 digits. You must provide your full and exact UCC prefix.)

4. \* **DUNS Number:** Please provide your DUNS Number: \_\_\_\_\_

### 5. Have you done EDI in-house or through another service bureau (not VAN)?

NO      YES (in-house)      YES (service bureau) Name: \_\_\_\_\_

If yes, you should cancel their service shortly after we set up your account. Be sure to ask your former service bureau or VAN to cancel your network ID(s) and qualifiers. Please indicate if you have canceled these services or if they are still active.

### 6. Please list the Networks (VAN's) or service bureau's your company has used previously, if any. (e.g. Advantis, GEIS, GXS, Harbinger, IBM, Sterling, etc.)

Network/Service	Qualifier	ID	Active?	
			YES	NO
			YES	NO

### 7. \* Do you have an online UPC catalog?      QRS/Inovis      GXS      Other \_\_\_\_\_

	Network ID:	User ID / Password	Acct #	Version	
* QRS only:				2.0	4.x

8. \* Please provide information about your current EDI business partners:

* Business Partner	* Vendor #	* Previous EDI ID/Qualifier	Factored
		New EDI Setup Prev EDI ISA ID/Qualifier:	YES NO
		New EDI Setup Prev EDI ISA ID/Qualifier:	YES NO
		New EDI Setup Prev EDI ISA ID/Qualifier:	YES NO
		New EDI Setup Prev EDI ISA ID/Qualifier:	YES NO
		New EDI Setup Prev EDI ISA ID/Qualifier:	YES NO
		New EDI Setup Prev EDI ISA ID/Qualifier:	YES NO
		New EDI Setup Prev EDI ISA ID/Qualifier:	YES NO
		New EDI Setup Prev EDI ISA ID/Qualifier:	YES NO
<b>FACTOR:</b>			

9. \* Ship From Address (please include 3<sup>rd</sup> party warehouses) :

Default:	
Address 1:	
Address 2:	