QF# 7006: CUSTOMER SET-UP / CHANGE REQUEST

INSTRUCTIONS FOR COMPLETING THIS FORM:

TSM – Follow instructions for customer set-up outlined in SOP 810-G, Sales Export Compliance.

Customer – Return this completed form, tax exempt cert and credit references (if applicable) to your sales person.

BILL TO ADDRESS	
Customer Name	
Address	
Ste / Bldg / Attn	
City, State, Zip, Country	
Invoice Email Address	

PHYSICAL ADDRESS (If Different from Bill To Address)	
Customer Name	
Address	
Ste / Bldg / Attn	
City, State, Zip Country	

PRIMARY SHIP TO ADDRESS – TSM WILL NOT SHIP TO PO / APO / FPO BOXES	
Customer Name	
Address	
Ste / Bldg / Attn	
City, State, Zip, Country	

China Customs Registration Number (applicable only to customers located in China)			
Company Website		DUNS / D&B Number	
Buyer Name		Buyer Email Address	
Buyer Phone Number		Buyer Fax Number	
Accounts Payable Contact		A / P Email Address	
A / P Phone Number		A / P Fax Number	

Tax Exempt? Yes ☐ No ☐ *Customer must present a copy of tax exemption cert or tax will be charged*	Tax Exemption Number	
	Provide State, County or City Tax Rates	

Customer Type – CHECK ONLY ONE BOX	☐ Original Equipment Manufacturer / Integrator / End User / University
	☐ Reseller
	☐ U.S. Government Agency

Business Location – CHECK ONLY ONE BOX	☐ U.S. Entity - foreign persons are employed by us and / or we have offshore location(s). A technology control plan is in place to ensure technical data and / or hardware is not shared with foreign persons without U.S. Government authorization.
	☐ U.S. Entity – no foreign persons are employed by us and / or we do not have offshore location(s).
	☐ Foreign Entity

FOR CREDIT REQUESTS, PLEASE ATTACH 4 U.S. BASED CREDIT REFERENCES and 1 BANK REFERENCE

We appreciate referrals! How did you hear about us?	
Completed by	

*** **END CUSTOMER SECTION** ***

TELEDYNE STORM MICROWAVE
Everywhere**you**look™

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SALES / REQUESTOR

New Customer ☐	Name Change ☐	Address Change ☐	Other ☐

Existing Customer Number	

Salesperson Code		Rep Code	

Credit Limit Requested (N/A if E-Commerce Customer)		Credit Card Customer ☐	E-Commerce Customer ☐

Facilitate an NDA if customer is anticipated to buy other than COTS	

Know Your Customer	Check Website ☐ Review References ☐ Look for Red Flags ☐

Requestor Name and Date	

CUSTOMER SETUP / MAINTENANCE

If customer change, record previous name / address in ERP ☐	Customer Number	

Perform Denied Party Screening on All Entities and Addresses (No P.O. Boxes for Delivery) ☐

Signature and Date	

ACCOUNTING

Run D & B Report	Yes ☐ No ☐ Why not?

Terms	Net 30 ☐ Credit Card ☐ CIA ☐ Discount Terms ☐ Other ☐ Describe Discount Terms or Other (And record change terms in ERP)

Signature and Date	

EXPORT COMPLIANCE	Signature and Date	

MANAGEMENT APPROVAL	Signature and Date	

	Revision History	DCRN	Date
P	Customer Types and Layout	1905068	5/2019
R	Modify for XA	1909047	9/20/19