

Request for B2B Access

Please use this form to tell us who you would like to have access to your account.

Each individual you designate must have their own unique email address. The email address is used as the User ID to access the system. In the event changes to staffing are made, it is the retailers responsibility to notify Enesco to make changes to access. Enesco and its affiliates will have the right to use your contact information, including email addresses for business correspondence and to offer service and products.

ACCOUNT INFORMATION		WHO SHOULD HAVE ACCESS TO YOUR B2B ACCOUNT?					WHAT TYPE OF ACCESS SHOULD BE GRANTED?			
							Place Orders , View Order History		View Account Balances, View Invoices, Make Payments	
		'Sold To' Account Permission		'Bill To' Account Permission						
Account Name	First Name	Last Name	Title / Position	Telephone	E-mail Address This will be your userid ¹	Yes/No?	If Yes, List Enesco Sold To Account #	Yes/No?	If Yes, List Enesco Bill To Account #	
<i>Example</i>	<i>Favorite Gift Store #1</i>	<i>Sally</i>	<i>Smith</i>	<i>Owner</i>	<i>(612) 867-5309</i>	<i>ssmith@aol.com</i>	<i>Yes</i>	<i>1003559</i>	<i>Yes</i>	<i>1003557</i>
	<i>Favorite Gift Store #2</i>	<i>Sally</i>	<i>Smith</i>	<i>Owner</i>	<i>(612) 867-5309</i>	<i>ssmith@aol.com</i>	<i>Yes</i>	<i>1003795</i>	<i>Yes</i>	<i>1003557</i>
	<i>Favorite Gift Store #1</i>	<i>Jane</i>	<i>Jones</i>	<i>Buyer</i>	<i>(612) 867-5310</i>	<i>jjones@aol.com</i>	<i>Yes</i>	<i>1003559</i>	<i>No</i>	<i>Not Applicable</i>
All columns of data are required for setting up your account							Not sure what your account #'s are? Check one of your Sales Orders-- see sample			

¹ 30 character limit.

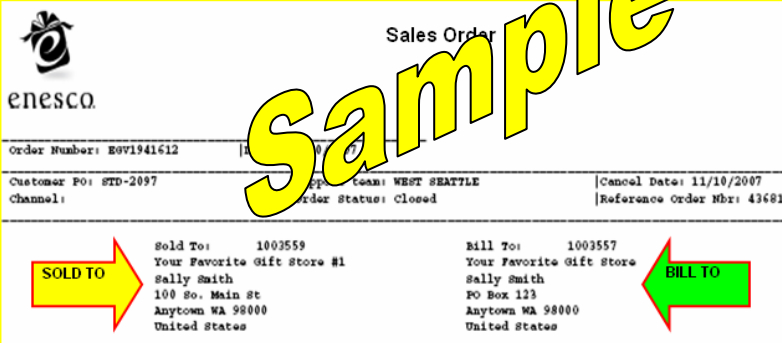
Signature of Owner/Officer/Partner

Print Name of Owner/Officer/Partner

Title

Date

Please print, sign and fax the form to 630-875-5351 attention Judy Laughlin



Sales Order

enesco

Order Number: E8V1941612

Customer PO: STD-2097 Channel: Order Status: Closed

App. Team: WEST SEATTLE Cancel Date: 11/10/2007 Reference Order Mbr: 43681

SOLD TO →

Sold To: 1003559
Your Favorite Gift Store #1
Sally Smith
100 So. Main St
Anytown WA 98000
United States

BILL TO ←

Bill To: 1003557
Your Favorite Gift Store
Sally Smith
PO Box 123
Anytown WA 98000
United States

Your Training document will arrive via e-mail within 3 business days of receiving the completed form