

# WELCOME



**New Customer Account Setup Application**



- Updated August 2022-



Greetings,

Thank you for your interest in doing business with SAGE Publishing. SAGE is committed to helping our partners better serve our mutual end-customers by forming meaningful, long-lasting relationships.

We ask that you please take the time to complete our *Account Setup Application* on the pages that follow. This will help our team better assist you with your inquiry.

Should you have any questions or concerns, please feel free to contact our Customer Care team directly.

On behalf of our entire team, we would like to welcome you to SAGE Publishing.

Warm Regards,

*Customer Care*

The SAGE Customer Care Team





## Contents

Account Setup Application .....	4
Company Contact Information.....	5
Additional Account Setup Information .....	6
ONIX.....	6
PubNet® and EasyLink® EDI.....	7
PubEasy®.....	7

## Account Setup Application

Company Name		
Website URL		
Email Address		Phone
Billing Address		Shipping Address (if different from billing)
City		City
State		State
Zip		Zip

### Type of Entity:

- Retail Bookstore   
  Teacher Supply Store (preK-12)   
  College Bookstore   
  Wholesaler   
  Online Reseller  
 For-Profit Business   
  Non-Profit Organization   
  Government-Affiliated   
  Association/Society  
 Author   
  Educational Distributors (preK-12)   
  Other (please specify):

### End-customer(s):

(Please select all that apply)

- Retail Bookstores   
  K-12 Schools/DoED   
  Colleges/Universities   
  Libraries   
  Teachers  
 Students   
  Government   
  Other (please specify):

Are you exempt from sales tax?  Yes  No

***If you are exempt from sales tax, proof of exemption must be provided with completed account setup form. Please include your organization's resale certificate or statewide exemption letter when submitting your completed account setup form to our Credit Department for review. All documentation can be uploaded and emailed to [credit@sagepub.com](mailto:credit@sagepub.com)***

Does your organization have a UPS® or FedEx® collect account?  Yes  No

Collect Account #  UPS® /  FedEx®

*If your organization has a routing guide or special shipping instructions, please provide this information to our Customer Care team.*

What is your preferred method of payment?  Credit Card  Purchase Order

*If you would like to pay by purchase order, please complete and return the [SAGE Credit Application](#) to our Credit Department for processing.*





## Company Contact Information

Please provide your organization's contact information below:

### Purchasing

First Name	Last Name	Title
Email Address		
Mobile	Work Phone	

### Merchandising

First Name	Last Name	Title
Email Address		
Mobile	Work Phone	

### IT (EDI/ONIX)

First Name	Last Name	Title
Email Address		
Mobile	Work Phone	

### Warehousing and Transportation

First Name	Last Name	Title
Email Address		
Mobile	Work Phone	

### Accounting

First Name	Last Name	Title
Email Address		
Mobile	Work Phone	





## Additional Account Setup Information

### ONIX

Do you accept ONIX?  Yes  No      If yes, which version(s)?  2.1  3.0

*If you'd like to receive our ONIX feed, please complete the following questionnaire:*

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Do you prefer SAGE to deliver the files to your FTP site or would you like to retrieve from SAGE's?

Automated SAGE Delivery to FTP       Self-retrieval from SAGE FTP

If you'd like for SAGE to deliver our ONIX files to you, we will need your FTP credentials.

Server name

USER ID

Password

Subdirectory name, if applicable (e.g. /onix)

Would you like a courtesy email alert when our ONIX files are uploaded to your FTP site?  Yes  No

If yes, please confirm your email address:

Does your organization require test files?  Yes  No

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\*SAGE delivers **full ONIX files once per month** and **delta ONIX files once every week**.

*Please select the files you would like to receive:*

- One initial full file and only delta files thereafter
- All files on a weekly/monthly basis

**Our Customer Care team will further assist you with ONIX setup.**





To place your orders via EDI, you **must** complete and return our [SAGE Credit Application](#).

## PubNet® and EasyLink® EDI

SAGE Publications is a trading partner with both PubNet® and EasyLink® and is ready to set up SANs for college bookstore, retail bookstore, online retail, and wholesale customers.

If you would like to get started with SAGE EDI, please contact the SAGE EDI Coordinator at 800-818-7243, or via email at [EDI@sagepub.com](mailto:EDI@sagepub.com)

SAGE trades the following EDI transaction sets:

- 850 (PO – Purchase Order)
- 855 (POA – Purchase Order Acknowledgement)
- 856 (ASN – Advance Ship Notice)
- 810 (Invoice)
- 997 (Functional Acknowledgement)

## PubEasy®

Registered PubEasy booksellers can access valuable book information and time-saving features for free including:

- Accurate and up-to-date price, status and availability checks
- Online searching of extensive bibliographic information
- Fast online order placement and confirmation functionality
- Order tracking by purchase order or ISBN
- 24 hour, 7 days a week online access

For more information, please visit: <http://register.pubeasy.com/books/owa/login>.

