

PO Account Request Form

Instructions:

1. Visit the Fujitsu Scanner Store at <https://fujitsuscannerstore.com/> and create an account
2. Complete the Account Information form on the following page
3. Email oit@us.fujitsu.com with the following documents and information:

- Completed Account Information form (Page 2)
- Tax Exempt Certificate (if applicable)
- Company's financial statements from the last 2 years

Purchase Order (PO) Requirements

The following items must be included on the Purchase Order:

- Part number, quantity, and price (this can be looked up on the store website)
- Ship To and Bill To addresses
- Payment terms: N30 days

Note: Purchase Order dollar amount must be equal to or greater than \$500.

- Vendor set up as: *Fujitsu Computer Products of America, Inc.*

1250 East Arques Avenue

Sunnyvale, CA 94085



Account Information Form

Company Name		
Company Billing Address		
Address Line 2		
City / State / ZIP		
Fujitsu store login email address		
AP Contact Information		
Name		
Email		
Phone Number		
Dun & Bradstreet (DUNS) Number		
Estimated amount of first order	\$ _____	
Amount of PO Forecast	1-30 days \$ _____	31-60 days \$ _____
Requested Credit Line	\$ _____	

Once your application has been reviewed by the Fujitsu Accounting department, you will receive an email notification with information regarding your account status. Fujitsu reserves the right to accept or reject any application or purchase order, at its sole discretion.

If you receive approval to purchase on purchase order, you can log in to the Fujitsu Scanner Store and proceed with your order. In the checkout screen you can select purchase order as your payment method and enter your purchase order number. After placing your order, a copy of your purchase order must be emailed to eit@us.fujitsu.com for review.

Please remit all check payments: Fujitsu Computer Products of America
PO Box 841850
Dallas, TX 75284-1850