NEW/CHANGE ITEM REQUEST FORM

Please complete all fields below as best as possible. Missing data may delay the input of your new product or product changes. Once completed, please email this form to: dataservices@reladyne.com

All submitted requests should be completed within 4 business hours of submission

REQUESTOR		DATE	

NEW   CHANGE   INACTIVATE   DISCONTINUE

(If NEW product, complete all fields as best as possible. If CHANGE, enter item number below and only fields with data to change)

ITEM NUMBER (IF CHANGE)	

ITEM DESCRIPTION		GRADE		PACK SIZE	

ITEM BRAND		MFG PART #	
PRODUCT LINE		PRODUCT TYPE	
VENDOR ALIAS #		GENERAL ALIAS #	
UPC-A (12 digit) #		UPC-E (9 digit) #	

STD UOM		DEFAULT WHSE	
SALES UOM		PROCUREMENT	
PURCHASE UOM		PRICE CODE	
WEIGHT		INVENTORY CYCLE	
GALLON CONV		EM PRODUCT CLASS	
SPECIAL STOCK		COMMISSION COST	
PRIMARY VENDOR		STANDARD COST	
PURCHASE TAX CLASS	TX NT	SALES TAX CLASS	TX NT
ALLOW BACK ORDER	NO YES	DRUM DEPOSIT?	NO YES
STANDARD PRICE		RDX ITEM?	NO YES

HAZMAT PRODUCT?	NO YES	HAZMAT DESCRIPTION	

DATE NEEDED BY	
NOTES	

EXISTING ITEM TO REFERENCE	

(It can be helpful for me to reference a similar existing item already in DM2 to ensure consistency. Please add this information if available)