



# InvenTrust Properties

## InvenTrust Properties New Vendor Application

Date: \_\_\_\_\_ Business Name: \_\_\_\_\_  
(Please use the same legal name as on the W-9)

Attention: \_\_\_\_\_

Remit To Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

### Would you like to Receive Payment Earlier Than Standard Terms?

If yes, do you accept Visa or MasterCard Credit Card Payments?

Yes

No

Please enter an e-mail address you would like the quick Credit Card Payment information to go to:

Email: \_\_\_\_\_

*Approved invoices could be paid as quickly as 10 days from invoice receipt date*

Click this link for Credit Card Payment information and sign up

### Submit this form to your contact at InvenTrust, along with:

- \_\_\_\_\_ Signed W-9
- \_\_\_\_\_ Completed Insurance Certificate \*\*Required prior to performing work or making deliveries on site\*\* Terms are per Service Agreement

### Questions?

Please contact InvenTrust Properties Accounts Payable:

Email: [aphelpdesk@inventrustproperties.com](mailto:aphelpdesk@inventrustproperties.com)

Phone: 630.570.0700 - request the A/P Department

Required	
InvenTrust Contact:	<input type="text"/> <i>New</i>
Property # or Name:	<input type="text"/> <i>Change</i>
JDE Supplier #:	<input type="text"/> <i>Reactivate</i>
Contract/Agreement <b>*please attach*</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No, Explanation:	<input type="text"/>
Trade Type:	<input type="text"/> (see Vendor COI Codes and Levels)
Additional Notes:	<input type="text"/>