

# Customer Guide for Applying for Credit with Richardson RFPD

## Overview

A credit check is required by Richardson RFPD if your organization has:

- a. Not transacted with us ever in the past OR
- b. It has been greater than 2 years since the last transaction.

Whether you are a new or a LAPSED?, filling out our secure online credit application form ensures that the Richardson RFPD team gets the information and documentation to promptly review and provide you with appropriate credit.

## Process and steps

- 1) Start at <https://www.richardsonrfpd.com/apply-for-credit/> and click on the “Apply for Credit” button.

Products ▾ Manufacturers ▾ Resources ▾

RFPD > Apply for Credit

### Apply for Credit

We are pleased to offer our customers the convenience of applying for credit online through our trusted partner, Dun & Bradstreet.

**Apply For Credit** *This form is applicable exclusively to companies with business addresses in the United States of America or Canada.*

#### Steps to Complete Application

1. Click **Apply for Credit** to access the secure online credit application form.
2. Fill out all required fields with accurate information.
3. If you need to pause your application, you can save your progress and return to complete it at any time.
4. Upload any required documentation directly through the form to ensure we have all the necessary information for a complete application.
5. If you have a D-U-N-S number, please enter it on the form. This will facilitate easier and faster credit checks.

#### Documentation Required

- Purchase Order
- Tax Exempt Certificate (if applicable)
- Federal Tax ID Number

#### Post-Submission

Our team will review your application promptly and get back to you with a decision.

### Please Note:

- a. A Purchase Order should have the same address details that you specify in the form.
- b. If your order is going to be tax exempt, it is important that we establish right up front with a copy of your Tax-Exempt Certificate.
- c. The following information is needed when filling out the form
  - a. Company Information
    - i. Shipping Information

- ii. Contact Information
- iii. Business Information (Structure, Federal Tax ID, etc.)
- b. Accounts Payable Information
- c. Trade References

2) When you click on the “Apply for Credit” button, a new browser tab will be opened, and it will display a page like the one shown below – this is secure form hosted by Dun & Bradstreet. If it does not open, please ensure that you enable pop-ups for this site.



2001 Butterfield Road Suite 1800  
Downers Grove, IL, 65015  
Phone: (800) 471-2044

<h3>Apply for Credit</h3> <p>Please submit your information for consideration with <b>Richardson RFPD, Inc.</b>. Completing our electronic template enables the most efficient processing of your request.</p> <p><b>Start</b></p>	<h3>Returning Customer</h3> <p>If you started filling out the template and decided to save your data for later, you were emailed an Application ID. To continue filling out the template, please enter your email address and Application ID below.</p> <p>Application Id _____</p> <p>Email Address _____</p> <p><b>Continue</b></p> <p><a href="#">Terms of Use</a></p>
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- 3) Click on “Start” button on the left-hand side.
  - The “Returning Customer” on the right is to be used if you stopped your application prior to final submission – in that case, you can re-start where you left off. (Details further below in the document)
- 4) Start by filling out your company information (name, address, etc) and click on “Load Next Section”. This will bring up a list of matched companies from D&B – identify the one that matches your organization based on the appropriate address, if it is listed, and select it. If your

**SEE NEXT PAGE**



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### Company Identification

Application Currency ?

US Dollar (USD)

**Business Name\***  
Richardson RFPD

**Address - Primary Street (No P.O. Boxes)\***  
1650 S Batavia Ave

**City\***  
Geneva

**Zip Code\***  
60134

**State/Province\***  
Illinois

**Country or Region\***  
United States Of America

**Company Phone\***  
630-555-1212

**D-U-N-S® Number**

**Website**  
www.richardsonrfpd.com

Load Next Section

Clicking on “Load Next Section” will bring up a list of companies.

Re-submit search

### D&B Search Results

Type	Company Name	Location Type
<input checked="" type="radio"/> <b>D&amp;B Live Report</b> Duns Number 96-757-2418	<b>Richardson RFPD, Inc.</b> 1950 S Batavia Ave Ste 100 Geneva, IL, 60134 US	Headquarter
<input type="radio"/> <b>D&amp;B Live Report</b> Duns Number 07-861-3357	<b>RICHARDSON RFPD, INC.</b> Chicago, IL, 60827 US	Branch

This Business is not Listed . Please Continue with Application

Load Next Section

5) Select the right one and click on “Load Next Section”. This will bring up the section where you can fill out information related to your company.

Download PDF

Save For Later



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Click on "Save for Later" if you need to finish the application later. **Make sure you save the Application Id**

When you click "Apply for Credit" from the Richardson RFPD website, click on Returning Customer.

You can access your application using the email address you entered below and the Application Id that gets generated.

12345

Contact Information

Your Name

James Smith

Phone Number

512-555-1212

Title in Business

Buyer

E-mail Address\*

james.smith@compa

Profile

Business Structure

Public Company

Description of Business

OEM

Business Identification

Federal Tax ID\*

12-3445556

Is Business Tax Exempt?\*

Yes

If you select Tax Exempt, you will be able to upload your Tax Document further down in the application

Request

Requested Amount\*

25000

Copy of Purchase Order\*

Upload Document

document upload

Clicking on upload document brings up a dialog like the one shown below.

- 1) Click on "Choose File" to select the PO to support the credit request.
- 2) Provide a title for the file
- 3) Click on "Save"

Load Next Section

UPLOAD DOCUMENT

Click here for the accepted file types ?

Please select the document type you would like to add to this Application

Upload File\*

Choose File No file chosen

Title\*

Description (Optional)

Save

Cancel

- 6) If you had selected “Yes” for “Is Business Tax Exempt?”, you will be prompted to upload your Tax-Exempt Certificate

### Tax Exempt

Application Currency ⓘ

US Dollar (USD) ▼

Please provide current Tax Exempt Certificate below.

Tax Exempt Certificate\*

Upload Document

No document uploaded

Load Next Section

- 7) Next, enter your Accounts Payable information:

### Accounts Payable Information

Application Currency ⓘ

US Dollar (USD) ▼

Accounts Payable Contact\*

Accounts Payable Phone Number\*

Accounts Payable Email Address\*

Email Address for Invoices\*

Additional Email Addresses for Invoices (Recipients must be separated by “;”)

- 8) Provide your Trade References. If you have your references in a document, you can simply upload the document with the trade references at the bottom of the section.

## Trade References

Application Currency ⓘ

US Dollar (USD)

Please provide Trade References below or upload supporting documentation with the below required fields.

1. Company Name	1. Address
<hr/>	<hr/>
1. City, State & Zip	1. Contact Name
<hr/>	<hr/>
1. Phone Number	1. Email Address
<hr/>	<hr/>
2. Company Name	2. Address
<hr/>	<hr/>
2. City, State & Zip	2. Contact Name
<hr/>	<hr/>
2. Phone Number	2. Email Address
<hr/>	<hr/>

Trade Reference Documentation

No document uploaded

## 9) Finally, review the D&B Terms and Conditions, Richardson RFPD T&C, select the checkbox and type in your name and your email.

### Dun and Bradstreet Terms and Conditions

By clicking the submit below, or signing with original signature, I hereby represent that I am authorized to submit this application and bind the business identified in this application, and that the information provided is for the purpose of obtaining credit and is warranted to be true. The business identified in this application acknowledges that this request is for the extension of credit for commercial purposes only and is not intended for the extension of credit for personal, family or household purposes. In order to protect individual identities, unless an individual is intending to act as a guarantor for purposes of securing credit and is required to provide guarantor information on this application, no personally identifying information (i.e. Social Security #, drivers license #, bank account information, etc.) should be provided. The business identified in this application hereby authorizes all banks, financial institutions, trade reference sources, credit reporting agencies and others to release credit information. In the event of a conflict, the terms and conditions set forth above shall control over any terms and conditions set forth below.

The above information is for the purpose of obtaining credit and is warranted to be true. I/We hereby authorize Richardson RFPD, Inc. to investigate the references listed pertaining to my/our credit and financial responsibility.

Please copy the URL link below to view the Richardson RFPD, Inc. Terms & Conditions.  
<https://www.arrow.com/en/legal/terms-and-conditions-of-sale>

Once you have reviewed the Terms & Conditions, please mark the check box below and sign the application to accept the terms.

I agree to the terms and conditions above.

Name \*

Name

James Smith

Email \*

Email

James.Smith@company.com