# Get Started Selling with BMC Protect

Here's a quick guide to help you begin reselling BMC Protect's great products. If you're a new reseller or have been a distributor selling among other things, PPE for years, this information will ensure you have everything ready to begin ordering from BMC Protect to start making money!

## Checklist of required documents

### What we need from you

- ✓ <u>California Resale Certificate</u> (for CA companies planning to sell products in CA)
- ✓ <u>Uniform Resale Certificate</u> (for companies residing outside of CA)
- ✓ <u>BMC Protect Credit Application</u> (if you're going to be requesting credit terms from us)

#### What we provide to you

✓ W-9

## Definitions

- a. Resale Certificates (<u>California</u> or <u>Uniform</u>) State tax agencies require us to have a signed certificate indicating that products you purchase from us are solely for resale. Please insert your state license number, then sign and date the certificate.
- b. Seller's Permit this is a state license that allows you (and us) to sell items at a wholesale or retail level and to issue resale certificates to suppliers. Your Seller's Permit contains a permit number issued to your business which is used on the Resale Certificate.



For more information visit: www.bmcprotect.com 1-800-977-7888

- c. BMC Protect Credit Application if you're going to be requesting credit terms from us, we require a completed <u>credit application</u>, including a Dun & Bradstreet DUNS number, if available. We will process a D&B Credit Evaluator Report and verify all trade references.
- d. W-9 we will send you a completed W-9 form with our Taxpayer Identification Number (TIN) and form of organization because you may be required to file an information return with the IRS. It's common accounting practice to require a W-9 before making any payments to new vendors.

## **Payments FAQs**

- Q: Why we provide an invoice for credit card purchases?
- A: All products sold by BMC Protect are recorded on an invoice on the day of shipment as required by accounting principles. All sales are recorded daily, and an invoice is sent via email to all customers whether a balance is due or not. This allows our customers to know the proper number and type of items sold, unit and total pricing and, most importantly, shipment tracking numbers. Customers may use this detailed invoice to properly record the purchase for reporting and tax purposes.
- Q: Why do you not mail invoices?
- A: We have converted to a more efficient paperless system of delivering all our sales invoices to save mailing time and costs. This allows BMC Protect to maintain lower costs and provide customers with invoices and tracking information in the shortest amount of time.
- Q: How long does it take to get credit terms from BMC Protect?
- A: Response times from trade references are unpredictable and can sometimes take days to weeks to be returned to us. We always do our best to make credit decisions as soon as the trade responses become available.
- Q: What payment types does BMC Protect accept?
- A: We accept all major credit cards, with preauthorization, checks, ACH and wire transfer payments. If requesting credit terms, a customer must complete our <u>Credit Application</u>.



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