



PARTNER SET-UP FORM

Please complete the form below. We are not able to process incomplete forms.

All Vendors doing business with Party City must be in compliance with the Vendor Standards Manual (VSM) and be EDI compliant by July 1, 2004. Should a Vendor not send or accept these documents via EDI after the July 1, 2004 deadline, Party City Accounting will apply a \$5.00 assessment per Purchase Order and a \$5.00 assessment per Invoice against payment to offset the cost of manual processes.

Your Information			
Required Fields are in RED			
Your Company Name:			
EDI Contact:			
E-mail:			
Phone:		Extension:	
Fax:			
Address1:			
Address2:			
Address3:			
City:			
State:			
Zip:			
Country:			
Business Contact:			
E-mail:			
Phone:		Extension:	

Your Company's EDI Profile		
Required Fields in Red	Party City X12	Your Company Uses
Qualifier Test / Prod	ZZ / 12	
Test ISA	PARTYCITYTST	
Production ISA	9739830888	
Test GS	PARTYCITYTST	
Production GS	9739830888	
VAN	GXS	Required: Either VAN or AS2 Provider (next field below)
AS2 software vendor:		
Have eB2B call me regarding AS2 licensing:		
EDI Standard VICS (X12)		
EDI Version (4030)		

EDI Document Directory - Version 004030				
Please indicate the documents your company supports.				
Required: Select at least One				
Doc	Description	Party City		Your Company
810	Invoice	•		
850	Purchase Order	•		
856	ASN (Advanced Shipping Notice)	•		
860	Purchase Order Change	•		

Additional Comments

Faxed Forms
ICC EDI Team Team: 212-614-9976