

# REQUEST FORM FOR NEW VENDOR ACCOUNT

*Since July 1999, Perry Ellis International has been using an electronic process to enable communications with vendors and business partners. Effective November 1, 2008, we have revamped our software suite which includes our vendor manuals and websites to a new online version that we would like you to log in and review as a part of our partnership requirement.*

**Purpose:** To provide access to new Agents or FG Suppliers (if not going through an agent) to our Perry Ellis International Manuals and PLM application.

**Process:** Sourcing will send e-mail to Agent or FG Supplier asking them to fill out the below form.

Sourcing will CC' Purchasing Assistance: [Lily.Creech@pery.com](mailto:Lily.Creech@pery.com) or [Jessica.Portalatin@pery.com](mailto:Jessica.Portalatin@pery.com) to complete set-up of new Agent/FG supplier in Essentus (W9 form required for USA only FG request; to be supplied by PEI).

Also CC' "ALLPEIPLMSUPPORT@pery.com" for access to PLM and our PEI vendor site.

## **VENDOR CONTACT:**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Supplier ID: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Postal: \_\_\_\_\_

*SUPPLIER ID TO BE PROVIDED BY PURCHASING ASSISTANCE UPON SUBMITAL OF THIS FORM (SEE ABOVE CONTACTS)*

## **USER ACCOUNT(s):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_

**PLM INSTRUCTIONS:**

**<https://plm.pery.com/plmsmt>**

DESCRIPTION: Our Product Life Management is used to manage and track all Production related information with the latest package and PO updates.

**SYSTEM REQUIREMENT:**

DotNet Framework 3.5

Windows Installer 3.1 (not required for WIN7) is installed in your computer, before you click "Launch" button.

If you have any issue to run the new PEI PLM program, please send your report to ALLPEIPLMSUPPORT@pery.com.

**VENDOR WEBSITE INSTRUCTIONS:**

**<https://secure.pery.com>**

DESCRIPTION: The account will provide you with a access to Perry Ellis International Manual as well as an automated synch application that will allow you to download large files (not sent via PLM\WebPDM) . Vendors are required to login at least once a week to check for operational updates and changes to PEI Vendor Manual.

**SYSTEM REQUIREMENTS:**

1. System requirements: Windows XP SP2 or higher.
2. Browser software: Microsoft Internet Explorer Version 6.0 or above. The browser can be downloaded free from <http://www.microsoft.com/windows/ie/download/default.asp>.
3. Internet connection: Minimum 56 Kbps but 128 Kbps or faster is preferred (the bigger the download volume the faster the connection should be).
4. PDF Viewer: Adobe Acrobat Reader or above viewer. The PDF viewer could be down loaded free from <http://www.adobe.com>.
5. Personal computer: 300 MHz or faster, 64 MB of memory minimum, 10 GB disk drive, 56 Kbps modem minimum, Windows 95, 98, NT, or higher.
6. Anti-Virus Protection: You can install the Anti-virus software of your choice. The software should be updated at least once a month so it can catch the newer viruses that are constantly being developed and deployed. This is for your protection as well as our own.

**PRINTER REQUIREMENTS:**

Furthermore, if you wish to print our graphic files or to create color separations the following are also required:

1. Graphic Software: Adobe CS6 or higher
2. Color Printer: Epson Stylus Pro 4900 (This is so that you can achieve the maximum resemblance to what our designers view.)

If you have any issue to run the new WebPDM program, please send your report to vendorsupport@pery.com

*The above systems are proprietary information that are the intellectual property and must be used for the sole purpose of its intended use. Any improper use of this information is a violation of legal agreements established with the Perry Ellis International. If this information contained within these packages were not intended for the use communicated by Perry Ellis International, please disregard immediately to avoid future prosecution.*