

Example: Registration Email

Send	To...	prospectiveindirectsupplier@ingrammicro.com	
	Cc...		
	Subject:	Janitorial Services ←	
	Attached:	Indirect Supplier Registration Form.xls (65 KB)	

GENERAL INFORMATION			
Company Name:	<input type="text" value="XYZ Co."/>		
Referred by (if applicable):	<input type="text" value="John Smith"/>		
Category of Interest:	<input type="text" value="Facilities"/>		
Commodity of Interest:	<input type="text" value="Janitorial Services"/>		
Company Contact Information: <i>if multiple locations please list primary corporate headquarters</i>			
Street Address	City		Main Phone
<input type="text" value="123 Sesame Street"/>	<input type="text" value="Cartoonville"/>		<input type="text" value="555"/> - <input type="text" value="555"/> - <input type="text" value="5555"/>
State/Province	Zip Code	Country	Main Fax
<input type="text" value="TV"/>	<input type="text" value="12345"/>	<input type="text" value="United States"/>	<input type="text" value="555"/> - <input type="text" value="555"/> - <input type="text" value="5555"/>
Website	<input type="text" value="www.XYZCo.com"/>		
Primary Business Contact Information			
Contact Name:	<input type="text" value="John Doe"/>		
Contact Title:	<input type="text" value="VP Sales"/>		
Street Address	City		Main Phone
<input type="text" value="456 Home Street"/>	<input type="text" value="Remotetown"/>		<input type="text" value="555"/> - <input type="text" value="555"/> - <input type="text" value="5555"/>
State/Province	Zip Code	Country	Main Fax
<input type="text" value="TV"/>	<input type="text" value="23456"/>	<input type="text" value="United States"/>	<input type="text" value="555"/> - <input type="text" value="555"/> - <input type="text" value="5555"/>
Email Address	<input type="text" value="john.doe@XYZCo.com"/>		