

## **New Account Setup/Credit**

**New Account Setup:** In order to process and account through the OMNIA contract, each member location must have a standalone account setup with Medline. In order to setup a new account we need the following documentation from **government** facilities

1. A copy of the W9, with the purchasing facilities address
2. A sales tax exempt certificate (if applicable)

**Credit:** Accounts can be setup as Credit Card only, or with Net 30 day terms.

1. **Credit Card Purchase:** Are subject to a 2% processing fee on all purchases
2. **Terms:** If an account wishes to be setup with credit terms, a government PO must be provided (either voided, or an actual order). Terms will be provided upon receipt of PO.

**Non-Gov't Accounts:** Non-government accounts will be required to provide all the above documentation, and will also have to fill out the standard new account application whether using a credit card or requesting terms.