



Wholesale On Boarding Process

- Step I - Complete / Submit Wholesale Application Documents
- *Wholesale Application*
 - *W9*
 - *Any application state sales tax exemption*
 - *Submit to wholesale@blackdieselcoffee.com*
- Step II On notification of account establishment, you will receive an invitation to the 'BDCS Wholesale Ordering Portal'. Complete as follows:
1. Activate account from email invitation
 2. Create Password
 3. Order a single 100g Sample Coffee (any coffee) - \$ 5.00
- Step III Anticipate an emailed invoice from Payment Portal – [Paywholesail.com](https://paywholesail.com)
1. Accept invitation to create payment portal profile
 2. Set up preferred payment option
 3. Recommend establishing 'Auto Pay'
 4. Remit Payment on \$ 5.00 Invoice
- Step IV Receive Statement Credit
1. \$ 5 Credit Memo for remittance of initial invoice
 2. \$ 100 Credit Memo for establishing 'AutoPay'
- Step V Account Payment Terms Established
- **Due On Receipt**
Unsuccessful wholesale ordering and / or payment portal activation.
 - **Net 7 Days**
Single Product Wholesale Client (*ex. coffee*) with successful wholesale ordering and online payment remittance.
 - **Net 10 Days**
Multi Product Wholesale Client (*ex. coffee + sauce*) with successful wholesale ordering and online payment remittance **OR** single product and 'AutoPay' selected.
 - **Net 14 Days**
Multi Product Wholesale Client (*ex. coffee + nondairy*) with successful wholesale ordering and online payment remittance **AND** 'AutoPay' selected.

**** Note: If multiple parties need access to the ordering portal recommend an easy to remember password that can be shared. ****