



## R & S Northeast – Application Process

1. [www.rsneast.com](http://www.rsneast.com)
2. Become a customer.



3. Enter email and password – if you do not finish the application, you can use this to log in later to finish the process.


A screenshot of the R&S Pharmaceutical Wholesaler registration form. The form is divided into two main sections. The left section, titled "General Information", contains three sub-sections: "Required documents" (with a document icon), "Approval time" (with a calendar icon), and "Our policies" (with a list icon). Each sub-section provides brief information and links to more details. The right section, titled "Register", contains a form with fields for "Email", "Password", and "Confirm password", each with a password strength indicator. A blue "Register" button is at the bottom of the form. Below the button, there is a small disclaimer and a link to the "User Guide". At the very bottom, there is a link for "Already have an account" and a "Log In" button.

4. The first page is general information. There is a spot for a “Bill To” address – this is the address responsible for invoices and billing. At the bottom of the page, there is an option for selecting the representative you have spoken with so that they will be notified when the application is completed.

**Application Form**

I would like to Become a Customer

Status: [New Customer](#)



**1. Form**

- General
- Shipping Address
- Contact
- Finance
- GPO

**2. Documents**

- Docs Attached

**3. Send**

- Send New Request

[Exit](#)

### General Information

BILL TO

Address line 1 \*

Address line 2

State \*

City \*

Zip Code \*

Sales Representative

Sales Rep [?](#)


[Next](#)

5. On the next page for Shipping Address, add the address that will be receiving product. If you have more than one pharmacy receiving product, you will need to add each of their Shipping Addresses on this page.

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### Shipping Address Information

[+ Add Site Address](#)

Address	Status	Actions

6. Once you have added the Shipping Address, you will need to edit each one. Indicate if you plan to purchase controls and add license information for each site. Also, make sure all supporting documents such as DEA information (if applicable) and site license are uploaded in the “Documents attached” section.

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Shipping Address Information

+ Add Site Address

Address	Status	Actions
New Address	NEW_ADDRESS	 

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Continue

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Shipping Address Information

+ Add Site Address

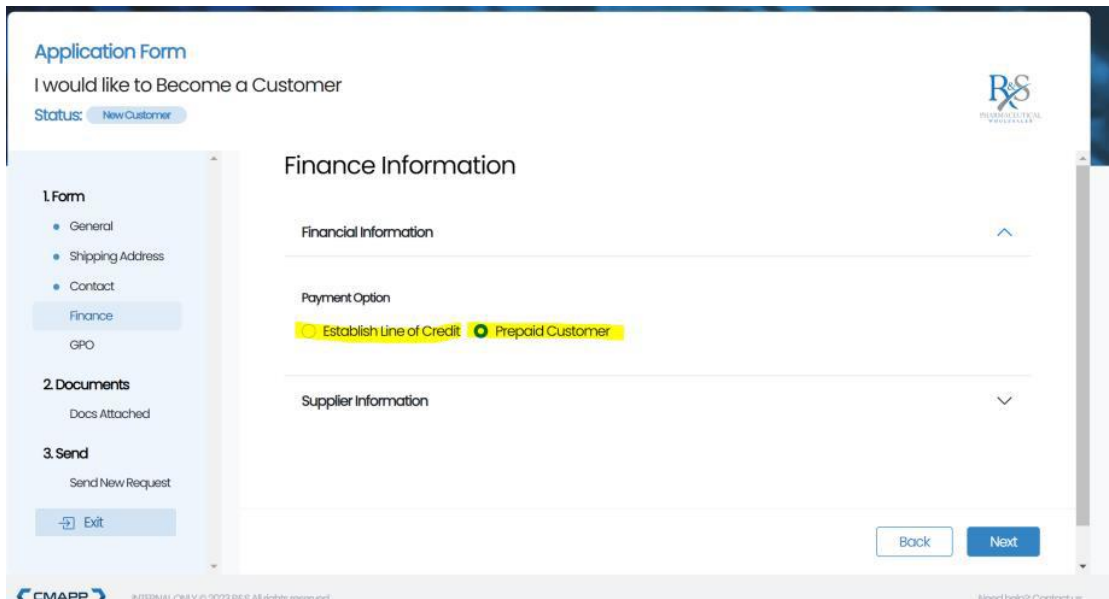
Address	Status	Actions
New Address	NEW_ADDRESS	 
Site Details 		
Licenses 		
Documents attached 		

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7. Contact section: This will be for your accounts payable and buyer to provide their emails and phone numbers.

8. Finance section: On this page, you have the option to be a prepaid customer or establish a line of credit.



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Send New Request

[Exit](#)

**Finance Information**

Financial Information

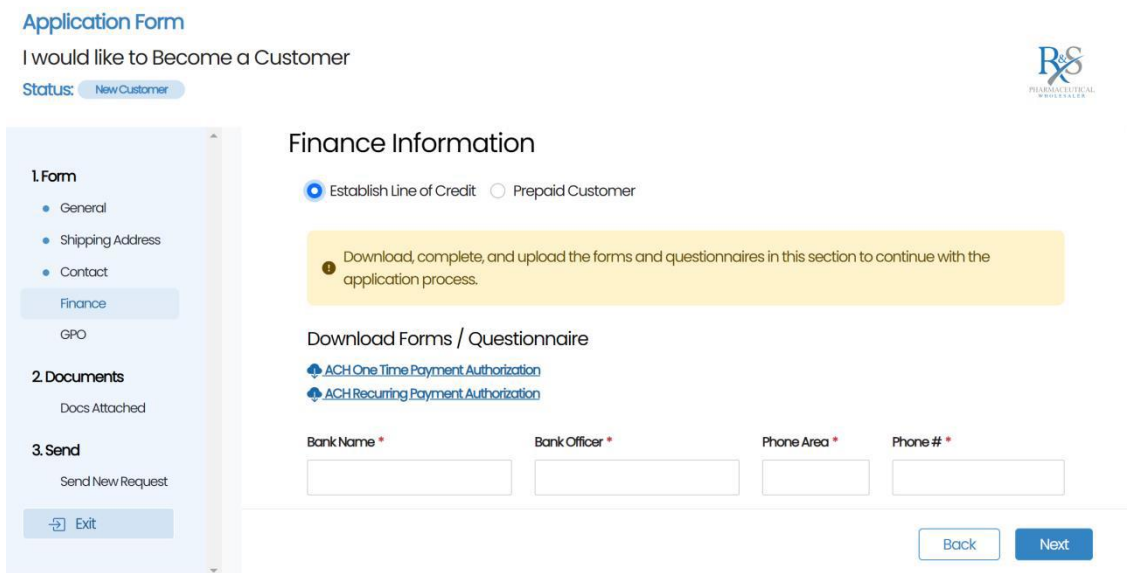
Payment Option

☐ Establish Line of Credit ☒ Prepaid Customer

Supplier Information

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- If you choose to be a prepaid customer, the card information will be added by your rep at the time of your first purchase.
- If you select to begin a line of credit, you will be asked to include bank information and attach supporting documents.



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Docs Attached

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Send New Request

[Exit](#)

**Finance Information**

☒ Establish Line of Credit ☐ Prepaid Customer

Download, complete, and upload the forms and questionnaires in this section to continue with the application process.

Download Forms / Questionnaire

- [ACH One Time Payment Authorization](#)
- [ACH Recurring Payment Authorization](#)

Bank Name \* Bank Officer \* Phone Area \* Phone # \*

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- GPO section: There is a drop-down box of options to add GPOs that we are affiliated with, such as Premier and Vizient.
- Docs Attached: This section gives you the opportunity to add any other supporting documents relevant to your specific account setup.