



RR Donnelley Enrollment form for Auto Credit Card Charging

Guidelines:

Once order is invoiced, the customer's credit card on file will automatically be charged.

The customer will not receive a copy of the invoice prior to their card being charged.

SAP Account number must be provided in order to proceed with submitting this form.

******Any open invoices prior to request will not be auto charged. Please submit a request for a one time authorization if you wish to pay aged invoices. When the set up is complete, Auto A/R will charge/process payment for new invoices only from that date forward.******

If no SAP Account is established, the RRD personnel must take the action below:

-Submit CSR form to CMF team to obtain a new SAP Account number.

-Account creation takes 24 hours after CSR is completed by CMF team (cmfdept@rrd.com) for account to be available in SAP.

-Must obtain SAP Account number from CMF before submitting this form to the credit card team. Incomplete forms will not be processed.

When the Form has been completed, please fax to 775-677-3799. Do not email. Emailed forms will not be processed.

Please allow 48 hours to process this form.

Any questions regarding the form, please contact the Credit Card Dept at 1-800-982-0002, Option 1

Please populate all fields and as legible as possible. Illegible forms will not be processed.

Customer Account Information - To be completed by DLS/RRD Personnel Only

******Please Note-- If this section is not completed, the form will be rejected******

SAP Account Number _____

SAP Account name _____

DLS/Business Unit _____

DLS/Business Unit contact name _____

DLS/Business Unit Email
address _____

DLS/Business Unit contact number _____

Customer information

Customer/Company name _____

Address _____ City, State, Zip _____

Phone _____ Email address _____

Credit Card information

Card type: Visa Mastercard American Express

Card number _____ Expiration date _____

Cardholder name _____ CVV Number _____

Cardholder authorizes use of card for auto payment of recurring invoices.

DLS Worldwide - DTW
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Internal use only	
Date routed to/notified:	
Credit Analyst	
CMF Dept	
DLS or B/U	