



WERCSmart Account

Separate Existing Accounts

Current Combined Organization / WERCSmart Company Details:

Corporate Name:			
Corporate Address:			
Primary Telephone			Primary Fax:
Corporate Contact			Title:
Supplier ID for O'Reilly:			
Supplier ID for Sears:			
Supplier ID for Walmart			
Phone for Contact:			Contact Email:

Request Details

Help Desk Ticket Number (Required): _____

Please Check One

As the person making this request, what is your current assigned role within the WERCSmart account for your organization? ☐ Administrator ☐ User ☐ Neither

The organization named above will remain as a separate account. The Organization information below will be a NEW account in WERCSmart.:

Details for New Organization / WERCSmart Account:

Corporate Name:			
Corporate Address:			
Primary Telephone			Primary Fax:
Corporate Contact			Title:
Supplier ID for O'Reilly:			
Supplier ID for Sears:			
Supplier ID for Walmart			
Phone for Contact:			Contact Email:



WERCSmart Account Separation Request

Documentation Required by WERCSmart:

We are providing the following required information, as part of this request to separate the existing single WERCSmart account into separate WERCSmart accounts.

1. A complete list of WERCSmart Product IDs which need to be transferred to the new WERCSmart account/organization.

Authorized Representative of Existing Organization / WERCSmart Account:

_____	_____	_____
Authorized Signature	Print Name	Date

Corporate Title		

Authorized Representative of NEW Organization / WERCSmart Account

_____	_____	_____
Authorized Signature	Print Name	Date

Corporate Title		

Authorized representatives from both organizations must sign this form.

This form must be submitted to the WERCSmart Help Desk staff for processing, with all documentation outlined within this form.

Processing these requests, due to either quantity of products which are being transferred and the complexity of the data, may take as much as 30-45 days to finalize.