

mynewsaccount.co.uk

How to open a new account

Newspapers and Magazines are highly profitable!

Your business can benefit from the following:

- Fixed cover price
- Fixed margin
- Footfall driver
- Publisher investment
- Sale or return

Applying to retail Newspapers and Magazines is easy!

Follow our simple online process for no obligation quotation:

- Quotation received with 48 hours
- You choose whether to proceed
- Dedicated support with your application
- You could be trading within 3 weeks

[Click here to obtain your no obligation quotation](#)

Smiths News can help you get started!

Here are some of the benefits:

- Interest free loans - fixtures, security & refrigeration
- Security boxes - secure delivery at your convenience
- Home News Delivery - value added customer services
- Dedicated support - field based specialists

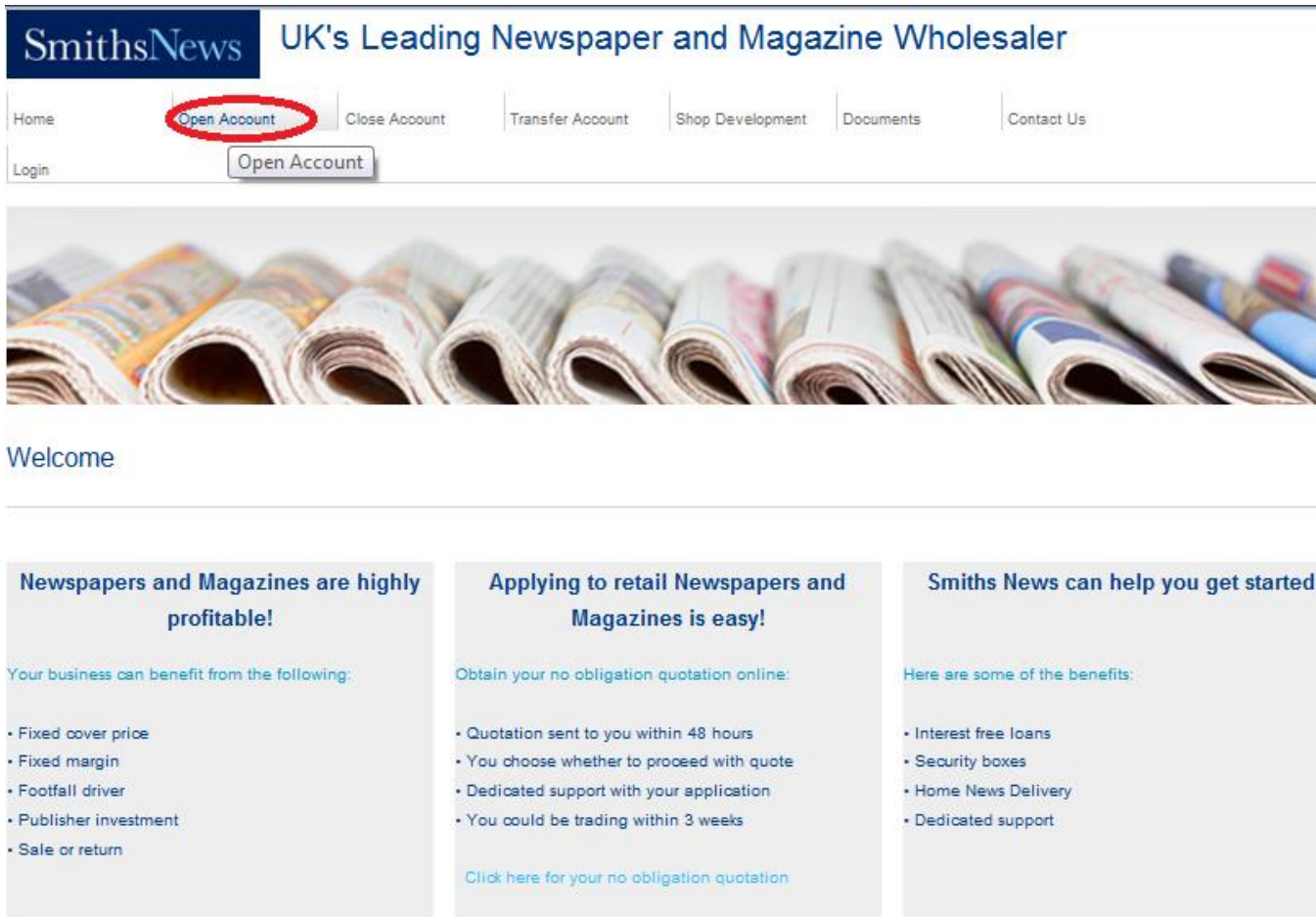
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- How to proceed with your quote and open a new account Page 6
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New Account - How to request a quote

1. Visit www.mynewsaccount.co.uk
2. Click on the open account tab at the top of the screen.



The screenshot shows the Smiths News website header. The logo 'SmithsNews' is on the left, followed by the tagline 'UK's Leading Newspaper and Magazine Wholesaler'. A navigation menu contains the following items: Home, Open Account (circled in red), Close Account, Transfer Account, Shop Development, Documents, and Contact Us. Below the navigation is a 'Login' button and another 'Open Account' button. A banner image of rolled-up newspapers is displayed below the navigation. The main content area begins with a 'Welcome' message, followed by three columns of promotional text:

- Newspapers and Magazines are highly profitable!**
Your business can benefit from the following:
 - Fixed cover price
 - Fixed margin
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 - Publisher investment
 - Sale or return
- Applying to retail Newspapers and Magazines is easy!**
Obtain your no obligation quotation online:
 - Quotation sent to you within 48 hours
 - You choose whether to proceed with quote
 - Dedicated support with your application
 - You could be trading within 3 weeks[Click here for your no obligation quotation](#)
- Smiths News can help you get started!**
Here are some of the benefits:
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 - Security boxes
 - Home News Delivery
 - Dedicated support

3. Complete the application in full, ensuring all fields marked with a * besides it are complete.

IMPORTANT: Please ensure your contact details are the best contact details to contact you on during the entire application process, specifically your email address and telephone number.

Open Account - Request for a Quote

Please click "No"

If you have a Smiths News account already for this store then please do not complete this form. Instead please contact the NSP team directly. [Click here for contact details.](#)

Do you already have a Smiths News account for this store? No Yes

Title*

First Name(s)*

Last Name*

Store Address Line 1*

Store Address Line 2

Store Town*

Store County

Store Postcode*

Store Telephone*

Mobile or Other Daytime Telephone

Store Fax

Email Address*

Supply Required* Newspapers Magazines

Do you have a current supplier for news and mags? No Yes - please provide details

Current Supplier

Current Weekly Sales (£)

Proposed Hours of Opening*
Mon* 06:15 Tues* 06:15 Wed* 06:15 Thurs* 06:15 Fri* 06:15 Sat* 06:15 Sun* 06:15

Retailer Category*

Please confirm what supply you require.

Please confirm what days and times you would like to trade for Newspapers and magazines

4. When you have submitted your application for closure the following message (below) will appear.

Request Successful

Thank you for requesting a delivery service quote.

We will shortly email you confirmation of the details you have supplied to us.

We will now produce the quotation and aim to email it to you within 2 working days.

This quotation email will contain a quotation reference number and a link that you can follow to complete the application process.

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A Connect News & Media Company

5. Within 48 working hours, you will receive an email with your quotation and instructions on how to progress your application for newspapers and magazines supply.

Please note: your quotation is valid for only 30 days. After 30 days, it will expire and you will need to reapply.

If you have any queries, call Central Retail Services on **0345 121 2235** or email: mynewsaccount@smithsnews.co.uk.

If you would like to proceed with your application for newspapers and magazines, you will need to refer to your original quotation email (subject header called Smiths News – Your Quotation).

Please pay close attention to the following information in the content of the email

As promised please find your quotation below:

Deposit:

The total deposit that you will have to pay is £2,148.00. This is payable by cheque only.

Please make cheques payable to Smiths News and note this is refundable after 48 weeks of trading and will be held in an account that accrues interest (providing you remain within your payment terms & conditions).

Delivery Service Charge

Your weekly Delivery Service Charge will be £43.56, this will be reviewed on an ongoing basis.

Administration Fee

Please note once your application has been successful there is a one off administration fee of £130 plus VAT. This fee will only be charged where you do not hold an existing account with Smiths News and will be collected on the first invoice you receive. This fee is non-refundable.

This quote is valid for 30 days at which point it will expire. In order to proceed with this quote, you will need to apply before 27/02/2015 12:48.

It is very easy to apply for this service, simply click on the link below and complete the on-line application form.

At this stage you will be required to enter your email address and create a password. This should consist of a minimum of 6 characters, including at least one capital letter and one number. Example:- Smiths1

<http://newsias01/crs/apply.html?eid=nsp.applications@smithsnews.co.uk&id=437971>

If you cannot click on the above link then please copy and paste it into your internet browser's address field.

Once you have completed the application, the next stage of the process for you is:

- 1) You will be issued with a new reference number (please quote this on your payment and ID documents)
- 2) To make your payment arrangements; we require a completed Direct Debit Mandate and deposit (as previously confirmed) to be posted to our ?Finance Shared Services Centre? at the following address:- Centurion House, Centurion Way, Cleckheaton, BD19 3QE
- 3) To provide ID as specified in the attached leaflet to be posted to our Head Office address at:- Central Retail Services, Rowan House, Cherry Orchard North, Kembrey Park, Swindon SN2 8UH

On receipt of your ID, Direct Debit Payment and deposit we will immediately proceed with your application which will progress with the following steps:

- Central Retail Services will contact you to confirm that a Unique Reference Number (URN) has been requested and that a Smith News Territory Manager will contact you in the next 7 days to arrange your survey
- Your Smith News Territory Manager will contact you to complete your survey as agreed

Deposit: your deposit will be returned to you after 48 weeks of trading providing you remain with your payment T&Cs.

Delivery Service Charge: This is the charge which is applied weekly to your invoice, for us to deliver your stock and pick up your returns.

Administration Fee: You are required to pay a one of administration fee of £130+VAT.

1. To proceed with your application, you will need to click on the link supplied in the email:

This quote is valid for 30 days at which point it will expire. In order to proceed with this quote, you will need to apply before 27/02/2015 12:48.

It is very easy to apply for this service, simply click on the link below and complete the on-line application form.

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<http://newsias01/crs/apply.html?eid=nsp.applications@smithsnews.co.uk&id=437971>

2. You will be taken to our website and will be asked to enter your email address and create a password. This password must be 6 characters long with at least 1 Capital letter and 1 number. E.g. Smiths1.

Login

Email Address:

Password:

Forgotten your password? [Click here](#)

Login

3. You will now need to complete the online application.

*Please ensure you complete the highlighted fields below:

Account Opener - Application 492968



Trading Name* ⓘ

Address Line 1*

Address Line 2

Town*

County

Postcode*

URN Number

Customer Number

Store Opening Date

Property Ownership* Owner Tenant ⓘ

Structure of your Business* Franchise ⓘ Licence Manager PLC Limited Company Sole Trader Partnership

← This should be the trading name of the site.

← Please confirm whether you are a tenant or a owner and your business structure.

If you are using a Solicitor, please submit your solicitor information below. If not proceed to step 4.



Do you have a solicitor? Yes No

Solicitor's Company*

Solicitor's Name*

Address Line 1*

Address Line 2

Town*

County

Postcode*

Telephone*

Please complete all your information relating business structure below.

STEP 1 Check Your Request STEP 2 About Your Business STEP 3 Your Solicitor Details STEP 4 Your Business Structure STEP 5 Application Confirmation

Company Branch Office Details

Branch Name*
Contact Name*
Address Line 1*
Address Line 2
Town*
County
Postcode*
Telephone Number*
Fax Number
Email

Company Registered Office Details

Company Registration Number*
Address Line 1
Address Line 2
Town*
County
Postcode*
Telephone Number*
Fax Number
Email
simon.cousins@smithsnews.co.uk

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If you operate as a LTD company, please ensure you enter your Company Registration Number, provided by Company's House. If you have a 7 digit number, please put a 0 in front of it.

At this stage, please check all the information you have provided is correct. If there are any errors, this may delay your application.

When you reach the stage below, please ensure you tick the box below to confirm your acceptance for our terms and conditions. Our terms and conditions can be found on our website. You will also need to enter your date of birth.

By ticking the box below, I confirm that I have read, understood and agree to be bound by Smiths News' Terms and Conditions of Business with Our Customers and separately (i) I confirm, warrant and certify that I have the requisite authority to bind all persons named in this application, upon which these Terms and Conditions shall constitute legal, valid, binding and enforceable obligations; (ii) I authorise a credit check to be carried out against the persons/organisations named in this application now and at any time during the trading period or whilst monies are outstanding to Smiths News and (iii) in consideration of supplies being made by Smiths News I/We hereby jointly and severally guarantee to pay all sums as may be due to Smiths News insofar as the same may from time to time be outstanding and, to the extent necessary, agree to sign any written form of guarantee as may be requested from time to time (including where the business is carried on by a limited company or limited liability partnership).

Please tick this box to confirm your acceptance. *

As an added security measure, please provide your date of birth (dd/mm/yyyy). *

[Back](#)

To complete your application, please follow the steps below:

- Please quote your reference number from the online application on your payment and ID documents.
- You will need to send your completed Direct Debit Mandate and deposit (as previously confirmed via email). These need to be posted to; Finance Shared Services Centre, Centurion House, Centurion Way, Cleckheaton, BD19 3QE
- Provide certified ID* and send it to: Central Retail Services, Smiths News, Blockhouse Close, Worcester, WR1 2BT.

Once we have received the requested items (listed above) we will proceed with your application and take the following next steps:

- We will contact you and provide you with a Unique Reference Number (URN)
- A Smith News Sales Manager will contact you within seven days to arrange a survey of your store
- On completion of the survey, we will call you to discuss and agree a date when you will start receiving your newspaper and magazine supplies
- Your agreed deliveries will be delivered on the agreed date If you have any queries please contact Central Retail Services on 0345 121 2235 or email: mynewsaccount@smithsnews.co.uk.

*For information on how to supply certified ID, please visit mynewsaccount.co.uk.

mynewsaccount.co.uk

How to transfer an account - existing owner

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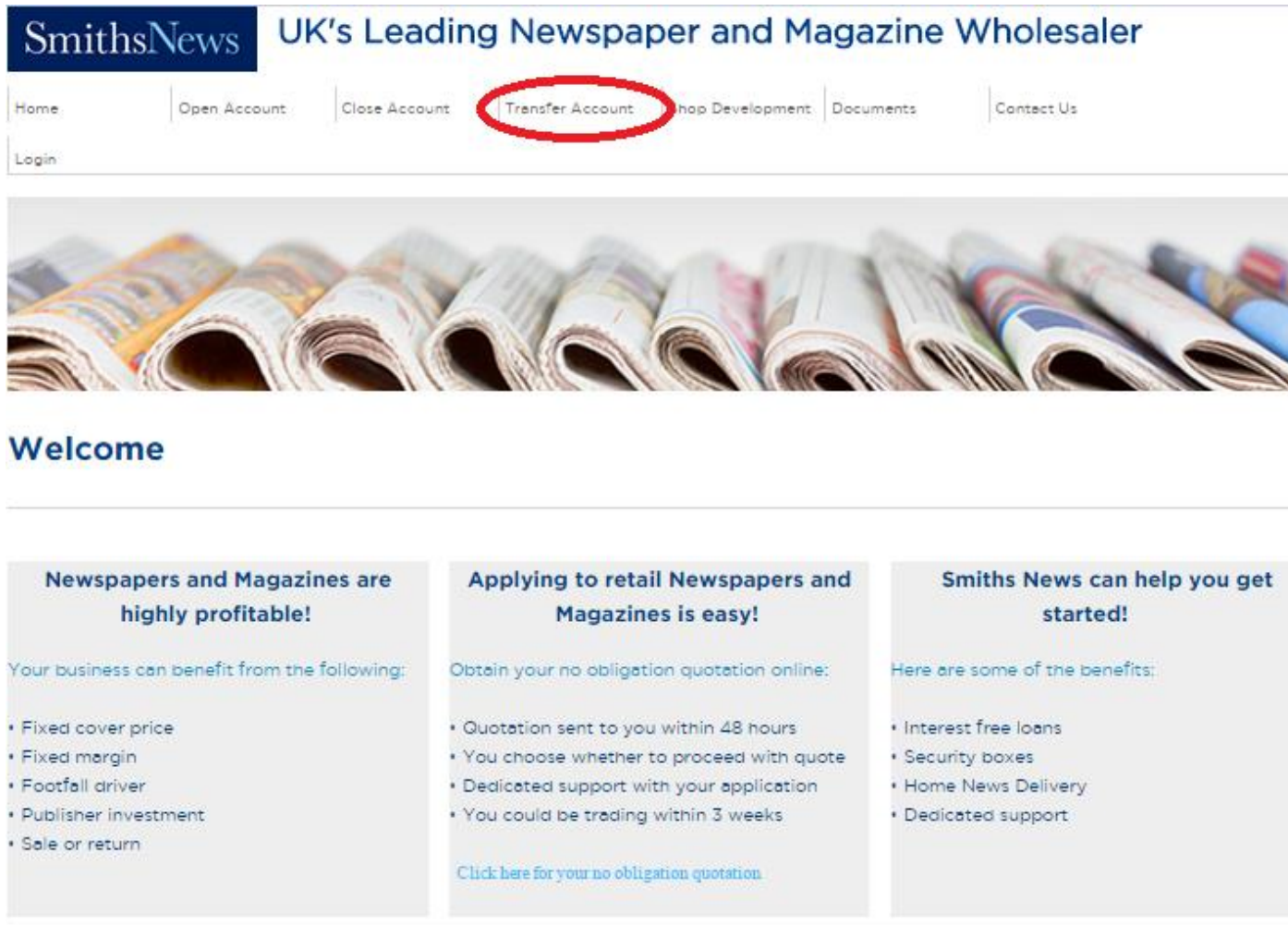
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- Home News Delivery - value added customer services
- Dedicated support - field based specialists

Submitting your details

1. Please visit www.mynewsaccount.co.uk
2. Please click on the transfer account tab at the top of the screen




The screenshot shows the top navigation bar of the Smiths News website. The logo 'SmithsNews' is on the left, followed by the tagline 'UK's Leading Newspaper and Magazine Wholesaler'. The navigation menu includes 'Home', 'Open Account', 'Close Account', 'Transfer Account' (highlighted with a red circle), 'Shop Development', 'Documents', and 'Contact Us'. Below the navigation bar is a 'Login' link and a large image of several rolled-up newspapers. The main content area features a 'Welcome' heading and three columns of text describing the benefits of working with Smiths News.

SmithsNews UK's Leading Newspaper and Magazine Wholesaler

Home | Open Account | Close Account | **Transfer Account** | Shop Development | Documents | Contact Us

Login



Welcome

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3. Complete the application in full, paying close attention to all fields with a * besides it.

Transfer Account - Outgoing Account Holder Application

Customer Number*	<input type="text"/>	
Title*	<input type="text"/>	
First Name(s)*	<input type="text"/>	
Last Name*	<input type="text"/>	
Store Address Line 1*	<input type="text"/>	
Store Address Line 2	<input type="text"/>	
Store Town*	<input type="text"/>	
Store County	<input type="text"/>	
Store Postcode*	<input type="text"/>	
Store Telephone*	<input type="text"/>	
Mobile or Other Daytime Telephone	<input type="text"/>	
Store Fax	<input type="text"/>	
Email Address*	<input type="text"/>	
Confirm Email Address*	<input type="text"/>	
Forwarding Address Line 1*	<input type="text"/>	
Forwarding Address Line 2	<input type="text"/>	
Forwarding Town*	<input type="text"/>	
Forwarding County	<input type="text"/>	
Forwarding Postcode*	<input type="text"/>	
Forwarding Telephone*	<input type="text"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Next"/>	

Your forwarding address is where your final bill will be sent and all other future correspondence will be sent including any outstanding deposit owed to you.

4. Please ensure all information on all partners is supplied

Partner1 First Name(s)	<input type="text"/>
Partner1 Last Name	<input type="text"/>
Partner2 First Name(s)	<input type="text"/>
Partner2 Last Name	<input type="text"/>
Partner3 First Name(s)	<input type="text"/>
Partner3 Last Name	<input type="text"/>

5. Please enter the buyers details, so we can contact them regarding the transfer.

Buyer's Title*	<input type="text"/>	
Buyer's First Name(s)*	<input type="text"/>	
Buyer's Last Name*	<input type="text"/>	
Buyer's Telephone*	<input type="text"/>	
Buyer's Email Address*	<input type="text"/>	
Confirm Buyer's Email Address*	<input type="text"/>	
Anticipated Transfer Date (dd/mm/yyyy)	<input type="text"/>	

Please ensure you are including your anticipated transfer date.

By ticking the box below, I confirm that I have read, understood and agree to be bound by Smiths News' Terms and Conditions of Business with Our Customers and separately (i) I confirm, warrant and certify that I have the authority to bind all persons named in this application, upon which these Terms and Conditions shall constitute legal, valid, binding and enforceable obligations; (ii) I authorise a credit check to be carried out against the persons/organisations named in this application now and at any time during the trading period or whilst monies are outstanding to Smiths News and (iii) in consideration of supplies being made by Smiths News I/We hereby jointly and severally guarantee to pay all sums as may be due to Smiths News insofar as the same may from time to time be outstanding and, to the extent necessary, agree to sign any written form of guarantee as may be requested from time to time (including where the business is carried on by a limited company or limited liability partnership).

Please tick this box to confirm your acceptance. *

Please ensure you tick to advise you read and understood the T&Cs

6. We will conduct security checks on your application and contact the new owner of the account to progress this application forward. If we have any queries, we will be in contact via email or telephone.

If you don't hear from us within 10 working days, please call: 0345 121 2235 or email: mynewsaccount@smithsnews.co.uk

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How to transfer an account - new owner

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Completing the application – new owner

1. As the previous owner will have provided your contact details (see page 16) you will receive an email titled 'Welcome New Account Holder'
2. The email will outline the required deposit and delivery service charge. Here is an example is below:

Subject: Smiths News - Welcome New Account Holder

We have received notification of your intention to take over the ownership of a newspapers and magazines account with Smiths News;

Mr Smiths News
Rowan House, Cherry Orchard North, Swindon
SN2 8UH

Please click on the link below and complete the transfer application in full providing your details.

http://newsias02/crs/sale_of_business_buyer.html?eid=michaella.watts@smithsnews.co.uk&id=700008

Your new reference number is:- 700008 (please quote this on your payment and ID documents).

Next Steps;

Deposit

The total deposit that you will have to pay is £1,500.00. This is payable by cheque only.

Please make cheques payable to Smiths News and note this is refundable after 48 weeks of trading and will be held in an account that accrues interest (providing you remain within your payment terms & conditions).

Delivery Service Charge

Your weekly Delivery Service Charge will be £15.60, this will be reviewed on an ongoing basis.

Please note that we process all transfers on a Saturday and therefore should you wish to transfer your account on an alternate day of the week then both parties will be responsible for agreeing any subsequent financial arrangement.

If you have any queries then please contact Central Retail Services on 0845 121 2235.

Regards

Central Retail Services

3. You'll then need to click on the link in the email. If your link doesn't work, please copy and paste the URL into your browser.

Please click on the link below and complete the transfer application in full providing your details.

http://newsias02/crs/sale_of_business_buyer.html?eid=michaella.watts@smithsnews.co.uk&id=700008

4. Please complete all fields, paying close attention to all fields with a * besides it.

Account Transfer - New Account Holder Application 700008

Application was submitted on

Title*	Mrs
First Name(s)*	Smiths
Last Name*	News
Store Postcode*	SN2 8UH
Store Telephone*	01234 567891
Mobile or Other Daytime Telephone	
Store Fax	
Email Address*	michaella.watts@smithsnews.co.uk
Supply Required*	<input checked="" type="checkbox"/> Newspapers <input checked="" type="checkbox"/> Magazines
Do you have a current supplier for news and mags?*	<input type="radio"/> No <input checked="" type="radio"/> Yes - please provide details
Current Supplier	Please select supplier ...
Proposed Hours of Opening*	Mon* Tues* Wed* Thurs* Fri* Sat* Sun*
Retailer Category*	Please select category ...
House*	Newcastle
Deposit*	£1,500.00
Delivery Service Charge*	£15.60

Please confirm what supply you require

Please confirm the time your shop will be opening

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5. Please complete all your relevant fields, paying close attention to all fields with a * besides it.

Account Transfer - New Account Holder Application 700008

Application was submitted on

Trading Name*	<input type="text" value="The Shop"/>
Address Line 1*	<input type="text" value="Rowan House"/>
Address Line 2	<input type="text" value="Cherry Orchard North"/>
Town*	<input type="text" value="Swindon"/>
County	<input type="text"/>
Postcode*	<input type="text" value="SN2 8UH"/>
URN Number	<input type="text"/>
Customer Number	<input type="text" value="0000200000"/>
Property Ownership*	<input type="radio"/> Owner <input checked="" type="radio"/> Tenant <i>i</i>
Structure of your Business*	<input type="radio"/> Franchise <i>i</i> <input type="radio"/> Licenced Manager <input type="radio"/> PLC <input type="radio"/> Limited Company <input checked="" type="radio"/> Sole Trader <input type="radio"/> Partnership

Please ensure you include the new trading name of your store.

Please confirm the structure of your business

[Back](#) [Next](#)

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6. You will need to confirm if you will be using a solicitor.

Transfer Account - New Account Holder Application

Do you have a solicitor?*

Yes No

Solicitor's Company*

Solicitor's Name*

Address Line 1*

Address Line 2

Town*

County

Postcode*

Telephone*

Back

Next

7. Please complete all details below, paying close attention to all fields with a * besides it.

Transfer Account - New Account Holder Application - Sole Traders

Applicant First Name*

Applicant Last Name*

Applicant Date of Birth* dd/mm/yyyy ⓘ

Partner First Name(s)

Partner Last Name

Partner Date of Birth dd/mm/yyyy ⓘ

If you have a business partner(s) please provide their full name(s):

Partner #1:

First Name(s)

Last Name

Date of Birth dd/mm/yyyy ⓘ

Partner #2:

First Name(s)

Last Name

Date of Birth dd/mm/yyyy ⓘ

Partner #3:

First Name(s)

Last Name

Date of Birth dd/mm/yyyy ⓘ

Partner #4:

First Name(s)

Last Name

Date of Birth dd/mm/yyyy ⓘ

Please provide your home address and telephone number:

Address Line 1*

Address Line 2

Town*

County

Postcode*

Telephone*

Property Ownership* Owner Tenant

How long have you lived at this address?* 2 Years or More Less Than 2 Years

Please ensure you are adding in your date of birth

Please ensure your full address is provided

8. All your information submitted, will be confirmed on the last page as per below.

Application Id 700008
Application Submitted Fri Feb 13 10:23:50 GMT 2015

Applicant Details

Name Mrs Smitha News
Date of Birth 23/03/1961
Home Address 1 The Street, Swindon
Postcode SN2 3ER
Home Telephone 01234 567891
Ownership You are a tenant
Length of Occupancy You have lived at this property for 2 years or more

Store Details

Trading Name The Shop
Address Rowan House, Cherry Orchard North, Swindon
Postcode SN2 8UH
Telephone 01234 567891
Ownership You are a tenant
Structure of your Business Sole Trader
Have a Solicitor? No

Partner Details

Number of Partners 0

By ticking the box below, I confirm that I have read, understood and agree to be bound by Smitha News' Terms and Conditions of Business with Our Customers and separately (i) I confirm, warrant and certify that I have the requisite authority to bind all persons named in this application, upon which these Terms and Conditions shall constitute legal, valid, binding and enforceable obligations; (ii) I authorise a credit check to be carried out against the persons/organisations named in this application now and at any time during the trading period or whilst monies are outstanding to Smitha News and (iii) in consideration of supplies being made by Smitha News I/We hereby jointly and severally guarantee to pay all sums as may be due to Smitha News insofar as the same may from time to time be outstanding and, to the extent necessary, agree to sign any written form of guarantee as may be requested from time to time (including where the business is carried on by a limited company or limited liability partnership).

Please tick this box to confirm your acceptance. *



As an added security measure, please provide your date of birth (dd/mm/yyyy). *

23/03/1961

Back

Submit

Please confirm your acceptance, and your date of birth.

9. **To complete your transfer of ownership application, please follow the steps below:**

- Please quote your reference number from the online application on your payment and ID documents.
- You will need to send your completed Direct Debit Mandate and deposit (as previously confirmed via email). These need to be posted to; Finance Shared Services Centre, Centurion House, Centurion Way, Cleckheaton, BD19 3QE
- Provide certified ID* and send it to: Central Retail Services, Smiths News, Blockhouse Close, Worcester, WR1 2BT.

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How to close an account



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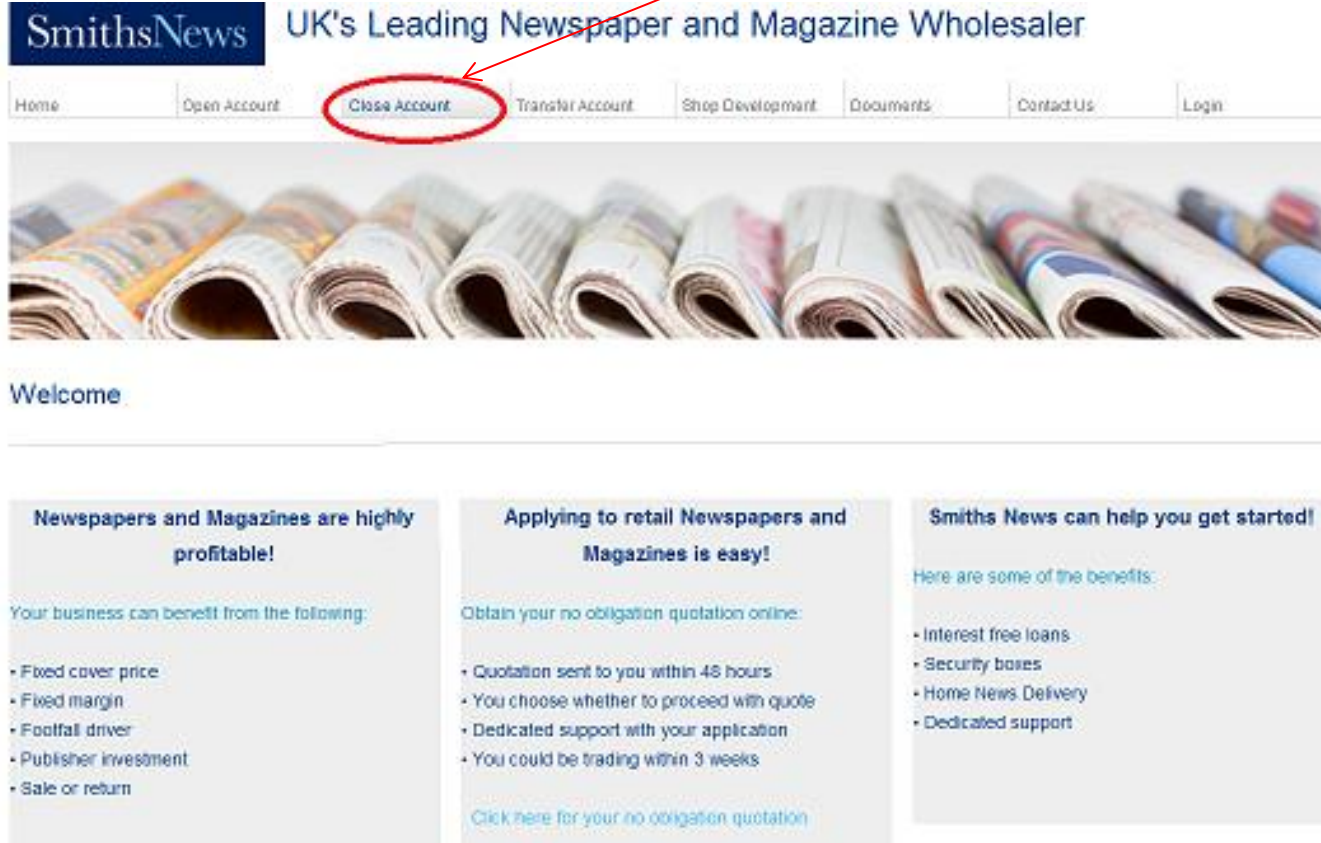
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3. You will need to decide if you would like to permanently close the account or temporarily.

Close Account - Request To Close Your Account

Is the account closure to be permanent or temporary?*

Permanent

Temporary

Cancel

Submit

4. You will need to confirm that you are closing your account and not selling the business.

Is the account closure to be permanent or temporary?*

Permanent

Temporary

Is your business being sold?*

No

Yes

5. Continue to complete the online application, paying close attention to all fields with a * besides it.

Is the account closure to be permanent or temporary?*

Permanent Temporary

Is your business being sold?*

No Yes

Customer Number* 20000 ⓘ

Title* Mr ⓘ

First Name(s)* Smiths

Last Name* News

Store Address Line 1* Rowan House ⓘ

Store Address Line 2 Cherry Orchard North ⓘ

Store Town* Swindon ⓘ

Store County

Store Postcode* SN2 8UH ⓘ

Store Telephone* 01234 567891 ⓘ

Mobile or Other Daytime Telephone ⓘ

Store Fax ⓘ

Email Address* nsp.applications@smithsnews.co.uk

Confirm Email Address* nsp.applications@smithsnews.co.uk

Last Delivery Date for Newspapers (dd/mm/yyyy)* 27/04/2015 ⓘ

Last Delivery Date for Magazines (dd/mm/yyyy)* 27/04/2015 ⓘ

Final Collection Date (dd/mm/yyyy)* 28/04/2015 ⓘ

Forwarding Address Line 1*

Forwarding Address Line 2 Centurion House ⓘ

Forwarding Town* Centurion Way ⓘ

Forwarding County Cleckheaton ⓘ

Forwarding Postcode* BD19 3QE ⓘ

Forwarding Telephone* 01234 567891 ⓘ

As per our terms and conditions; customers are required to give a minimum of 12 weeks notice if trading over 1 year or 26 weeks notice if under 1 year. However, we will look to accommodate your needs as much as possible. Please call 0345 121 2235 to discuss this further.

This is the address all future correspondence will be sent to.

6. Once you have submitted your application for closure the below message will appear.

Thank You - Your Account Closure Application has been Submitted

An email will be sent to you confirming the details that you have provided and advising you on what will happen next in the account closure process.

7. Within 48 working hours we will complete security checks necessary to process your application. Any issues we will call you on the telephone number provided.

8. Once your closure has been made, you will receive an email confirming the closure. Please ensure all outstanding payments are made.

Should you have any queries, please call us on 0345 121 2235 or email:
mynewsaccount@smithsnews.co.uk