

# Supplier Onboarding Invitation

Dear [Supplier Name],

We are pleased to inform you that your application to become a supplier for [Your Company's Name] has been approved. To ensure a smooth onboarding process, please follow the streamlined steps below:

## Onboarding Steps

1. **Document Submission:** Please submit the required documents including your W-9 form and proof of insurance.
2. **Vendor Agreement:** Review and sign the attached vendor agreement.
3. **Set Up Payment Method:** Complete the payment setup form to facilitate timely payments.
4. **Training Session:** Attend the mandatory training session scheduled for [Date].
5. **Confirmation:** Confirm by replying to this email once all steps are completed.

If you have any questions or require further assistance, please feel free to reach out to our onboarding team at [Contact Email] or [Contact Phone Number].

Thank you for your cooperation, and we look forward to a successful partnership!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Company Contact Information]