

Vendor Onboarding Agreement

Date: [Date]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that your application to become a vendor for [Your Company Name] has been approved. We look forward to working with you and believe that our collaboration will be mutually beneficial.

Terms of Agreement:

1. **Scope of Work:** [Description of products/services to be provided]
2. **Payment Terms:** [Payment schedule and terms]
3. **Delivery Expectations:** [Delivery timelines and conditions]
4. **Confidentiality:** [Confidentiality terms]

Please review the terms above and indicate your acceptance by signing below:

[Vendor Contact Name]

[Title]

Date: _____

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]