

# Vendor Onboarding Checklist

Dear [Vendor Name],

We are excited to welcome you as a vendor to [Company Name]. To ensure a smooth onboarding process, please complete the following checklist:

## Vendor Information

- Complete Vendor Registration Form
- Submit Tax Identification Number (TIN)
- Provide Certificate of Insurance

## Compliance Requirements

- Review and Accept Vendor Agreement
- Complete Background Check Consent Form
- Provide Relevant Licenses or Certifications

## Product/Service Details

- Submit Product/Service Catalog
- Provide Pricing Information
- Complete Terms of Service Agreement

## Payment Setup

- Fill Out W-9 Form
- Provide Bank Account Information for Payments

## Contact Information

- Designate Primary Contact Person
- Provide Contact Information

Please complete these items at your earliest convenience. If you have any questions, feel free to reach out to us.

Thank you,

[Your Name]  
[Your Title]

[Company Name]  
[Contact Information]