

Vendor Onboarding Guidelines

Dear [Vendor Name],

Welcome to [Company Name]! We are excited to have you on board. Below are the guidelines to ensure a seamless onboarding process:

1. Documentation Required

- W-9 Form
- Business License
- Insurance Certificates

2. Compliance Requirements

All vendors must adhere to [Company]'s compliance policies. Please review the attached policy document.

3. Payment Terms

Our standard payment terms are net 30 days. Please ensure invoices are submitted in a timely manner.

4. Contact Information

Please reach out to our vendor management team at [Contact Email] for any inquiries.

We appreciate your cooperation and look forward to a fruitful partnership!

Best Regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]