

# Supplier Onboarding Checklist

Dear [Supplier Name],

We are excited to welcome you as a new supplier. To ensure a smooth onboarding process, please review and complete the following checklist:

1. **Company Information**
  - Complete Supplier Registration Form
  - Provide Tax Identification Number (TIN)
  - Submit Business License
2. **Financial Information**
  - Provide Bank Account Details
  - Submit W-9 Form or Equivalent
3. **Compliance Requirements**
  - Provide Insurance Certificates
  - Confirm Compliance with Industry Standards
4. **Products and Services**
  - Submit Product Catalog
  - Provide Pricing Information
5. **Contact Information**
  - Provide Primary Contact Person
  - Submit Contact Information for Emergency Issues

Once you have completed the checklist, please return the signed documents to us by [insert deadline].

We look forward to partnering with you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]