

Supplier Onboarding Information Packet

Date: [Insert Date]

To: [Supplier Name]

Attention: [Contact Person]

Address: [Supplier Address]

Dear [Supplier Name],

Welcome to [Your Company Name]! We are excited to begin our partnership and appreciate your willingness to provide your products/services.

Onboarding Requirements

To ensure a smooth onboarding process, please complete the following steps:

- Complete the Supplier Information Form attached.
- Submit a copy of your business license and tax identification number.
- Provide evidence of insurance coverage, including liability and workers' compensation.
- Agree to our Terms and Conditions, also attached.

Important Contacts

If you have any questions or need assistance, please reach out to:

- Onboarding Coordinator: [Coordinator Name] - [Coordinator Email] - [Coordinator Phone]
- Compliance Officer: [Officer Name] - [Officer Email] - [Officer Phone]

Please return the completed forms and documentation by [insert deadline]. We look forward to a successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email]