

# Supplier Registration Requirements for Onboarding

Dear [Supplier Name],

We are pleased to inform you that we are in the process of onboarding new suppliers. To facilitate your registration, please provide the following documents and information:

- Completed Supplier Registration Form
- Copy of Business License or Registration Certificate
- W-9 Form (for U.S. suppliers)
- Certificate of Insurance
- Tax Identification Number (TIN)
- Product/Service Catalog
- References from previous clients

Please submit the required documents to [email address] by [deadline date]. If you have any questions, feel free to reach out to us.

We look forward to collaborating with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]