

New Vendor Setup Checklist

Efficient **new vendor setup** is crucial in the retail industry to ensure smooth operations and compliance. This checklist helps streamline vendor onboarding by verifying all necessary documents, contracts, and quality standards. Proper setup reduces delays and fosters strong supplier relationships.

1. Company & Vendor Information

- Completed Vendor Application Form
- Business License or Registration Certificate
- Tax Identification Number (TIN) or EIN
- Contact Details (phone, email, address)
- Banking Information (for payments)
- Copy of W-9 or W-8 (as applicable)

2. Compliance & Legal Documents

- Signed Vendor Agreement or Contract
- Non-Disclosure Agreement (NDA)
- Proof of Insurance (liability, product, etc.)
- Certificates of Compliance (as required)
- Conflict of Interest Disclosure

3. Product & Quality Assurance

- Product Catalog or List of Offerings
- Product Samples (if required)
- Quality Certifications (e.g., ISO, GMP)
- Safety Data Sheets (SDS) or MSDS
- Inventory & Supply Chain Capabilities Statement

4. Technology & EDI Requirements

- EDI (Electronic Data Interchange) Capabilities
- Integration Specifications (if applicable)
- Vendor Portal Registration

5. Payment Terms & Logistics

- Agreed Payment Terms (Net 30, Net 60, etc.)
- Shipping Guidelines & Routing Instructions
- Return Policy Details
- Contact for Invoicing & Payment Queries

6. Internal Reviews & Approvals

- Vendor Background Check
- References Checked
- Final Approval from Procurement/Management

- System Setup in ERP or Vendor Management System

Note: Review all information provided by the vendor for accuracy and compliance before proceeding with onboarding. Maintaining updated records ensures ongoing compliance and smooth collaboration.