New Vendor Setup Checklist for Construction Companies

Ensure a smooth onboarding process with our **new vendor setup checklist** designed specifically for construction companies. This checklist helps verify vendor credentials, safety compliance, and contract details to maintain project standards. Streamline vendor management and reduce risks by following these essential steps.

1. Vendor Information & Documentation

- Obtain completed **Vendor Application Form**
- Request **Company Registration Certificates** (Business License, Tax ID, etc.)
- Collect **Banking Information** for payments (with voided check, if required)
- Verify **Contact Details** (address, phone, email, emergency contact)
- Acquire **Trade Licenses** and any relevant **certifications**

2. Compliance & Safety Verification

- Request **Proof of Insurance** (liability, workers' compensation, etc.)
- Gather relevant **OSHA/Safety Certifications**
- Verify **Safety Records & Incident History**
- Confirm compliance with **local, state, and federal regulations**

3. Financial & Reference Checks

- Perform **Credit Check** on the vendor company
- Review **Financial Statements** (optional, for larger contracts)
- Request and check at least **two business references**

4. Contractual Agreements

- Prepare and sign a **Master Service Agreement (MSA)**
- Negotiate and review **Scope of Work, Pricing, & Payment Terms**
- Confirm **Indemnification & Liability Clauses**
- Ensure **Confidentiality/NDA Agreements** are signed (if applicable)

5. System Setup & Orientation

- Set up vendor in **ERP/Accounting System**
- Assign **Vendor ID** and confirm payment setup
- Provide training/documents on **company policies and project procedures**
- Introduce **key project contacts** and communication channels

6. Final Review & Approval

- Double check all **documentation is complete** and filed
- Obtain **manager or compliance officer approval**
- Notify relevant project teams and departments of the new vendor