

New Vendor Setup Compliance Documentation Checklist

Ensure a smooth onboarding process with our comprehensive **new vendor setup compliance documentation checklist**. This checklist helps verify all necessary legal, financial, and regulatory documents are collected and reviewed. Streamlining compliance reduces risks and accelerates vendor approval.

1. Company Information

- Completed Vendor Registration Form
- Certificate of Incorporation or Business License
- Company Profile or Brochure
- Valid Contact Information (address, phone, email)

2. Legal & Regulatory Documentation

- Tax Identification Number (TIN) or Employer Identification Number (EIN)
- Copies of Government-Issued IDs for Key Contacts/Owners
- W-9 Form (for US vendors) / Appropriate Tax Forms (international)
- Current Business Certifications (e.g., minority-owned, small business)
- Proof of Regulatory Compliance (e.g., licenses, certifications)

3. Financial Information

- Recent Financial Statements (last 2 years preferred)
- Bank Account Details (for payment setup)
- Bank Reference Letter (if required)
- Credit References

4. Insurance & Risk Documentation

- Certificate of Insurance (COI)
- Workers' Compensation Insurance (if applicable)
- Product Liability/Professional Liability Insurance

5. Policies & Agreements

- Signed Non-Disclosure Agreement (NDA)
- Signed Vendor Code of Conduct/Ethics Policy
- Copy of Signed Contract or Master Service Agreement (MSA)
- Data Privacy & Security Policy (if handling sensitive data)

6. Additional Documentation (If Applicable)

- Environmental Compliance Certificates
- Quality Assurance/Control Certificates
- Supply Chain Transparency Documents
- References from Existing Clients/Partners

Tip: Review all submissions for completeness and accuracy before proceeding with vendor approval.