

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Welcome to [Your Company Name] - Approved Vendor Notification

Dear [Vendor Contact Name],

We are pleased to inform you that [Vendor Company Name] has been officially approved as a registered vendor for [Your Company Name]. We look forward to a productive professional relationship.

To begin our partnership, please complete the following onboarding steps:

- **Vendor Portal Registration:** Please log in to [Link] to complete your profile.
- **Documentation:** Ensure we have your current W-9/Tax ID and Insurance Certificates on file.
- **Invoicing Instructions:** All invoices should be sent to [Email Address] and must include a valid Purchase Order (PO) number.
- **Payment Terms:** Our standard payment terms are [e.g., Net 30] from the date of invoice receipt.

Your assigned Vendor ID is: **[Vendor ID Number]**. Please reference this number in all future communications.

Attached to this letter, you will find our Vendor Handbook which outlines our compliance standards, code of conduct, and delivery protocols.

If you have any questions regarding the onboarding process, please contact [Contact Name] at [Phone Number] or [Email Address].

Welcome aboard.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]