

[Company Header/Logo]

[Date]

[Vendor Contact Name]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Vendor Onboarding and Compliance Requirements

Dear [Vendor Contact Name],

We are pleased to welcome [Vendor Company Name] as an authorized partner for [Company Name]. To formalize our business relationship and ensure a smooth integration into our systems, we require the completion of our formal onboarding process.

Please review and submit the following documents by [Deadline Date]:

- **Vendor Information Form:** Including primary contact details and physical address.
- **Tax Documentation:** A signed W-9 (US) or W-8BEN (International) form.
- **Banking & Payment Details:** ACH or wire transfer instructions on company letterhead.
- **Certificate of Insurance (COI):** Proof of coverage meeting the minimums outlined in our agreement.
- **Signed Master Service Agreement (MSA):** Or the relevant purchase terms and conditions.
- **Code of Conduct:** A signed acknowledgment of our corporate compliance and ethics policy.

Please upload these documents through our secure portal at [Insert Link] or email them directly to [Department Email Address].

Failure to provide these documents may result in delays in purchase order issuance or payment processing. All information provided will be handled in accordance with our data privacy policy.

If you have any questions regarding these requirements, please contact our Procurement Team at [Phone Number] or [Email Address].

We look forward to a successful partnership.

Sincerely,

[Sender Name]

[Title]

[Company Name]