ChecklistGuro

# New Vendor Onboarding Checklist

## Initial Vendor Identification & Request

Steps to verify the necessity of the new vendor and ensure the procurement request has been properly authorized.

**Requesting Department Name**

Write something...

**Internal Requester Name**

Write something...

**Business Justification for New Vendor**

Write something...

**Vendor Category**

- [ ] Software/SaaS
- [ ] Professional Services
- [ ] Hardware/Equipment
- [ ] Office Supplies
- [ ] Logistics/Shipping
- [ ] Other

**Date of Request**

Enter date...

**Initial Quote or Proposal**

Upload File

**Department Head Approval**

## Documentation & Compliance Collection

A checklist of required legal and tax documents, such as W-9/W-8BEN forms, business licenses, and certificates of insurance.

**W-9 or W-8BEN Form**

Upload File

### Certificate of Insurance (COI)

Upload File

### Business License/Permit

Upload File

### Required Documents Received

- [ ] Tax ID Form
- [ ] Banking Details
- [ ] Certificate of Insurance
- [ ] Signed Contract

### Document Expiration Date

Enter date...

### Tax Classification

- [ ] Corporation
- [ ] LLC
- [ ] Partnership
- [ ] Individual/Sole Proprietor

# Vendor Information Verification

Tasks related to validating the vendor's identity, including checking tax IDs, contact information, and physical address.

**Registered Business Name**

Write something...

**Tax Identification Number (TIN/EIN)**

Write something...

**Business Physical Address**

Write something...

**Vendor Entity Type**

- [ ] Corporation
- [ ] LLC
- [ ] Partnership
- [ ] Sole Proprietorship
- [ ] Government Agency

**Date of Business Incorporation**

Enter date...

**Business License Upload**

Upload File

**Verified Contact Methods**

- ☐ Email
- ☐ Phone
- ☐ Website
- ☐ Physical Mail

## Banking & Payment Setup

Procedures for collecting secure ACH/wire instructions and verifying banking details to prevent payment fraud.

**Bank Account Holder Name**

Write something...

**Routing Number**

Write something...

**Account Number**

Write something...

**Payment Method**

- ☐ ACH
- ☐ Wire Transfer
- ☐ Check
- ☐ Virtual Card

### Voided Check or Bank Letter

Upload File

### Payment Effective Date

Enter date...

### Account Verifier Signature

## Risk Assessment & Due Diligence

Steps for conducting background checks, checking credit references, and evaluating the vendor's financial stability.

### Vendor Risk Rating

- [ ] Low Risk
- [ ] Medium Risk
- [ ] High Risk

### Due Diligence Checks Completed

- [ ] Credit Reference Check
- [ ] Sanction List/OFAC Screening
- [ ] Conflict of Interest Check
- [ ] Financial Statement Review

**Credit Report/Background Check Result**

Upload File

**Risk Assessment Notes**

Write something...

**Last Due Diligence Review Date**

Enter date...

**Compliance Officer Approval**

## Internal System Integration

The process of creating the vendor profile in the ERP/Accounting software and assigning appropriate GL coding.

**Vendor Account Code**

Write something...

### Accounting Software/ERP

- [ ] NetSuite
- [ ] QuickBooks Online
- [ ] SAP
- [ ] Sage
- [ ] Xero
- [ ] Other

### Required GL Tags/Dimensions

- [ ] Department
- [ ] Region
- [ ] Project Code
- [ ] Cost Center

### System Activation Date

Enter date...

### Screenshot of System Entry

Upload File

### Accounting Clerk Verification

## Contract & Agreement Finalization

Ensuring all signed master service agreements (MSAs) or Statements of Work (SOWs) are uploaded and filed correctly.

**Signed Master Service Agreement (MSA)**

Upload File

**Statement of Work (SOW) or Quote**

Upload File

**Contract Effective Date**

Enter date...

**Contract Expiration Date**

Enter date...

**Contract Type**

- [ ] Fixed Price
- [ ] Time & Materials
- [ ] Retainer
- [ ] Subscription/SaaS

**Internal Procurement Approval**

**Required Addendums Included**

- [ ] NDA (Non-Disclosure Agreement)
- [ ] Data Processing Agreement (DPA)
- [ ] Certificate of Insurance (COI)
- [ ] Service Level Agreement (SLA)

## Final Review & Activation

The final approval step by the Accounting Manager to activate the vendor for future invoicing and payments.

**Approval Status**

- [ ] Pending Approval
- [ ] Approved
- [ ] Rejected

**Final Review Date**

Enter date...

**Reviewer Comments**

Write something...

**Final Approval Document**

Upload File

### Accounting Manager Signature

### Verification Checkpoints Completed

- [ ] Tax ID Verified
- [ ] Banking Details Validated
- [ ] Contract Uploaded
- [ ] Internal Records Updated