Vendor Onboarding Checklist Template

Step	Description	Status	Notes
1. Collect Company Information			
2. Obtain Legal & Compliance Documents	• Business License • Tax Certificates • Insurance Certificates		
3. Review and Sign Contracts/Agreements			
4. Add Vendor to Internal Systems	• ERP/Finance System • Procurement Platform		
5. Assign Point of Contact			
6. Complete Product/Service Onboarding Training			
7. Confirm Payment & Invoicing Process			
8. Security & Data Protection Review			
9. Go Live			