



# Walmart.com Supplier Qualification Checklist

Use this guide help you prepare for Supplier Onboarding:

- Supplier Qualification Check List
- Required field checklist

	Walmart.com Supplier Qualification Checklist	Notes
	Navigate to Walmart.com	
	Log In to Walmart.com/Supplier Page	
	Register to become a Walmart.com Supplier by providing required information	
	Receive authentication e-mail and respond to request	
	Receive Retail Link user name and password	You will be required to reset your password during the initial sign on
	Sign into Retail Link; navigate to the Walmart Supplier Portal application	
	Complete Certification information required in the "My Company Information" tile of your dashboard.	Use your required field check list; all required fields must be completed before information can be saved.
	Move to Acceptance through the "Pending Agreement" tile or through screen navigation	
	Review your Company information and Accept the terms of the Walmart.com Supplier Agreement	
	Receive Supplier Numbers and sign up for additional Retail Link Access	Information sent to supplier by e-mail
	Self-identify as a DSV supplier & sign up on Partner Portal and / or self-identify as a non-DSV supplier and complete additional documentation.	Information sent to supplier by e-mail
	Congratulations! You are now a qualified Walmart.com Supplier!	Item set up information sent to supplier by e-mail

# Walmart.com Supplier Qualification Checklist

	Required Fields (please be prepared to provide )	Notes
	<b>Supplier's Company Legal Name</b>	Your company name must match your Federal Taxpayer Identification Number (TIN)
	<b>Administrator Contact Name</b>	Representative authorized to enter into legal agreements on behalf of the Supplier's company; this person will be become your Retail Link Administrator
	<b>Administrator Email Address</b>	
	<b>Administrator Phone Number / Extension</b>	
	<b>Corporate Address</b>	The physical address of your company. Must be a street address, PO boxes will not be accepted
	<b>D&amp;B Number (D-U-N-S Number)</b>	If you do not have a D&B / D-U-N-S please contact D&B at 1-866-815-2749 within North America and 1-512-794-7712 outside North America
	<b>Legal Entity</b>	Describes the corporate structure of your company (Corporation, Sole Proprietorship, etc.)
	<b>Tax Type, Tax Number and W-9 Tax Form</b>	Federal Taxpayer Identification Number or Social Security Number – be prepared to upload a copy of your W-9 tax form
	<b>Remit Address</b>	Address to remit payments if not paid by Electronic Funds Transfer
	<b>Company Contact Information for CEO, CFO, Accounts Payable, Accounts Receivable &amp; Insurance</b>	Provide Name, e-mail address and phone number for each contact listed
	<b>Bank Routing and Account Numbers</b>	Supplier Banking information to be used for payments made by EFT (a US bank account is required)
	<b>Bank Account Type and Account Holder Name</b>	
	<b>Do you have a factoring relationship with any financial entity?</b>	Select yes if your company is being financed by a third-party financial partner or has a factoring relationship with a financial entity
	<b>Is your company diverse owned?</b>	If yes, please provide Gender of Majority Ownership, diversity category and diversity certificates. For more information: <a href="#">supplier-diversity</a>
	<b>Insurance</b>	Insurance Carrier Information, Proof of Insurance and certificate expiry date (upload a copy of your insurance certificate if available) For more information: <a href="#">insurance-requirements-for-suppliers</a>