



Supplier Checklist

Description: This checklist describes the information that domestic suppliers should be prepared to provide in order to become a fully qualified supplier with Walmart or Sam's Club.

	Required Fields	Details
	Supplier Company's Legal Name	Must match the name on your W-9 or W-8 Tax Form
	Administrator Contact Name, Email and Phone Number	Representative authorized to enter into legal agreements on behalf of your company; this person will become your Retail Link Administrator
	DUNS Number	If you do not already have a D&B / DUNS number, you can get a free one by contacting D&B at 1-866-815-2749 (within North America) For more information, visit: http://www.dnb.com/duns-number.html
	Corporate Address	The physical, street address of your company; PO boxes will not be accepted
	Legal Entity	Describes the corporate structure of your company (Corporation, Sole Proprietorship, etc.)
	Tax Identification Info: <ul style="list-style-type: none"> ■ Tax Type, ■ Tax Number ■ W-9 or W-8 Tax Form 	Tax Number (US domestic suppliers): Federal Taxpayer Identification Number or Social Security Number 2014 W-9 Tax Form (US domestic suppliers): Requires the latest version of the form (currently 2014), which can be found at: https://www.irs.gov/uac/about-form-w9
	Remit Address	Address to remit payments if not paid by Electronic Funds Transfer
	Company Contact Information	Name, email address, and phone number for each Supplier contact listed: CEO, CFO, Accounts Payable, Sales Representative, Insurance
	Banking Information	Used for payments made by EFT; requires a US bank account (Routing and Account Number, Bank Account Type and Account Holder Name)
	Do you have a factoring relationship with any financial entity?	Select "Yes" if your company is being financed by a third-party financial partner or has a factoring relationship with a financial entity. Note: You must provide a letter from both your company and the factoring company
	Supplier Diversity Status	Suppliers with a US corporate address must be prepared to indicate whether your company is diverse-owned based on gender, ethnicity, or veteran status, and provide corresponding certificates. For more information on Supplier Diversity, visit: https://corporate.walmart.com/suppliers/supplier-diversity
	Product / Product Chemical Information	Product name, brand, cost, description, photo, category and chemical information
	Insurance	Insurance carrier information, certificate expiration date, and insurance certificate (if available). For more information please access: http://cdn.corporate.walmart.com/59/cf/94f9c4734c7e8d3f56b11af5387f/insurance-requirements-for-suppliers.pdf Note: You will be required to provide insurance documentation within 30 days of accepting a supplier agreement. If you are unable to provide insurance documentation within 30 days of accepting a supplier agreement, your supplier agreement will be considered null and void (and of no force and effect) from the beginning of the agreement.
	Additional Addresses:	<ul style="list-style-type: none"> ■ Purchase Order Address for mailing purchase orders ■ Claims To Address to for mailing claim documentation ■ Returns Address for product being returned to supplier

New Supplier Onboarding Steps

Description: This checklist describes the high-level steps a brand new supplier must complete to register, get certification, and accept an agreement to become a Walmart or Sam's Club supplier.

	Item	Notes
Registration		
	Navigate to http://corporate.walmart.com/suppliers	Suppliers who are invited to Global Supplier Management (GSM) will receive an invitation email with a link to the Registration Page
	Register to become a Walmart or Sam's Club supplier by providing the required information	
	Receive Retail Link Account Activation email and respond to request	
	Receive Retail Link credentials via email	You will be required to reset your password during the initial sign on
Certification		
	Sign into Retail Link and navigate to the Global Supplier Management (GSM) application through the Apps toolbar	
	Set up your Supplier Profile	Use the Supplier Checklist; all required fields must be completed before information can be saved and submitted
	You are now certified to become a supplier and your products can be seen and shopped for by Walmart buyers. If they like what they see, they will send you an invitation to start the Acceptance process in Global Supplier Management (GSM)	
Acceptance		
	Receive invitation email and navigate to the Global Supplier Management (GSM) application through Retail Link	Before you can complete this step, a buyer must review your profile and invite you to become a qualified supplier in Global Supplier Management (GSM); suppliers who are invited in GSM prior to self-registering will bypass this step
	Complete Acceptance of your Supplier Agreement	
	Receive Supplier Number and Agreement Number, along with full access to Retail Link	Information sent to supplier by email
	Walmart.com Suppliers only: Receive a notice to continue onboarding on Walmart.com and register in Supplier Center	Information sent to supplier by email
	Congratulations! You are now a qualified Walmart or Sam's Club Supplier!	