

Supplier Checklist *(for New Suppliers to Walmart or Sam's Club)*

Supplier Checklist: This checklist describes the information that Domestic and Direct Import suppliers should be prepared to provide in order to become a fully qualified supplier with Walmart or Sam's Club.

Note: Google Chrome is the preferred browser for Global Supplier Management (GSM).

✓	Required Fields	Domestic Suppliers	Direct Import Suppliers <i>(Non-US Suppliers Shipping to the US)</i>
	Supplier Company's Legal Name	Your Company Legal Name must be the same exact name you have filed with the IRS and must match the name on your W-9 or W-8 Tax Form	Your Company Legal Name must match the name on your W-8 or W-9 Tax Form and your Business Registration Certificate accredited by a party of your local government
	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	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 have a D&B / DUNS number, you can get a free one by contacting D&B at the number below <i>(Inform D&B you are applying to become a Walmart supplier)</i> : <ul style="list-style-type: none"> ■ 1-866-815-2749 (within North America) For more information on D&B / DUNS, visit: http://www.dnb.com/duns-number.html	If you do not have a D&B / DUNS number, you can get a free one by contacting D&B at the number below <i>(Inform D&B you are applying to become a Walmart supplier)</i> : <ul style="list-style-type: none"> ■ 1-512-794-7712 (outside North America) ■ 86-21-2610-7405 (Mainland China) For more information on D&B / DUNS, visit: http://www.dnb.com/duns-number.html
	Corporate Address	The physical, street address of your company; PO boxes will not be accepted	The legal address as listed on the Business Registration Document accredited by a party of your local government
	Legal Entity	Describes the corporate structure of your company (Corporation, Sole Proprietorship, etc.)	Describes the corporate structure of your company (Corporation, Sole Proprietorship, etc.)
	Tax Identification Information: <ul style="list-style-type: none"> ■ Tax Type ■ Tax Number ■ W-9 or W-8 Tax Form 	Tax Number: Federal Taxpayer Identification Number or Social Security Number W-9 Tax Form: Requires the latest version of the form, which can be found at: https://www.irs.gov/uac/about-form-w9	Tax Number: Federal Taxpayer Identification Number or Social Security Number W-8 Tax Form: Requires the latest version of the form, which can be found at: https://www.irs.gov/uac/about-form-w8 W-9 Tax Form: Requires the latest version of the form, which can be found at: https://www.irs.gov/uac/about-form-w9
	Business Registration Certificate	Not Applicable	Business Registration Document accredited by a party of your local government; must be in English and notarized
	Remit Address	Address to remit payments if not paid by Electronic Funds Transfer	Not Applicable
	Company Contact	Provide name, email address, and phone number for the following Supplier contacts: CEO, CFO, Accounts Payable, Sales Representative, Insurance Contact , Compliance Officer	Provide name, email address, and phone number for the following Supplier contacts: CEO, CFO, Accounts Payable, Sales Representative, Insurance Contact , Compliance Officer

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	Banking Information	<ul style="list-style-type: none"> ■ Includes the Routing Number, Account Number, Bank Account Type, and Account Holder Name ■ Used for payments made by EFT ■ Requires a US bank account 	<ul style="list-style-type: none"> ■ Includes Bank Name, Bank Country, and Bank Contact Details ■ Used for payments made by Letter of Credit <p>Note: Bank information is only required if Letter of Credit is selected as the payment method. If Open Account is selected, bank information is optional</p>
	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	Not Applicable
	Supplier Inclusion 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, visit: https://corporate.walmart.com/suppliers/supplier-inclusion	Suppliers with a Non-US corporate address must be prepared to indicate whether your company is diverse-owned based on gender. For more information, visit: https://corporate.walmart.com/suppliers/supplier-inclusion
	Product Information	Product name, brand, cost, description, photo, and category Note: This section is not required for invited suppliers. To save time, it is recommended that self-registered suppliers add only one product during Certification and return to add additional items after the agreement is complete	Product name, brand, cost, description, photo, and category Note: This section is not required for invited suppliers. To save time, it is recommended that self-registered suppliers add only one product during Certification and return to add additional items after the agreement is complete
	Insurance	Insurance carrier information, certificate expiration date, and insurance certificate (if available). For more information please access: https://corporate.walmart.com/suppliers/minimum-requirements Note: You will be required to provide insurance documentation within 30 days of accepting a supplier agreement, or your supplier agreement will be considered null and void (and of no force and effect) from the beginning of the agreement	Insurance carrier information, certificate expiration date, and insurance certificate (if available). For more information please access: https://corporate.walmart.com/suppliers/minimum-requirements Note: You will be required to provide insurance documentation within 30 days of accepting a supplier agreement, or your supplier agreement will be considered null and void (and of no force and effect) from the beginning of the agreement
	Additional Addresses	When accepting an agreement, you will be prompted to provide: <ul style="list-style-type: none"> ■ Purchase Order Address ■ Claims To Address ■ Returns Address 	When accepting an agreement with select Return Terms, you will be prompted to provide a US Returns Address for products being returned Note: Products will only be returned to a supplier's US facility
	Product Chemical Information	When accepting an agreement for appropriate departments / categories pertaining to chemicals, you will be prompted to indicate if your products contain chemicals	When accepting an agreement for appropriate departments / categories pertaining to chemicals, you will be prompted to indicate if your products contain chemicals

New Supplier Onboarding Steps

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

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✔	Item	Notes
New Supplier Registration		
	Navigate to: https://corporate.walmart.com/suppliers/apply-to-be-a-supplier	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 User ID and Password via email	You will be required to reset your Password during the initial sign on
Certification		
	Sign into Retail Link with the new User ID and Password you received in your email, 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 or initiator 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
	Review business terms and accept your Supplier Agreement	
	You will receive an email with your Supplier Number, Supplier ID, 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 fully qualified Walmart or Sam's Club supplier!