

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

Supplier Checklist: This checklist provides information that prospective suppliers will need to provide to possibly become a merchandise supplier with Walmart or Sam's Club

Note: Google Chrome is the preferred browser.

| ✔ | 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, email: wmvendors@dnb.com | 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, email: wmvendors@dnb.com |
| | 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 profile creation 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 profile creation 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 ■ Address to submit claims ■ 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 |

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| 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. If so, a WERCs assessment must be completed. | When accepting an agreement for appropriate departments / categories pertaining to chemicals, you will be prompted to indicate if your products contain chemicals. If so, a WERCs assessment must be completed. |
| Brand Information | Provide Brand Owner, Brand Family, Brand Name, Royalty (if applicable), and Exclusive Brands (if applicable). | Provide Brand Owner, Brand Family, Brand Name, Royalty (if applicable), and Exclusive Brands (if applicable). |
| Global Location Number (GLN) | If you do not already have a GLN, you can obtain one by creating an account with GS1. Visit https://www.gs1.org/ for information. | If you do not already have a GLN, you can obtain one by creating an account with GS1. Visit https://www.gs1.org/ for information. |
| Complete Product Safety & Compliance testing | General Merchandise, Consumables, and Apparel Suppliers for Walmart and Sam's Club are required to complete all required tasks associated with the General Testing Program, Product Safety & Compliance Program, and Quality Programs. | General Merchandise, Consumables, and Apparel Suppliers for Walmart and Sam's Club are required to complete all required tasks associated with the General Testing Program, Product Safety & Compliance Program, and Quality Programs. |
| RFID Onboarding | Complete RFID onboarding steps to meet requirement to ensure RFID tags are on all apparel product tags/packageing supplied to Walmart. | Complete RFID onboarding steps to meet requirement to ensure RFID tags are on all apparel product tags/packageing supplied to Walmart. |
| Food Safety | Food Suppliers for Walmart and Sam's Club are required to complete all required tasks associated with the Global Food Safety Initiative, Third-Party Food Safety Audits, Label Claim Certifications, and any applicable commodity specific requirements. | Food Suppliers for Walmart and Sam's Club are required to complete all required tasks associated with the Global Food Safety Initiative, Third-Party Food Safety Audits, Label Claim Certifications, and any applicable commodity specific requirements. |
| Transportation | Set up lead times, schedule deliveries, set up ship points, and confirm shipments as required. | Set up lead times, schedule deliveries, set up ship points, and confirm shipments as required. |

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. **Note:** Google Chrome is the preferred browser.

| ✓ | Item | Notes |
|----------------------------------|--|---|
| New Supplier Registration | | |
| | Navigate to: https://corporate.walmart.com/suppliers/apply-to-be-a-supplier | Suppliers who are invited will receive an invitation email with a link to the Registration page |
| | Register to become a Walmart or Sam's Club supplier by creating an account in Retail Link, providing initial information about your company, and accepting the Retail Link User Agreement. | The user who completes the registration becomes the Site Administrator for the company and must be one who can sign agreements for the company. Ensure the DUNS used to register belongs to the company being registered. If the company is a subsidiary of a parent company, they must use their own DUNS. |
| Onboarding - Profile | | |
| | <u>Self-Registered Suppliers</u> - Complete the information required in the tiles of the Onboarding Dashboard listed below. <ul style="list-style-type: none"> • Company Information • Tax Information • Contacts • Products | You have provided all information needed at this time. Your information can be seen by buyers. If a buyer is interested in your product, they will send you an invitation to begin the Agreement Acceptance process and continue onboarding. |
| | <u>Invited Suppliers</u> - Complete the information required in each tile of the Onboarding Dashboard. <ul style="list-style-type: none"> • Company Information • Tax Information • Contacts • Distribution Channels • Products • Insurance • Banking • Diversity • Quote (Direct Import Suppliers only) • Facility (Direct Import Suppliers only) | |
| Acceptance | | |
| | Once you receive an invitation from a buyer and have completed the Company, Tax, and Contact tiles, you can begin accepting your agreement in the Distribution Channels tile. <ul style="list-style-type: none"> • Click on Sign an Agreement • Provide additional information as required • Review Business Terms • Accept Supplier Agreement | |
| | You will receive an email with your Agreement Number along with full access to Retail Link. | |
| | Finally, you can create your item(s), set up EDI, and complete any remaining onboarding steps. | |