Welcome to Onboarding! Ready to sell as a Walmart Inc. supplier? This checklist provides information and resources for GFR (goods for resale) suppliers onboarding with Walmart. Reference the Help within the Welcome to Onboarding! dashboard as you complete the tiles, it’s a good resource for articles that will guide you through the process.

If you have questions, contact the Retail Link Help Desk – office hours M-F 7:00AM to 5:00PM Central

US Suppliers can call 479-273-8888, email retaillinkteam@wal-mart.com, or create a ticket in the Supplier Help at supplierhelp.walmart.com

International suppliers can email rilnsupport@wal-mart.com, or create a ticket in the Supplier Help at supplierhelp.walmart.com

To Become a Retail Link User You Must Have

- An internet ready Windows based PC with at least 256 MB of RAM
- An internet connection provided by an ISP (Internet Service Provider)
- Microsoft Windows 10 (or newer) operating system
- Microsoft Office Version 97 (or newer)
- Chrome Browser Version 94.0 (or higher)
- MIME compatible internet e-mail package and compatible provider
- Ability to read and write in a chat room

### Company Information

#### Company Legal Name

**Domestic Suppliers:** 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

**Direct Import Suppliers:** 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

#### Company Address

**Domestic Suppliers:** The physical, street address of your company; PO boxes will not be accepted

**Direct Import Suppliers:** The legal address as listed on the Business Registration Document accredited by a party of your local government

#### DUNS Number

DUNS number is required for Registration. If you do not have one, you can contact D&B at the number below. Inform D&B you are applying to become a Walmart supplier:

1-866-815-2749 (within North America)

- For more information, e-mail wmvendors@db.com or visit:

#### What is your relationship with your company?

- Direct Employee
- Employee of Parent Company/Sister Division/Subsidiary
- Third Party

#### What is your current position with your company?

- Accounts Payable
- Information Systems
- CFO
- Insurance
- Primary Account Representative
- CEO
- Marketing
- Food Safety
<table>
<thead>
<tr>
<th>Question</th>
<th>Options/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of legal entity is your company?</td>
<td>Corporation, LLC/Partnership, Sole Proprietor</td>
</tr>
<tr>
<td>Annual Gross Revenue</td>
<td>For Direct Import Suppliers: Less than $10M, $10M - $50M, $50M - $100M, Greater than $100M</td>
</tr>
<tr>
<td>In which countries is your export business offices located?</td>
<td>For Direct Import Suppliers: Select country from list</td>
</tr>
<tr>
<td>In which countries are your factories located?</td>
<td>For Direct Import Suppliers: Select country from list</td>
</tr>
<tr>
<td>Do you have warehousing facilities in the retail markets you work with?</td>
<td>For Direct Import Suppliers: Yes, No</td>
</tr>
<tr>
<td>Business registration certificate</td>
<td>For Direct Import Suppliers: A business registration certificate is required by the local government in every country</td>
</tr>
<tr>
<td>Are your finished, shelf-ready products or personnel services imported from another country?</td>
<td>For Domestic Suppliers: Yes, No</td>
</tr>
<tr>
<td>Do you have a factoring relationship with another company?</td>
<td>For Domestic Suppliers: 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</td>
</tr>
<tr>
<td>Remittance Address</td>
<td>Select same as company address or provide the remittance address</td>
</tr>
<tr>
<td>Company Website (Optional)</td>
<td>Enter company website address</td>
</tr>
<tr>
<td>DBA (Optional)</td>
<td>Provide if listed on your tax form</td>
</tr>
<tr>
<td>Company Description (Optional)</td>
<td>Enter company description</td>
</tr>
<tr>
<td>Factory Directory (Optional)</td>
<td>Add your capabilities and locations</td>
</tr>
<tr>
<td>Review your company details and make sure everything is correct.</td>
<td>Providing incorrect information will cause delay in receiving a vendor agreement. Confirm &amp; Submit or Go Back and adjust incorrect information</td>
</tr>
<tr>
<td>Tax Information</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td><strong>Tax ID Country</strong></td>
<td></td>
</tr>
<tr>
<td>Select your Tax ID Country (populates from earlier country entry)</td>
<td></td>
</tr>
<tr>
<td><strong>Tax ID Type</strong></td>
<td></td>
</tr>
<tr>
<td>Will populate selection based on the Tax ID Country selected</td>
<td></td>
</tr>
<tr>
<td><strong>Tax ID</strong></td>
<td></td>
</tr>
<tr>
<td>Domestic Suppliers: <strong>Tax Number</strong>: Federal Taxpayer Identification Number or Social Security Number <strong>W-9 Tax Form</strong>: Requires the latest version of the form, which can be found at: <a href="https://www.irs.gov/uac/about-form-w9">https://www.irs.gov/uac/about-form-w9</a></td>
<td></td>
</tr>
<tr>
<td>Direct Import Suppliers: <strong>Tax Form</strong>: Requires the latest version of the form, which can be found at: <a href="https://www.irs.gov/uac/about-form-w8">https://www.irs.gov/uac/about-form-w8</a></td>
<td></td>
</tr>
</tbody>
</table>
| - Generate tax document  
- Select federal tax classification  
- Exempt payee code (optional)  
- Exception from FATCA reporting code (optional)  
- Account number(s) (optional) |
| - If number is Domestic – and supplier is based in the US – only tax document required is W9 form  
- If number is Domestic – and supplier is based internationally – W8 form & the onboarding questionnaire is required  
- If number is Direct Import – and supplier is based in the US – W9 form & Business Registration Certificate document is required  
- If number is Direct Import – and supplier is based internationally – W8 form & Business Registration Certificate document is required |
| **Are you a foreign person that claims income that is effectively connected with the conduct of a trade or business in the United States?** |
| For Direct Import Suppliers:  
- Yes  
- No |
| **Complete the information for your tax form** |
| For Direct Import Suppliers:  
W-8ECI: Foreign Person: Y (any Legal Entity type)  
W-8BEN: Foreign Person: N and Legal Entity type: Sole Proprietor  
W-8BEN-E: Foreign Person: N and Legal Entity type: Corporation/LLC  
W-8ECI: This form is required if foreign person question is answered Yes on Step 1  
W-8BEN Form: This form is to be completed by Sole Proprietors. This is a simple form and errors out if the user tries to click Next without filling out required fields.  
W-8BEN-E Form: This form contains dynamic UI elements that change depending on the user selection. |
| W-8BEN-E Form Details:  
Part 1 – Identification of Beneficial Owner  
- Mailing Address W8BEN E  
- Chapter 3 Status  
  - Simple trust  
  - Central bank of issue  
  - Grantor trust  
  - Tax-exempt organization  
  - Corporation  
  - Complex trust  
  - Private foundation  
  - Disregarded entity  
  - Estate  
  - International organization  
  - Partnership  
  - Foreign Government – Controlled Entity  
  - Foreign Government – Integral Part  
Part II – Complete only is a disregarded entity with a GIIN or a branch of an FFI in a country other than the FFI’s country of residence |
### Product Submission

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you supply any products made in the USA?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Do you provide licensed/royalty products?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Are you a broker for any of the products you would like to sell?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Are you a distributor for any of the products you would like to sell?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Are you interested in private label (optional)?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Provide URLs to retail sites where you currently sell (optional)</td>
<td>Enter URL address</td>
</tr>
<tr>
<td>Tell us why your products are a good fit for Walmart (optional)</td>
<td>Enter information requested</td>
</tr>
<tr>
<td>By providing product information, I agree to be bound by the terms of the Online Product Submission Statement.</td>
<td>View statement and check the box to indicate you have viewed and agree to the terms</td>
</tr>
</tbody>
</table>

**Your Products / Manage Catalog**

Please provide us with information about your entire catalogue – whether it’s lots of items or just a few – to expand future opportunities for doing more business with Walmart.

To add items, you'll first need to export a spreadsheet template, then fill out your item info & upload. Click the Get Started Button. Provide a list of products IDs for each of the items you would like to share with Walmart. You may enter GTINs, UPCs, EANs, ISBNs or your own unique SKUs. You can submit up to 200 items at a time. Row 6 on the spreadsheet have some helpful tips for completion of the template.

Enter a list of your Product IDs, this will populate the spreadsheet template. Click Add Product button.

Export the spreadsheet template from the download/upload page and fill out the remaining item information. Then upload the spreadsheet file on the download/upload page. If upload doesn't complete, correct any identified errors, and retry.

Review your items to confirm you are ready to submit your catalog to the Walmart buying team. If you need to make changes, edit the spreadsheet and upload again.

### Contacts

**Add Contacts**

Provide contact information for each role listed below by selecting the role or clicking the 'add contact' button. The same contact can be associated with multiple roles. CEO, CFO and Administrator should be completed first.

- Administrator
- CEO
- CFO
- Accounts Payable
- Account Representative
- Customer Service: Customer
<table>
<thead>
<tr>
<th><strong>Product &amp; Brand</strong></th>
<th></th>
</tr>
</thead>
</table>

**Do you plan on selling products in the store?**

We need to know a bit about your products and where you'll be selling them. Depending on your answers you may need to submit more information, which we'll guide you through. Only brands sold in Walmart stores must have a brand ID.

- **Yes**
- **No**

If yes, do you have all needed brand IDs?

**Will you be selling fresh produce?**

- **Yes**
- **No**

If yes, provide additional information about food safety practices in your facility and get set up with a distribution center. Food Safety Profile – If selling fresh produce, food, or beverage products: Select contact from dropdown. Download Food Safety Produce Disclosure form, complete the form and upload completed copy. Distribution Center Management for Produce – To complete this step, you need to first receive and accept your agreement.

**Will you be selling any food or beverage products other than fresh produce?**

- **Yes**
- **No**

If yes, provide additional information about food safety practices in your facility and get set up with a distribution center. Food Safety Profile – If selling fresh produce, food, or beverage products: Select contact from dropdown. Download Food Safety Produce Disclosure form, complete the form and upload completed copy. Distribution Center Management for Produce – To complete this step, you need to first receive and accept your agreement.

<table>
<thead>
<tr>
<th><strong>Agreements</strong></th>
<th></th>
</tr>
</thead>
</table>

**Master Supplier Agreement**

The Master Supplier Agreement becomes available after the Company Information, Tax Information and Product Submission tiles are completed. An internal Walmart associate must review, accept the terms, and send an agreement before the Business Term Agreement become available. Once both Master Supplier Agreement and Business Term Agreement are completed, suppliers are in agreement ready status, which is not a guarantee of business.

**Insurance**

- **Insurance Notice**

If you are approved as a supplier, you will need to procure and maintain insurance to cover legal costs or other liabilities that could result from claims or lawsuits related to your product. You'll need to provide insurance information within 30 days of accepting your Supplier Agreement. You can see the US insurance requirements here. I acknowledge the follow regarding my insurance – accept acknowledgement

  - Walmart Inc, subsidiaries, and affiliates are listed as an ‘Additional insured party’ and ‘Certificate holder’
  - Should any of the above-described policies be cancelled before the expiration date, the issuers will endeavor to mail 30 days written notice to the certificate holder

Click continue
| Insurance Certifications | Click Add Insurance and provide the following information:  
• Carrier Company  
• Address  
• Phone Number  
• Carrier Email  
• Policy Info – Expiration Date  
• Policy Info – Coverage Amount (USD)  
• Insurance Letter  
Read the Supplier Liability Insurance Matrix and the Insurance Requirements |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a minimum of one certification and submit. You can always add more certifications later.</td>
</tr>
</tbody>
</table>
| Set up EDI-B2B (Complete After Agreement) | Select one of the following:  
• Walmart  
• Sam’s Club  
• Walmart.com  
• SamsClub.com  
Supplier selects banner during registration but can make edits here.  
EDI is needed if any banner is selected other than Walmart.com. WebEDI is needed if Walmart.com banner is the only banner selected. No further action is needed as WebEDI mailbox will be created automatically after you receive your agreement. To make changes contact the EDI helpdesk at 479-273-8888. |
| Where will your products be sold? | Select and set up your EDI integration  
When you start set up you will be first guided to choose between the options we offer for these banners.  
Global Enterprise Mailbox  
• Select Mailbox  
• Select Mailbox ID  
Only using these documents (ASN, Invoice, PO)  
• Yes  
• No  
Is this for Goods NOT for Resale (GNFR) or Pharmacy?  
• Yes – click ‘AS2 setup’ to select AS2 as your EDI option  
• No  
Are you going to be doing more than 15000 documents a year?  
• Yes – click ‘AS2 setup’ to select AS2 as your EDI option  
• No  
Click ‘Read Me’ for details about differences between WebEDI and AS2. You can proceed after reading the help article. Click the Read Me button. |
| EDI integration for Walmart stores, Sam’s Club, and SamsClub.com |
| Banking | Select Checking or Savings  
Search for Bank – How do you want to search and verify your bank?  
• Bank name  
• Routing Number  
Select your bank. If you do not see your bank listed, contact Supplier Help at (479) 273-8888. Enter banking information:  
• Account Holder Name  
• Bank Account Number  
Domestic suppliers are required to have a bank that accepts USD. Direct Import suppliers that are Open Account are required to select Trade Bank. DI suppliers that re Letter of Credit (LOC) are required t enter an Advising Bank. |
| Diversity | First, tell us a little about the diversity of your company  
Is 51% or more owned and operated majority category?  
• Yes  
• No  
If Yes, select the category of majority ownership  
• Women |
| Provide a valid US bank account |
### Diversity certifications

If identified as a diverse supplier, add a minimum of one certification and submit.
- Certifying agency
- Certificate number
- Expiration date
- Certification

### Quote

Direct Import suppliers (only) are required to prepare the quote sheets for the Virtual Trips. Type of quote sheet include:
1. Quote Management via Retail Link - Applicable to General Merchandise items for WMUS, WMCA, ASDA - Retail Link user id is required
2. Excel quote sheets for other retail markets or categories. In general, quote sheets include:
   - Product Information
   - Price / Sample Tag
   - Duty Information & Freight Costing
   - Pack
   - Shipment Schedule

### Facility

Provide needed information. Reference the Facility Disclosure and Maintenance Guide for additional information:
- Factory Name
- Factory address
- Retail Market/ Buyer
- Business License of Factory
- Walmart business information (private brand/ factory type/ operation type)


### Logistics

Please answer a few questions about delivering to Walmart facilities. To be considered eligible as a DSV supplier, all the following questions must be answered Y
- Will you be delivering your product directly to the stores?
- If Y from previous question, are you using advance ship notice ASN?
- Do you have a US based presence and account management that can provide same-day support?
- Are you able to update inventory with at least one inventory feed per day?
- Can you acknowledge receipt of orders within four business hours?
- Do you have on-site warehouse management who can resolve operations and order issues during weekday business hours?
- Can you ship same day? DSV Program requires supplier to fulfill each weekday and requires 12pm or later order cutoff time.
- Can you ship with the carrier and ship methods assigned by Walmart?
- Can you comply to ship in plain, unbranded packages?
| ASN/DEX Selection | Tell us how you’ll be handling delivery of your products. Please answer a few questions about the types of products you will be selling and how you plan to transport them.  
• Will you be delivering your products directly to the store? Yes/No  
• If yes, are you using Advanced Ship Notice (ASN)? |
|-------------------|--------------------------------------------------------------------------------------------------|
| Delivery Lead Time | Provide information about lead time for shipping your product.  
• Selling prescription pharmacy products Yes/No  
• Selling food/beverage products Yes/No  
• Selling non-food/beverage products Yes/No  
Select a Contact |
| Transportation Ship Point | For Collect Suppliers Only (will show after agreement)  
Collect shippers must create or request ship points before they can route orders. Please answer a few questions about the types of products you will be selling and how you plan to transport them.  
• Are you a collect shipper? Yes/No  
You will need to set up ship points in the Transportation Supply Chain Portal (TSCP) application after onboarding. |
| Facility Information | Provide address, contacts, hours, and other information for all facilities.  
• Add Facility  
  o Address, City, State/Province, Zip/Postal Code  
  o Add Contacts  
• Add information for receiving orders and shipping orders – start and end times  
• Add number of days to process  
• Provide the dates the facility will be closed  
• Provide unit type and capacity by day  
• Do you have your own delivery vehicles to ship your goods? Y/N  
• What types of products are shipped from this facility? (optional) |
| Acknowledgments | To complete this onboarding step, review and acknowledge the documents listed.  
• Standards for Supplier  
• Responsible Sourcing Audit Policy  
• Responsible Sourcing Disclosure Policy  
• Code of Conduct  
• Supplier Antitrust  
• Product Safety  
• OSHA  
• Prop 65 Toolkit |
| Congratulations! | Once you have completed the Supplier Onboarding steps and are in onboarding status of agreement ready, merchants who are interested in your product are able to send an invitation for an agreement. Suppliers that have agreement ready status do not have a guarantee of business.  
Once you have a 6-digit supplier number, you will have full access to Retail Link and the Retail Link Academy, which is your source for training! It contains videos, documents, and training materials on various areas of Walmart Merchandising under the new, updated, and featured articles. You can search courses in a variety of ways:  
• Getting Started  
• Item Setup & Management  
• Ordering & Replenishment  
• Direct Ship (DSV) Suppliers  
• Sam’s Club  
• Sam’s Club Item Master Data Management  
• Marketing  
• Fundamentals  
• Setting Up Your Business  
• Merchandising  
• eCommerce  
• Systems & Reporting  
• Replenishment & Supply Chain  
• Working with Walmart |