Vendor Onboarding SOP

Internal document • Version 1.0 • 2026-02-04

1. Steps

• Collect vendor details and tax information.
• Request security questionnaire where applicable.
• Create vendor record in the finance system.
• Confirm payment terms and banking details.

2. Payment Terms

Standard payment terms are Net 30 unless negotiated and approved.

3. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.