

KBGI Vendor Application – Supplier (Goods & Materials)

Thank you for your interest in becoming an approved **Supplier Vendor**. This application is for companies that **sell or supply physical goods or materials only** (not labor or construction services). Submission of this application does not guarantee approval.

Section 1: Company Information

- Legal Business Name: _____
 - DBA (if applicable): _____
 - Business Address: _____
 - City / State / Zip / Country: _____
 - Phone Number: _____ Email: _____
 - Website: _____
 - Business Type (LLC, Corp, Nonprofit, Sole Prop, etc.): _____
 - Year Established: _____
 - Tax ID / EIN: _____
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Section 2: Authorized Contact

- Contact Name: _____
 - Title: _____
 - Phone Number: _____ Email: _____
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Section 3: Supplier Product Information

- Products / Materials Supplied (detailed):
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- Material Category (e.g., wood, steel, concrete, medical, food, tech):
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- **Unit of Measure (each, pallet, ton, cubic feet, etc.):** _____
 - **Minimum Order Quantity (MOQ):** _____
 - **Maximum Supply Capacity (per week / month):** _____
 - **Production Source:** ☐ Manufacturer ☐ Distributor ☐ Wholesaler ☐ Broker
 - **Lead Time (from PO to shipment):** _____
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Section 4: Pricing Information

- **Pricing Structure:** ☐ Fixed Unit Pricing ☐ Volume-Based Pricing ☐ Contract Pricing ☐ Spot / Market Pricing
 - **Price List / Spec Sheet Attached:** ☐ Yes ☐ No
 - **Volume Discounts Available:** ☐ Yes ☐ No
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Section 5: Shipping, Delivery & Logistics (Supplier Vendors Only)

This section is required for all suppliers providing physical goods or materials.

- **Shipping Origin (City / State / Country):** _____
- **Primary Shipping Methods (check all that apply):** ☐ Ground ☐ LTL Freight ☐ Full Truckload ☐ Rail ☐ Air ☐ Sea (Container)
- **Domestic or International Shipping:** ☐ Domestic ☐ International ☐ Both
- **Incoterms (if applicable):** _____
- **Average Lead Time (PO to Delivery):** _____
- **Delivery Capabilities:** ☐ Single-Site Delivery ☐ Multi-Site Delivery ☐ Phased / Scheduled Deliveries ☐ Emergency / Rapid Fulfillment
- **Estimated Shipping Cost:** _____
- **Shipping Cost Structure:** ☐ Included in Unit Price ☐ Billed Separately ☐ Quoted Per Order
- **Who Pays Shipping:** ☐ Supplier ☐ Buyer ☐ Negotiable

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- **Packaging & Handling Standards:** ☐ Palletized ☐ Crated ☐ Containerized ☐ Custom Packaging
 - **Warehousing / Inventory On Hand:** ☐ Yes ☐ No
 - If yes, average inventory volume: _____
 - **Ability to Meet Large-Scale or Government / Humanitarian Orders:** ☐ Yes ☐ No
 - **Delivery Insurance / Cargo Coverage Available:** ☐ Yes ☐ No
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Section 6: Compliance & Documentation

- **W-9 or Tax Form Attached:** ☐ Yes ☐ No
 - **Business License Attached:** ☐ Yes ☐ No
 - **Insurance Certificate (if required):** ☐ Yes ☐ No
 - **Any past or pending litigation related to supply contracts?** ☐ Yes ☐ No
 - If yes, explain: _____
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Section 7: Certification & Agreement

I certify that the information provided is true and accurate. I understand that approval as a Supplier Vendor is subject to verification and ongoing compliance.

- **Authorized Representative Name:** _____
 - **Title:** _____
 - **Signature:** _____ **Date:** _____
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For Internal Use Only: Supplier Status ☐ Approved ☐ Conditional ☐ Denied

Section 8: Vendor Onboarding Checklist (Internal Use)

The following documents and items are required to complete supplier onboarding. Approval is not final until all applicable items are received and verified.

Required Documents

- ☐ Completed Supplier Vendor Application
- ☐ W-9 / Tax Form (or international equivalent)
- ☐ Business License / Registration
- ☐ Certificate of Insurance (if required)
- ☐ Product Specifications / Data Sheets
- ☐ Pricing Sheet / Rate Card
- ☐ Shipping & Logistics Details Confirmed

Compliance & Due Diligence

- ☐ Entity Verification Completed
- ☐ Sanctions / Debarment Check Cleared
- ☐ Litigation Review Completed (if applicable)
- ☐ Quality Standards Reviewed

Procurement Setup

- ☐ Vendor Record Created
- ☐ Payment Method Verified (ACH / Wire / Check)
- ☐ PO & Invoice Requirements Confirmed
- ☐ Contract / Terms Accepted

Final Approval

- **Approved By:** _____
- **Title:** _____
- **Signature:** _____ **Date:** _____