

# KBGI Vendor Application – Supplier (Goods & Materials)

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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.

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## 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):**  
\_\_\_\_\_  
\_\_\_\_\_
- **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*

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## 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:** \_\_\_\_\_