

Vendor Registration Guidelines

For USA Vendors

2025 +

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Vendor Registration Guidelines – USA

To streamline the onboarding process, all vendors must submit the following documents using the specified naming protocol:

A. Business Identification & Registration

1. **Employer Identification Number (EIN)** – (File Name: 1_EIN_[VendorName].pdf)
2. **Business License** – (File Name: 2_BusinessLicense_[VendorName].pdf)
3. **Certificate of Incorporation** (if applicable) – (File Name: 3_Incorporation_[VendorName].pdf)

B. Tax & Financial Documents

4. **W-9 Form** – (File Name: 4_W9_[VendorName].pdf)
5. **Bank Account Details** – (File Name: 5_BankInfo_[VendorName].pdf)
6. **Insurance Certificates** – (File Name: 6_Insurance_[VendorName].pdf)

C. Compliance & Legal Documents

7. **Non-Disclosure Agreement (NDA)** – (File Name: 7_NDA_[VendorName].pdf)
8. **Vendor Contract & Terms Agreement** – (File Name: 8_VendorAgreement_[VendorName].pdf)
9. **Anti-Bribery & Compliance Certifications** – (File Name: 9_Compliance_[VendorName].pdf)

D. Product/Service Documentation

10. **Product Catalog or Service Portfolio** – (File Name: 10_Catalog_[VendorName].pdf)
11. **Quality Assurance Certifications** – (File Name: 11_QualityCert_[VendorName].pdf)
12. **Pricing & Payment Terms** – (File Name: 12_Pricing_[VendorName].pdf)

E. Contact & Operational Information

13. **Primary Contact Details** – (File Name: 13_ContactInfo_[VendorName].pdf)
14. **Business Address & Phone Number** – (File Name: 14_Address_[VendorName].pdf)
15. **Customer Support & Escalation Procedures** – (File Name: 15_Support_[VendorName].pdf)

◆ Submission Guidelines:

1. All documents must be **PDF format** and **clearly named** following the protocols above.
2. Send compressed files to procurement@decimetrix.com for processing.
3. Ensure accuracy to prevent delays in approval.