

SUPPLIER ONBOARDING TEMPLATE

New Supplier Onboarding & Compliance Verification

Complete for every new supplier before activation. Re-verify annually or on any material change.

01 COMPANY INFORMATION

LEGAL COMPANY NAME	DBA / TRADE NAME	YEAR FOUNDED	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PRIMARY CONTACT NAME	TITLE	PHONE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
WORK EMAIL	WEBSITE	NO. OF EMPLOYEES	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
STREET ADDRESS	CITY	STATE	COUNTRY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

02 SUPPLIER CATEGORY

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Raw Materials | <input type="checkbox"/> Finished Goods | <input type="checkbox"/> Components / Parts | <input type="checkbox"/> Logistics / Freight |
| <input type="checkbox"/> Technology / SaaS | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Packaging | <input type="checkbox"/> Other |

BRIEF DESCRIPTION OF PRODUCTS / SERVICES

03 COMPLIANCE & CERTIFICATIONS

- | | | |
|---|--|--|
| <input type="checkbox"/> ISO 9001 (Quality) | <input type="checkbox"/> ISO 14001 (Environmental) | <input type="checkbox"/> ISO 45001 (Health & Safety) |
| <input type="checkbox"/> SA8000 (Social Accountability) | <input type="checkbox"/> B Corp Certified | <input type="checkbox"/> Fair Trade Certified |
| <input type="checkbox"/> SMETA / SEDEX Audit | <input type="checkbox"/> RBA Compliant | <input type="checkbox"/> SOC 2 (Tech) |
| <input type="checkbox"/> Other | | |

CERTIFICATION BODY / AUDITOR	CERTIFICATE #	EXPIRY DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

04 ESG & SUSTAINABILITY

SCOPE 1 & 2 MEASURED? (YES / NO / IN PROGRESS)	SCOPE 3 MEASURED? (YES / NO / IN PROGRESS)
<input type="text"/>	<input type="text"/>

CARBON REPORTING STANDARD (E.G. GHG PROTOCOL, CDP)

05 SUB-SUPPLIERS & TIER-2 VISIBILITY

DO YOU USE SUB-CONTRACTORS? (YES / NO)

CAN YOU PROVIDE A TIER-2 SUPPLIER LIST? (YES / NO / PARTIAL)

KEY TIER-2 SUPPLIERS (NAME, COUNTRY, PRODUCT/SERVICE)

06 INSURANCE & LEGAL

GENERAL LIABILITY COVERAGE

POLICY EXPIRY DATE

INSURER NAME

ANY ONGOING LITIGATION OR REGULATORY ACTIONS? (YES / NO — DETAILS BELOW)

DETAILS

07 DECLARATION & SIGN-OFF

By signing, the supplier certifies all information is accurate and agrees to notify Everchain Solutions of any changes within 30 days.

AUTHORIZED SIGNATORY NAME

TITLE

SIGNATURE

DATE

FOR INTERNAL USE ONLY

REVIEWED BY

DATE REVIEWED

APPROVAL STATUS

RISK TIER (LOW/MED/HIGH)

Need help building your supplier compliance program?

Book a free 30-min [Supply Chain Risk Discovery Call](#)
everchainsolutions.com · madeline@everchainsolutions.com