

# Vendor Onboarding Checklist

Procurement document checklist for custom EOAT machining programs

CHECKLIST - REAL DOCUMENTS AVAILABLE BY REQUEST

## Purpose

Use this checklist to align purchasing, finance, quality, engineering, and logistics before supplier onboarding. Real business, banking, certificate, or registration documents are supplied through controlled email request.

## Common Procurement Requests

Purchasing	Vendor setup form, legal entity information, contact owner
Finance	Banking confirmation, invoice details, payment terms, currency
Quality	Quality-system records, FAI sample, inspection capability statement
Engineering	COA/MTR, drawing revision control, DFM risk log
Logistics	HS code notes, packing requirements, Incoterms, shipment contacts

## Before PO Release

- Confirm whether certificates must mention part number, PO, drawing revision, or heat lot.
- Confirm whether inspection records are required before shipment or inside the delivery package.
- Confirm invoice wording, supplier code, and banking document format before first payment.
- Confirm packaging labels, country-of-origin wording, and customs documents before shipment planning.

Generated for eotmachining.com. This file is an example/checklist for buyer review and does not replace project-specific certificates, legal agreements, inspection records, or customer approval documents.