

## NVO (New Vendor Onboarding)

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### Overview

*Current Recipients: Shamrock, Performance Food Group (PFG)*

New Vendor Onboarding (NVO) is a tool within CES that allows recipients to issue requests to new suppliers for information. The NVO form will include all required attributes needed for the recipient to create the new vendor to include documents.

### Email to Supplier

When a NVO request is initiated by the recipient, an email is sent to the supplier with option buttons to Accept or Reject.

Once the supplier clicks on the Accept This Request, they will be redirected to a form that will show all the required attributes to submit the information to the recipient.

New Vendor Request Form

Demo Staging Recipient - GDSN Language: English (US)

Readiness Score: 24%

Headquarters Information

Vendor Name\*

DBA\*

EEOC Indicator\*

Federal EIN\*

Tax ID

DUNS Number

Duns + 4

Website

Comments

Headquarters Product Information

Company Type\*

What Products do you sell\*

Are you a Brand Owner\*  Yes  No

What Brands do you Own

Headquarters Address Information

There are info buttons next to each attribute that will provide details on what is being asked for in each attribute. All required attributes must be populated for the supplier to submit to the recipient.

If the supplier clicks on Reject this Request, they will be required to enter a rejection reason and then the NVO request will move to Rejected status and the recipient will be notified.

## Common Questions

When I click on the Accept This Request on the email, I am being asked to login to Syndigo. Why?

*A supplier should not have to login to Syndigo to populate the new vendor form. If they are asked for login credentials, this indicates that the link in the email is expired and is no longer available. The supplier should contact the recipient and ask for the request to be reissued.*

Can I just email all my information and documents to someone to provide the information?

*Unfortunately, the recipient requires new vendors to populate all required attributes on the new vendor setup form.*

Is there a cost associated with submitting a new vendor setup form?

*No there is no cost associated with this process.*