

Supplier onboarding



Start your registration with a new “Digital Tool”

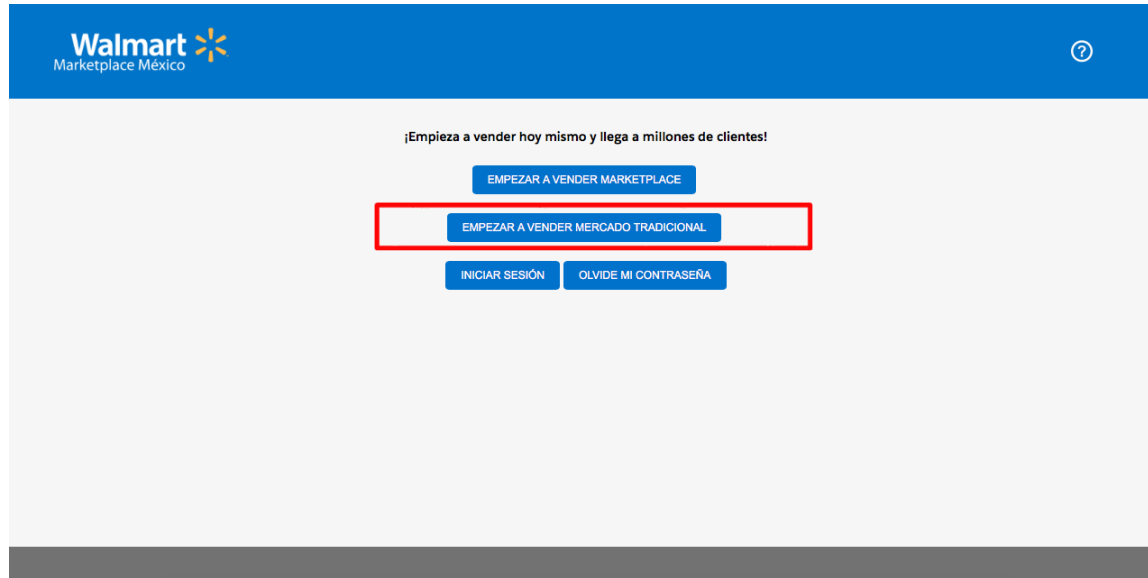
Supplier Registration

“Walmart de México y Centroamérica” is everyday innovating and implementing new digital tools to simplify the current processes and being more efficient in its communication with our Business Partners and customers.

As a result, we reinvented the process to collect the information of our suppliers, including the reduction of the number of steps and documents, in order to improve your experience when creating business with Walmart.

Supplier Registration

Enter to the link <https://walmart-mxcam.secure.force.com/> . On this screen you will see the button “Empieza a vender Mercado Tradicional” (Start selling Traditional Market).



User Registration

By clicking on the button. It will show you the following page where it asks you to fill in the following fields to complete the minimum information for the User's registration.

User Registration

Please provide information below to register as a user to our Supplier Information Management System. Your registration will allow you to create a profile of your company in our systems and generate a contract.


Your Email Address (this will also serve as your login to this system)*


Your Name*

Company Name*

Title*
--Any--

Telephone Number*

Password* 

Confirm Password* 

Are you registering by the invitation of a Walmart Associate, or as a Guest?*

--Any--

Email address of Walmart Associate who invited you to register?*

User Registration

When you click on the "Save" button, you will receive a notification by email in which you must click on the hyperlink to "Continue with your registration."



Dear Paola Alday;

Thank you for successfully registering your user profile. Please now continue to the next step in the process to register your commercial enterprise by clicking on the URL link below.

[Continue with your registration](#)

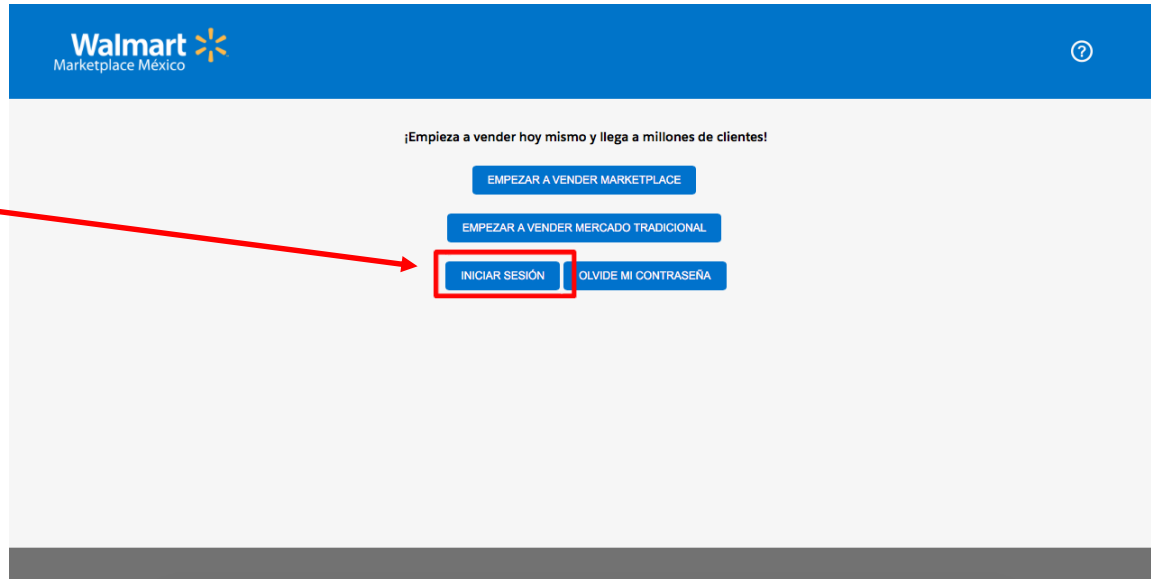
Thanks for being a valued Walmart supplier.

Kind Regards.

User Registration

If you do not receive the notification right away (some times it takes longer due to the “Firewall/IT security policy of each” Company for external mails) you can continue with your registration logging in in the oficial site. <https://walmart-mxcam.secure.force.com/>

Login



Step 1 Documentation

When you click on the hyperlink (or login in the site) you will be redirected to the "Documentation" page where you can see the documentation required to manage the registration process, at the end you must accept the "Privacy notice" and click on Continue

1 Documentation 2 General information 3 Merchandise information 4 Logistic and banking information 5 Payment Terms Information 6 Supplier Documentation

To complete this supplier registration process, you will need to have the following documentation in digital format (PDF, JPG, PNG or Word)

A) If you are a local supplier in Mexico:

1. Digital copy of the tax registration certificate, including full taxpayer name, tax address and business activity.
2. Digital copy of a current personal identity document (Both sides of IFE, INE or passport) of the taxpayer (for suppliers registering as individuals or "personas físicas") or the legal representative (for suppliers registering as companies or "personas morales")
3. Digital copy of a bank statement header - no more than three months old which clearly shows:
 - a) Account holder name
 - b) Account holder tax address and federal taxpayer registration number (RFC)
 - b) Bank and branch name
 - c) Account Number or CLABE ("Clave Bancaria Estandarizada")

Taxpayer information on all documents provided (name, address, registration numbers) must coincide.

4. For suppliers registering as a company ("persona moral")

Privacy notice ⓘ

I have read and accept privacy notice*

Exit Continue

Step 2 General Information

When you click on the "Continue" button. On the next screen, you have to fill/provide the information requested. Please note that when you pass to the next screen the info is saved and you cannot go back to the previous screen.

The screenshot shows a multi-step process with six numbered steps: 1. Documentation, 2. General Information (highlighted in blue), 3. Merchandise information, 4. Logistic and banking information, 5. Payment Terms Information, and 6. Supplier Documentation. Below the steps, a note states "Fields marked as (*) are mandatory". The "General information" section contains the following fields:

- Supplier Official Name* (info icon): Input field containing "GRUPO NESTLE".
- DUNS Number (info icon): Empty input field.
- Country of Tax Residence*: Dropdown menu with "--Any--" selected.
- Brief description of your business*: Empty input field.
- Are you currently a Walmart supplier?*: Dropdown menu with "--Any--" selected.
- If you are a current Walmart supplier, which banners do you supply? (info icon): List box containing "Sam's", "Superama", "Bodega", "Walmart e-commerce", and "Walmart Supercenter (SC)".
- If you are a current Walmart supplier enter your Walmart vendor number(s) (info icon): Empty input field.
- Legal organization form of supplier*: Dropdown menu with "--Any--" selected.
- Are you organized as a public corporation traded on a stock exchange?: Dropdown menu with "--Any--" selected.
- National Identification Number ("CURP"): Empty input field.
- Taxpayer Identification Number: Empty input field.

An "Add" button is located below the vendor number field.

Step 3 Merchandise Information

On the next screen you have the "Merchandise Information" where you must register all the information corresponding to the markets, origin of the merchandise and subsidiaries.

Merchandise Information

Type of Goods or Services your Company Provides *

Goods for Resale
Private Brand

WBS Merchandise category*

1. CANDY & TOBACCO
2. HEALTH & BEAUTY AIDS
3. OFFICE SUPPLIES
4. HOUSEHOLD PAPER
5. ELECTRONICS

Sam's club merchandising category*

1. CANDY
2. HBA
3. OFFICE SUPPLIES
4. PAPER
5. AUDIO AND VIDEO

Is your company acting as a broker or intermediary?*

No

Country of origin of the merchandise *

China

Will your goods be imported by Walmart or its subsidiaries?

Yes

Factory Identification Number ⓘ

23423

Add

The factory id was successfully added: 5548972

Step 4 Logistics and Banking Information

When you click on the "Continue" button. It will send you to the next screen, this will show you a form that must be filled out, it refers to the banking information (* Mandatory information)

The screenshot displays a multi-step process with six numbered steps: 1. Documentation, 2. General Information, 3. Merchandise information, 4. Logistic and banking information (highlighted in blue), 5. Payment Terms Information, and 6. Supplier Documentation. Below the steps, a note states: "Fields marked as (*) are mandatory".

Beneficiary and Receiving Bank Payment Instructions

Supplier Beneficiary Name*	Bank Name*	Bank Country*
<input type="text"/>	<input type="text"/>	<input type="text" value="--Any--"/>
<small>You must complete this field</small>	<small>You must complete this field</small>	<small>You must select a value</small>
Bank Address 1*	Bank Address 2	Bank Address 3
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>You must complete this field</small>		
Bank City*	Bank State*	Postal Code*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>You must complete this field</small>	<small>You must complete this field</small>	

Account Currency*

Step 5 Information of payment terms

When you click on the "Continue" button. The system will show the following screen in which you will have to accept the terms of payment of the "Contract" which is with the Payment Instrument Open Account. You have to select a service bank. You will also have to contact the selected bank to provide your banking info. The Banks have "Financing Program" in case you are interested.

Documentation	General information	Merchandise information	Logistic and banking information	Payment Terms Information	Supplier Documentation
---------------	---------------------	-------------------------	----------------------------------	----------------------------------	------------------------

Fields marked as (*) are mandatory

Please read and accept the terms of payment

You must select and execute an Open Account agreement with an approved Walmart banking partner.
The bank will provide document validation services (invoice, PO, Bill of Lading match).
The bank may offer to provide early payment discounting services ("Supply Chain Finance") depending on availability.
Marketing information for approved Walmart banks is provided below.
Supplier must contact the bank to enroll for the service, and can switch banks if desired.

I have read and accept in accordance with and with all legal effects to which the terms and conditions of this Contract*

Would you like to participate in our program Supply Chain Finance Open Account?

After contacting the Banking partner options, you may change your selection in the future

Financing program*

--Any--
HSBC
Bank of America
Standard Chartered Bank
--Any--

Step 6 Completion of Supplier Registration

When you click on the "Continue" button. It will send you to the next screen in which you must attach the required documents to complete the registration, **all documents must be in english (certified translations).**

Fields marked as (*) are mandatory

Supplier documentation

Please attach the following mandatory documentation to complete your profile / vendor enrollment application.

If Walmart accepts your application, we will email a draft contract to the email address you indicated for your Legal Representative with copy to the email address indicated for the Sales Relationship Owner.

Select the file to attach

Articles of Incorporation ("Bylaws")

- Tax Registration Certificate [View File](#)
- Personal Identity Document (IFE, INE, or Passport) for Legal Representative [View File](#)
- Proof of Payment Instructions (Bank statement header or confirmation issued by bank) [View File](#)
- Power of Attorney for Legal Representative, proxy, or equivalent document [View File](#)
- Articles of Incorporation ("Bylaws") [View File](#)

Completion of registration “Supplier Registration”

On the same screen when you attached the documents, when you click on the "Continue" button you will have completed your registration. You should receive a notification by email.

Fields marked as (*) are mandatory

Supplier documentation

Please attach the following mandatory documentation to complete your profile / vendor enrollment application.

If Walmart accepts your application, we will email a draft contract to the email address you indicated for your Legal Representative with copy to the email address indicated for the Sales Relationship Owner.

Select the file to attach

Articles of Incorporation ("Bylaws")

- Tax Registration Certificate [View File](#)
- Personal Identity Document (IFE, INE, or Passport) for Legal Representative [View File](#)
- Proof of Payment Instructions (Bank statement header or confirmation issued by bank) [View File](#)
- Power of Attorney for Legal Representative, proxy, or equivalent document [View File](#)
- Articles of Incorporation ("Bylaws") [View File](#)

Next Steps

After submitting your information and documentation, an authorization process will happen with the different areas in Walmex. Once this process ends, you will receive a notification with the contract/s to be signed and brochures of the Banks that provide the Open Account Services, remember that you have to contact the bank you selected to provide your payment info.

The contract you sign, you have to send it by both email (scanned document) and regular mail (hard document signed).

In case there is something wrong a Walmex buyer will contact you to fix any issue in your onboarding process.

Thank you!

For “Walmart de México y Centroamérica” you’re very important, and we simplified our process to give you an excellent service.

Send us any comment to the following contact:

MexFinance@walmart.com