



VENDOR ONBOARDING CHECKLIST

Please use the following checklist to onboard all Concacaf vendors.
All vendors must agree to the terms and requirements below prior to engaging in business with Concacaf.

- Complete and return the Accounting and Compliance Documents to Vendor's Concacaf Point of Contact:
 - Partner Code of Conduct
 - Partner Profile Form*
 - Applicable Tax Form
 - Non-Disclosure Agreement (if required)
 - Vendor Conflict of Interest Form (if required)
- Agree to CONCACAF's 45 NET term
- Agree to send all invoices and credit memos to ap@concacaf.org following the requirements below
- If recurring vendor, agree to send monthly Statement of Accounts to ap@concacaf.org

**Vendor is responsible for any fees incurred by Concacaf resulting from incorrect banking information provided*

Invoice Requirements

This section outlines Concacaf's requirements for submitting invoices for payment. These requirements are necessary in order to process your invoices accurately and timely. Failure to comply with these requirements may delay the issuance of payment.

All invoices submitted must be original documents (account statements and quotes are not acceptable) and contain the following information:

- Invoice Date
- Invoice Number (must be unique)
- Invoice Amount in USD
- Invoice must be billed to Concacaf
- Name and email address of your Concacaf Point of Contact
- Description of services/goods provided: Unit price, quantity, shipping charges, sales tax, total price of the products or service, length of the service, or description of the good/service
- Remittance Name, Address, and Phone Number
- Payment Terms (as defined in your contract, if applicable) **Default terms are 45 NET term regardless of what is listed on the invoice, unless otherwise mutually agreed to*
- All revised invoices and applicable credits must reference the original invoice number