

Standard Operating Procedure (SOP)

Vendor Information Validation and Registration

This SOP details the process for **vendor information validation and registration**, covering the collection of vendor data, verification of credentials and compliance, validation of business licenses and certifications, data accuracy checks, approval workflows, and secure registration in the vendor management system. The procedure ensures that only qualified and authorized vendors are onboarded to maintain quality standards, reduce risks, and streamline procurement operations.

1. Purpose

To provide a systematic approach for collecting, validating, and registering vendor information, ensuring only compliant and qualified vendors are authorized for business engagement.

2. Scope

This SOP applies to all employees involved in vendor onboarding, procurement, and vendor management.

3. Responsibilities

Role	Responsibility
Procurement Team	Initiate vendor registration, collect required documents, perform preliminary checks.
Vendor Management	Verify credentials, compliance, and perform thorough validation.
Compliance Officer	Approve regulatory compliance and assess risk factors.
IT / System Admin	Ensure secure registration in the vendor management system.

4. Procedure

- Vendor Data Collection:**
 - Request completion of the official Vendor Registration Form.
 - Collect supporting documents: business licenses, tax certificates, certifications, company profile, reference customers, etc.
- Verification of Credentials and Compliance:**
 - Confirm authenticity of submitted documents.
 - Check alignment with legal, financial, and regulatory requirements.
- Validation of Business Licenses and Certifications:**
 - Validate up-to-date licenses and relevant certifications through authoritative portals or issuing bodies.
 - Record validity periods and renewal dates in the system.
- Data Accuracy Checks:**
 - Review data for completeness and accuracy.
 - Resolve discrepancies with the vendor promptly.
- Approval Workflow:**
 - Submit verified vendor records for internal approval.
 - Obtain sign-off from department heads and compliance officers as required.
- Secure Registration in Vendor Management System:**
 - Enter validated vendor information into the official system with appropriate user access controls.
 - Assign vendor identification codes and notify the vendor on successful registration.

7. Ongoing Monitoring:

- Schedule periodic reviews and updates of vendor records.
- Monitor compliance and renewals of certifications and licenses.

5. Documentation & Records

- Vendor Registration Form (completed and signed)
- Copies of licenses, certificates, and compliance documents
- Verification and approval records
- System registration confirmation
- Compliance and audit logs

6. Review & Revision

This SOP shall be reviewed annually or following significant changes to regulatory requirements or company processes.

7. References

- Company Procurement Policy
- Vendor Management Manual
- Applicable local and international regulatory guidelines

8. Appendices

- Appendix A: Vendor Registration Form Template
- Appendix B: Sample License Checklist