



## Checklist for a New Walmart Supplier

Updated: June 9, 2025

### 1. After you self-register or are invited by Walmart

- Walk a Walmart store; explore [walmart.com](https://www.walmart.com).
- Gather all relevant information.
- Enter information on [Walmart's GFR Supplier Checklist](#).
- Begin creating an account in Retail Link®.

### 2. Apply / Pitch

- Begin the onboarding process. Review it and understand each part thoroughly before you begin because entering all information correctly from the start makes life so much simpler.
- Go to Supplier One help documents: [supplierone.helpdocs.io](https://supplierone.helpdocs.io) - This is a VERY IMPORTANT guide. Start with Supplier Onboarding - GFR (Goods for Resale) section. It takes you through the registration process and beyond. All supplier onboarding for Goods for Resale (GFR) is now within Supplier One.
- Complete remaining registration information needed and submit.
- Present your pitch.

### 3. Get a YES from Walmart

- Open the champagne.
- Clear your calendar.
- Discover how 8th & Walton can help you now. [Click here for more information](#)

### 4. Prepare for the Merchandise Agreement

- Discuss key terms with your lawyer, accountant, and partners. It is possible some terms can be negotiated.

## 5. Accept the Merchandise Agreements

- Review Agreements - This is a two-step process. There is a master agreement and a business terms agreement.
- Understand all terms and conditions.
- Accept master agreement.
- Negotiate key terms for the business terms agreement.
- Confirm that key terms are written as previously agreed.
- Accept business terms agreement.
- Provide remaining information needed by Walmart.

## 6. Set up essential tools

- Determine each team member's roles & responsibilities.
- Set up Retail Link® users.
- Set up Scintilla™ access.
- Set up accounting systems.
- Set up Hi Radius.
- Set up supply chain systems.
- Set up the Transportation Portal.
- Set up EDI.
- Enter items into Walmart's system and complete remaining compliance requirements.
- Discover how 8th & Walton can help you now. [Click here for more information.](#)

## 7. Prepare whole team to produce & ship

- Review Walmart's supply chain compliance programs.
- Review Walmart's packaging and labeling requirements.
- Monitor & manage internal inventory levels.
- Build a calendar coordinating all departments, all efforts.

## 8. Ship & invoice

- Receive initial set purchase order.
- Begin shipping based on mod set date / MABD.
- Transmit ASNs.
- Invoice Walmart.

## 9. Replenish & optimize for growth

- Set up a weekly scorecard with your key metrics.
- Gather and analyze sales data.

- Compare sales with forecasts.
- Revise calendars and templates to reflect reality.
- Identify opportunities for growth.

## **10. Improve process & prepare for next Line Review**

- Find your items in the store and on walmart.com.
- Hold a post mortem.
- Review payments; dispute deductions as needed.
- Solve operational problems and correct errors.
- Make recommendations to buyer based on sales.
- Revise calendars and templates. Update system to manage supplier closings for holidays or other events.
- Discover how 8th & Walton can help you now. [Click here for more information](#)

## **11. Prepare for next mod & continued growth**

- Develop strategy for growing store count and/or assortment.
- List your improvements since your first mod.
- Use Retail Link® and Scintilla data to build growth stories.  
Review existing service agreement; consider re-negotiation points. Develop and present a concise deck to buyer.

## **12. Return to Steps 9 through 12**