

# Wayfair Supplier Application Prep Checklist

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Use this checklist to prepare all the key business information Wayfair asks for during the application process.

Having everything ready ahead of time increases your chances of being approved quickly and professionally.

## Contact Information

- ✓ Primary contact's full name
- ✓ Job title (e.g. Owner, Sales Manager, E-Commerce Manager)
- ✓ Business email address
- ✓ Phone number

## Business Details

- ✓ Legal business name
- ✓ Commercial business address (no residential)
- ✓ Country, State, City, Postal Code
- ✓ State of legal business registration

## Logistics & Capabilities

- ✓ List of countries where you fulfill orders from
- ✓ Can you dropship directly to customers? (Yes/No)
- ✓ Can you accept returns? (Yes/No)

## Online Selling History

- ✓ Top retailers or marketplaces you sell on (e.g., Amazon, Walmart, etc.)
- ✓ Professional catalog link or shared Google Drive folder with product images & data

## Business Documentation (For Onboarding)

- ✓ Certificate of Liability Insurance (COI) that meets Wayfair's requirements
- ✓ Bank or ACH details for payment setup
- ✓ W9 form
- ✓ Detailed fulfillment info: warehouse address, operating hours, and order capacity