

Vendor Onboarding Guidelines

Welcome to Wudify, where we value quality, craftsmanship, and uniqueness. We're thrilled to have you join our community of vendors dedicated to delivering exceptional products to our customers. To ensure a smooth onboarding process, please follow these guidelines:

Documentation Submission:

For Registered Businesses:

- Account Manager's Name, Account Manager's Email, Business Name, Business Email Address, Contact Number, and Business Address.
- Valid means of ID of Business Owner (e.g. Passport, Driver's License, NIN, Voter's Card).
- Corporate Affairs Commission (CAC) Registration Certificate.
- Tax Identification Number (TIN) and Bank Account Details

For Non-Registered Businesses:

- Business Owner's Name, Business Owner's Email Address, Business Owner's Phone Number, Business Address
- Valid means of ID (Passport, Driver's License, NIN, Voter's Card).
- Proof of address (Utility Bill, Waste Bill or Water Bill)
- Tax Identification Number (TIN) and Bank Account details.

Media Specifications:

Product Photos:

- High Resolution (minimum 1920×1080 Pixels)
- File size not exceeding 5 MB per photo.
- Maximum of 5 photos per product.
- Clear and well-lit images showcasing product details.

Product Title:

- Not more than 300 characters.
- Concise and descriptive title reflecting the essence of the product.

Product Videos:

- High Resolution (minimum 1280×720 Pixels)
- File size not exceeding 20 MB.
- Maximum Duration of 2 Minutes.
- Engaging videos highlighting product features and usage.

Product Description:

- Not more than 600 characters.
- Clear and informative description providing key details about the product.

Quality Control:

- Vendors are responsible for ensuring the quality and craftsmanship of their products.
- All products must meet Wudify's quality standards before being listed on the platform.
- Vendors must adhere to ethical and sustainable production practices.

Payment Terms:

- Payment will be made in two installments: 50% before delivery and the remaining 50% after successful delivery.
- Vendors must provide accurate and up-to-date banking information for seamless transactions.

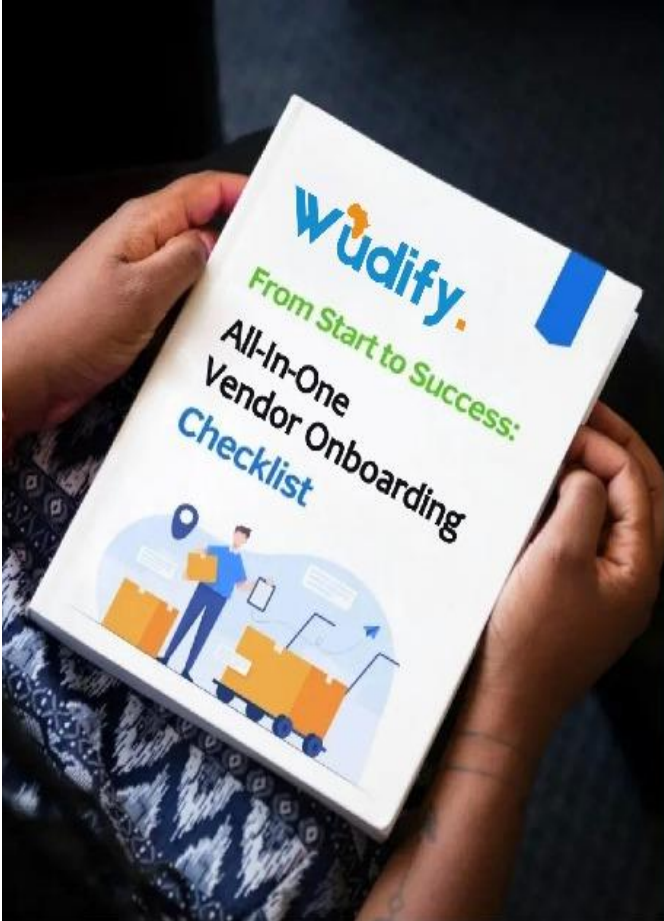
Customer Support:

- For any inquiries or assistance, vendors can reach out to our customer support team via email at contact@wudify.com.
- We value prompt communication and are here to support you throughout your journey with Wudify

Compliance:

- Vendors are expected to comply with all local and international laws and regulations.
- Wudify reserves the right to review and audit vendor operations for compliance.

By adhering to these guidelines, you are contributing to the success and integrity of the Wudify platform. We look forward to showcasing your unique creations and creating a delightful shopping experience for our customers. If you have any questions or concerns, don't hesitate to reach out to our support team.



Download the Vendor Onboarding Checklist [here](#) to get started

