Uploading a New/Updated Certificate of Insurance on Retail Link
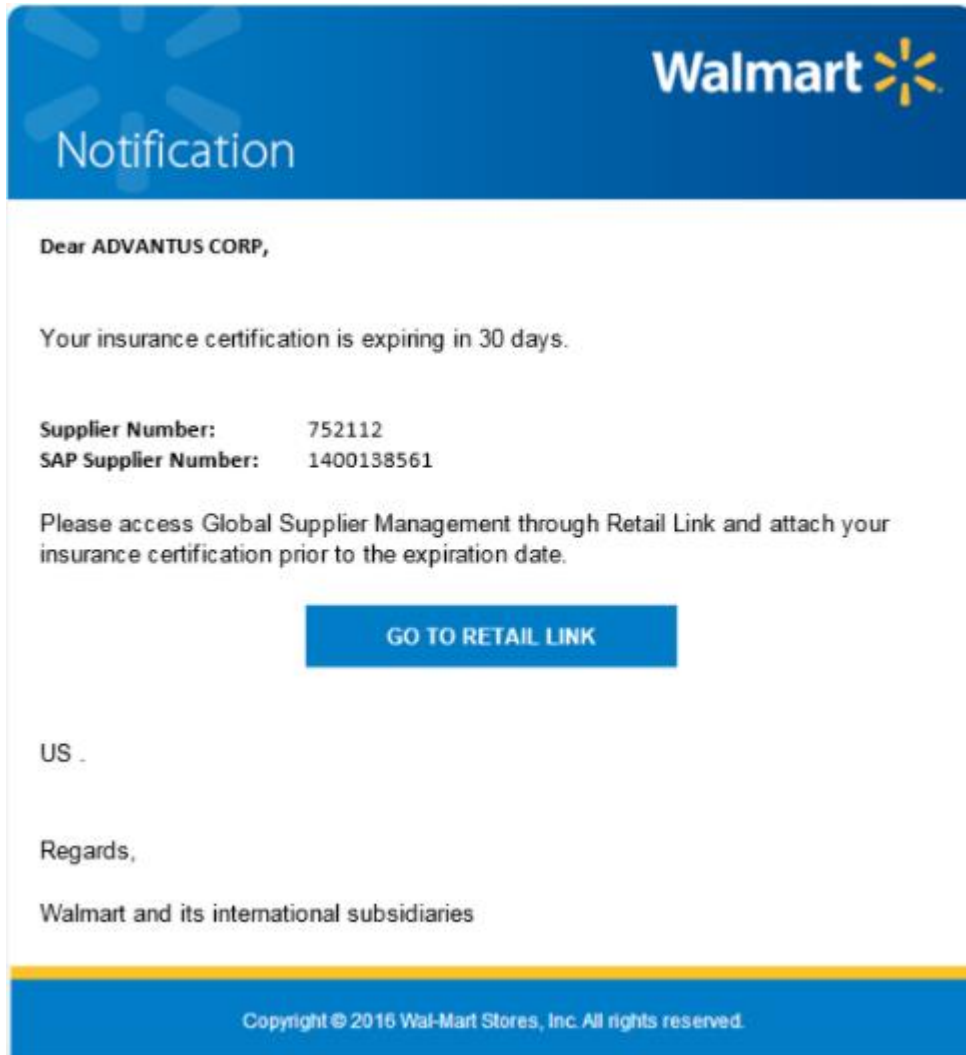
Wal-Mart will send an email when our Certificate of Insurance (COI) is expiring – usually a 30-day window.

To Access the SLI Application via Retail Link & Upload a Certificate of Insurance (COI)

- Login to Retail Link using the username/password information in the Shared Login page in NetSuite.
- Select the Apps tab
- The application will be listed as "Supplier Liability Insurance (SLI)"
- Select "Supplier Liability" on the left of the page
- Select "New Supplier Liability" to submit a new certificate

- Select "Summary" to review the status of previously submitted COIs
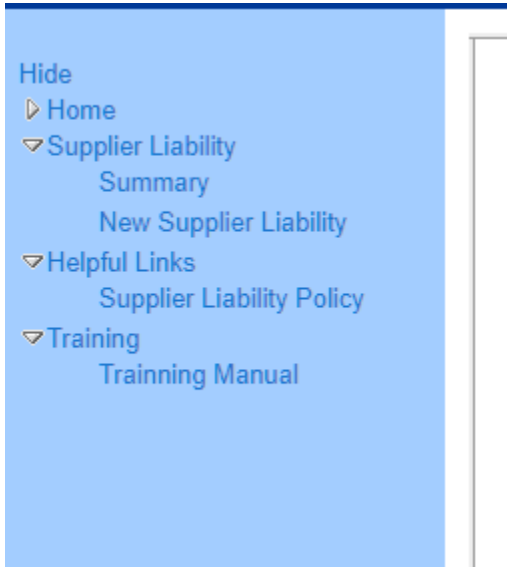
Submitting a New Certificate

Select a Supplier Profile ID

- Select the appropriate vendor number, Supplier ID for this certificate from the drop-down box highlighted below.
- Next, indicate if the COI is either for a Renewal or a New Supplier with Walmart.
- If the supplier has multiple subsidiaries, under one vendor number a COI will have to be submitted for each subsidiary.

Select Credit Office

- Select the Credit Office: In-country Global Procurement Office or Walmart (US Domestic). Note: U.S. suppliers (domestic) will choose Wal-Mart Stores, Inc.

Enter the Insurance Company Name

- Enter the Insurance Company's name from the Certificate. If multiple insurers are listed, enter only the first insurer.
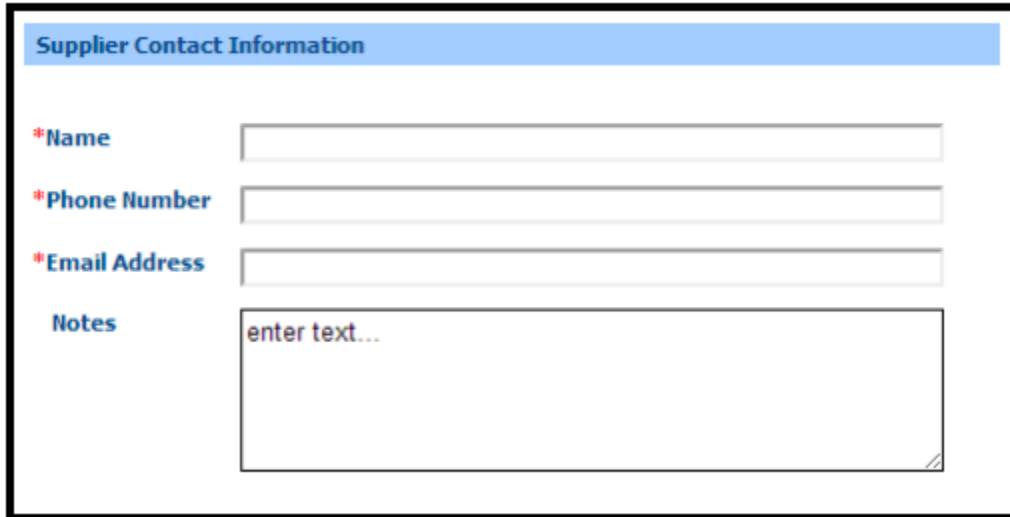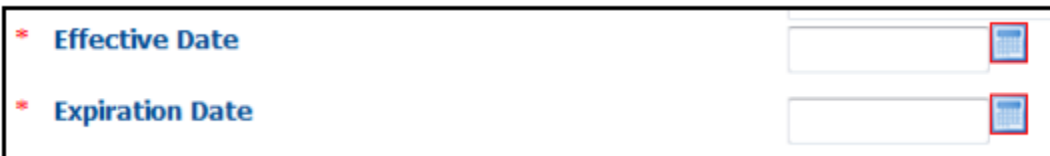
Enter Contact Information

- Contact information should be entered for someone with knowledge of the Risk Management or insurance certificate information of the Supplier.
- Contact information will be used for policy expiration, acceptance, and cancellation notifications.
- Enter a contact name, phone number, and email address in the fields listed below.
- The notes section is not a required field.

Supplier Contact Information

*Name	
*Phone Number	
*Email Address	
Notes	enter text...

Effective Dates

- Select the earliest effective date and earliest expiration date for General Liability or Umbrella/Excess policies listed on the certificate.
- Do not enter dates for Automobile or Workers Comp policies.
- The certificate must show at least a year's coverage, if not please have your insurance agent state the reason on the certificate.

* **Effective Date**	
* **Expiration Date**	

Uploading the Certificate Image

- Select the "Upload Certificate" button. A window will appear to select a file from your computer to upload. If the file has been uploaded successfully, the name of the file will be displayed to the left of the "Upload Certificate" button.
- We accept the following formats: PDF, TIF, and JPEG. • File must be below 10mb's in size.
- If you select "PO By PO" for SLI type then the PO list must be in an acceptable format (PDF, TIF, or JPEG).
- Multiple images can be loaded.

- If a document was uploaded in error, click the delete button to the left of the document name to remove the document before submitting the COI.

Select the Territory and Jurisdiction

- Select either "Worldwide" or "Canada/United States" for both the Territory and Jurisdiction for the certificate. Most Domestic Suppliers will select Canada/United States.

Select SLI Type

- Select Supplier Liability Insurance Type:
  - Supplier – policy covers suppliers for a defined period of time.
  - PO by PO – policy setup by Purchase Orders. This type is only for Product Liability. The certificate only covers listed purchase orders.
    - If "PO by PO" is selected, please upload your PO list in addition to the certificate image in PDF or other approved formats.

Additional Insured Parties & Certificate Holders

- Review your COI to confirm that Walmart Stores, Inc., subsidiaries, and affiliates are listed as additional insured and certificate holder
- Select the box on "Walmart Stores Inc., subsidiaries and affiliated listed as "Additional Insured Party" and "Certificate Holder"

30 Day Cancellation Notice

- Select the box to confirm that a 30-day cancelation notice to Walmart applies for your insurance coverage.

☐Walmart Stores Inc., subsidiaries and affiliates listed as "Additional Insured Party" and "Certificate Holder"?

☐Should any of the above described policies be cancelled before the expiration date, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder.

Comment Box

- To expedite processing your certificate, please include a list of your products supplied to Walmart (example: Produce, Canned Meat, Hardware, Bicycle, etc.) or any additional information that may pertain to your certificate's approval. A complete list is not necessary.

Submission of Certificate

- Once all fields are complete, select the Submit button to submit the certificate. A message will appear with the "SLI Number" (Example Below).

"Your SLI Submission # 400297 has been submitted successfully. Please be certain to check your email for status updates." Thanks!

Thank you for submitting your CERTIFICATE OF LIABILITY INSURANCE.

OK

Reviewing the Status of a Submitted Certificate

Accessing the Summary Page

- Select the "Summary" page on the left side of the webpage. Here users can check the status of submitted certificates as well as review and update the information submitted.

Select a Supplier Profile ID

- Select the appropriate vendor number, Supplier ID for this certificate from the drop-down box.

Reviewing Previously Submitted Certificate Information

- The information entered will be displayed in a reporting format (example below).
- Suppliers can also review the information as it was submitted by clicking on the SLI Number located in the first column in the report on the screen.

SLI Number	Retail Market	Credit Office	Vendor #	Supplier #	Supplier Name	Effecitve Date	Expiration Date	Insurance Company	Current Status	Date Entered	Date Approved	Risk Level	Exception?	Supplier Renewal?	Supplie Type
404884	WAL-MART INC. USA	WAL-MART STORES INC	752112	28013651	ADVANTUS CORP	Jan 01, 2015	Jan 01, 2016	Charter Oak Fire Insurance Co	Approved	Jul 22, 2015	Aug 13, 2015	2	No	Yes	DOMEST
409575	WAL-MART INC. USA	WAL-MART STORES INC	752112	28013651	ADVANTUS CORP	Jan 01, 2016	Jan 01, 2017	Charter Oak Fire Insurance	Approved	Jan 18, 2016	Jan 19, 2016	2	No	Yes	DOMEST
411252	WAL-MART INC. USA	WAL-MART STORES INC	752112	28013651	ADVANTUS CORP	Jan 01, 2016	Jan 01, 2017	Charter Oak Fire Insurance Co	Approved	Mar 08, 2016	Mar 09, 2016	2	No	Yes	DOMEST
422660	WAL-MART INC. USA	WAL-MART STORES INC	752112	28013651	ADVANTUS CORP	Jan 01, 2017	Jan 01, 2018	Charter Oak Fire Insurance Co	Approved	Dec 29, 2016	Jan 03, 2017	2	No	Yes	DOMEST
445409	WAL-MART INC.	WAL-MART	752112	28013651	ADVANTUS CORP	Aug 27, 2018	Sep 11, 2018	UNKNOWN	Rejected	Aug 27, 2018		2	No	Yes	DOMEST

Updating the Submitted Information

- From the main Summary screen, select the "SLI Number" on the certificate you wish to update.
- The application will then display the SLI screen displaying the information submitted. Update the desired fields as necessary.
- Select the "Submit" button to resubmit your SLI document.
    - o NOTE: Suppliers are unable to modify submitted certificates if
    - o The certificate has been approved by Walmart; or
    - o Certificate submission is showing as "In Progress."

Add/Remove Documents to Existing Certificate

- In addition to modifying submitted information, Suppliers can add/remove documents if necessary. Simply click the corresponding "Delete" button to remove documents.
- Click the "Uploaded Certificate" button to add additional documents.
- Select the "Submit" button to resubmit your SLI document.
- The system requires at least one document to be uploaded per each SLI #.
- NOTE: Suppliers are unable to modify submitted certificates if
    - o The certificate has been approved by Walmart; or
    - o Certificate submission is showing as "In Progress."