



Updated 9/17/2025

## Vendor Onboarding Process

### 1. ONBOARDING

Once your bid is approved, you will begin onboarding. If you have not completed the Bill.com set up with X Games previously, please begin the process by uploading your W9 details here: [Vendor Onboarding Form](#). If you have previously been paid by X Games through Bill.com, please log in and confirm your information is up to date, including banking details, address, etc.

BILL.COM SET-UP	
<ul style="list-style-type: none"><li>• Bill.com is our invoice payment processing software.</li><li>• You will receive an email from bill.com to sign up for free.</li><li>• Enter your banking information securely in Bill.com for e-payment.</li><li>• If you do not sign up for e-payments, a paper check will be mailed to the address on file.</li><li>• Invoices should be submitted directly to <a href="mailto:xgamesap@bill.com">xgamesap@bill.com</a>, and cc your X Games contact.</li></ul>	

### 2. COI

Please review the COI Guidelines. Depending on your specific type of work, you will fall into a designated Insurance Tier and must submit a COI with the proper coverage.

Please submit your COI using this form: [COI UPLOAD FORM](#)

### 3. CONTRACTING

We will prepare the contract based on the information provided in your quote. If follow up is required, your X Games point of contact will reach out to confirm any deal points.

The contract will be sent to you for signing via Adobe. If you need to make revisions, or would like to review the contract in a Word Document format before signing, please let your point of contact know.

### 4. DEPOSITS & INVOICING

Separate Invoices for the deposit and final payment must be sent as a PDF attachment to [xgamesAP@bill.com](mailto:xgamesAP@bill.com), with cc to [accounting@xgames.com](mailto:accounting@xgames.com). We recommend putting reimbursements on a separate invoice from your service fee.

Our standard payment terms for X Games Aspen 2026 are as follows:

- 50% Deposit released on or before January 9th, 2026
- Remaining Balance released on or before March 13th, 2026

All Invoices must be submitted electronically. Our billing information is below and should be used for all invoices.

#### **Sports Content Creation, LLC**

2525 E Camelback Rd #850

Phoenix, AZ 85016

Please use the full event name **X Games Aspen 2026**, or the standard abbreviation: **XGA26**