

Supplier Portal – Supplier Registration Checklist

The Geosyntec Family of Companies requires Subcontractors and Independent Contractors to register via our Supplier Portal to be considered for potential projects. To complete your registration, you will need the information outlined below. You will have the ability to save your draft registration should you require additional time to collect the information outlined below.

- Company information including:
 - legal company name or doing business as (DBA) if applicable,
 - contact address and remittance address, and
 - ownership details.
- Tax identification information:
 - For US-based suppliers:
 - Federal Employee Identification Number (FEIN) and
 - Electronic copy of your W-9.
 - For non-US-based suppliers:
 - national identification number, national identity number, national insurance number or social insurance number,
 - Electronic copy of your W-8BEN if applicable, and
 - VAT, GST, or HST registration number and electronic copy of certificate, if applicable.
- Duns and Bradstreet Data Universal Number System (DUNS) Number, if applicable.
- Electronic banking information where applicable
- Electronic copy of your certificate(s) of insurance (COI) meeting our [minimum insurance requirements](#).
- Health & safety information including:
 - For US-based suppliers:
 - experience modification rates,
 - recordable case frequency rates (from OSHA Form 300), and
 - total corporate hours worked for the last three years.
 - For Canada-based suppliers:
 - industry premium rates,
 - industry rate adjustment,
 - surcharge or discount, and
 - employer premium rate numbers for the last three years.
 - For UK- and Ireland-based suppliers:
 - number of full time employees and Reporting of Injuries, and
 - Diseases and Dangerous Occurrences Regulations (RIDDOR) statistics for the last three years.
- Quality assurance information including national/international quality assurance standards and electronic copy of certificate, if applicable.
- For US-based suppliers, business demographics data including products and services information including NAICS Codes (North American Industry Classification Codes), socio-economic and small business information.

You will receive a confirmation e-mail once your registration is complete. Thank you for your interest in working with the Geosyntec Family of Companies. We look forward to potentially working with you in the future.