

**SUPPLIER REGISTRATION FORM**New Supplier:  Yes  No      Change of Information:  Yes  No      Date: \_\_\_\_\_Legal Business Name: \_\_\_\_\_  
*(Name that payment will be made to)*Operating Name: \_\_\_\_\_  
*(If different from above)*

Parent Company or Subsidiaries (if any): \_\_\_\_\_

Company Address: \_\_\_\_\_      Remittance Address *(leave blank if same address)* \_\_\_\_\_

Street No.	Street Name	Suite/Floor/Unit	Street No.	Street Name	Suite/Floor/Unit
City	Province/State	Postal Code/ZIP	City	Province/State	Postal Code/ZIP
Contact Name	Title		Contact Name	Title	
Phone	Email		Phone	Email	

Company Website: \_\_\_\_\_

Contact email address to submit Purchase Orders: \_\_\_\_\_

Dunn and Bradstreet Number: \_\_\_\_\_

Number of years in business: \_\_\_\_\_      Number of Employees: \_\_\_\_\_

Annual Sales: \_\_\_\_\_

Type of Business:    Primary (Manufacturer) \_\_\_\_\_    Secondary (Distributor) \_\_\_\_\_    Other (explain) \_\_\_\_\_

Supplying Materials:  Yes  No      Supplying Services:  Yes  NoAccount Terms of Payment: 5% 10/N30 \_\_\_\_\_ 2% 15/N30 \_\_\_\_\_ 1% 30 \_\_\_\_\_ NET 45 *(from date invoice received)*

Provide references of current customers in a similar/same marketplace as Ontario Northland.

Reference 1 *(Company name, product or services provided, contact info)* \_\_\_\_\_Reference 2 *(Company name, product or services provided, contact info)* \_\_\_\_\_Reference 3 *(Company name, product or services provided, contact info)* \_\_\_\_\_

Ontario Northland is a Crown Agency of the province of Ontario. We are governed by several provincial policies and directives. Information on how to do business with the province of Ontario can be found online at:

<https://www.doingbusiness.mgs.gov.on.ca/>

Ontario Northland purchase order terms and conditions, tender information, vendor performance evaluation policy, vendor registration forms, and interim procurement measures or memos can be found on our website:

<http://ontarionorthland.ca/en/requests-tenders>Do you accept EFT (Electronic Fund Transfers) as payment for invoices? *(If yes, provide EFT information)*     Yes  NoAre you in possession of or working towards your ISO9001 certification? *(If yes, provide certification number)*     Yes  NoAre you in possession of or working towards your AAR M1003 certificate? *(If yes, provide certification number)*     Yes  No

Attach a copy of your ISO or AAR certificate (if available) when submitting registration.

If you become an approved Vendor with Ontario Northland, your Vendor performance will be reviewed periodically.

**The undersigned certifies the information provided is true and accurate.**Name *(Print)*: \_\_\_\_\_      Signature: \_\_\_\_\_

Title: \_\_\_\_\_      Date: \_\_\_\_\_

Please return this form and supporting documents to [vendors@ontarionorthland.ca](mailto:vendors@ontarionorthland.ca)Changes can be done by resubmitting this form (copy available at: <http://ontarionorthland.ca/en/requests-tenders>)

## SUPPLIER REGISTRATION FORM

### Supplier Registration Form Frequently Asked Questions:

**Q. When is a Supplier Registration Form Required?**

- A. Ontario Northland requires a Supplier Registration form to be completed for all suppliers who wish to conduct business with Ontario Northland.

**Q. What needs to be completed by a New Supplier?**

- A. All fields in the Supplier Registration form are to be completed by applicant. Missing fields could result in disqualification of Vendor registration.

**Q. Do I need to submit anything else along with the Supplier Registration Form?**

- A. Along with the supporting documents listed, your EFT information is required if you are enrolling for EFT direct deposit. Copies of your ISO or AAR Certificates should be included if you are actively enrolled.

**Q. How long does it take to become a registered vendor and assigned a vendor ID?**

- A. Ontario Northland is committed to reviewing and returning your approved registration form as quickly as possible. To prevent any delays processing your submission please ensure that the form is complete and all supporting documents are included to the best of your ability. The review of your submission will not begin until all relevant information has been completed.

**Q. Can I supply services or materials if I am not a registered supplier?**

- A. Services and/or supplies to Ontario Northland should only commence once a purchase order or contract number has been signed and issued. A Purchase Order cannot be issued until a Vendor ID has been assigned by our Shared Services group.