



VENDOR REGISTRATION

Responsibility: *Coordinating Superintendent, Business Services & Treasurer of the Board*

Legal References:

Related References: Vendor Registration Form

Revisions: *May 2016, October 2019*

Reviewed:

1. Preamble

The following procedure provides guidelines and expectations regarding the Registration of Vendors with the Waterloo Region District School Board (WRDSB).

2. Procedures

2.1 Vendors must complete the online Vendor Registration Form, found here:
<https://www.wrdsb.ca/about-the-wrdsb/procurement-services/>

2.2 Procurement Services will review the application; and where required will ensure the following have been included, uploaded and/or confirmed:

- 3 valid references on the prescribed forms;
- HST Number;
- Business ID;
- Financial reference document;
- Contact details;
- Details on previous experience (CCDC11);
- Valid insurance certificate, specifying the minimum Board requirements; and
- Current WSIB certificate; and

2.3 If approved, the vendor will be entered into the registered vendor database to be eligible for opportunities with the WRDSB for the appropriate categories and dollar thresholds based on their experience and qualifications.