Introducing the GZA Supplier Portal

Streamlining Vendor Registration and Payment Processing

GZA is delighted to unveil our new Supplier Portal, an innovative platform designed to facilitate seamless interactions with all types of vendors. This portal is a comprehensive solution that enables vendors, consultants, contractors, and laboratories to provide all necessary information for their initial setup and ongoing updates in GZA's systems. That makes it easier for GZA's Project Managers to consider your company for work opportunities, and for GZA's Accounts Payable staff to streamline payment for the goods and services your company provides. This document contains instructions for both current and new GZA vendors to register in the Supplier Portal.

Features of the GZA Supplier Portal

User-Friendly and Interactive Interface

The GZA Supplier Portal boasts a user-friendly interface, ensuring that you can easily navigate and input your information without any hassle. The intuitive design simplifies the registration process, allowing you to focus on what your company does best. The information required for submittal changes based on the type of vendor completing their profile.

Comprehensive Information Submission

Vendors can submit all the required information through the portal, including company details, contact information, certifications, financial data, safety data, proof of insurance and more. This ensures that GZA has all the necessary data to efficiently set up or update your company profile in our internal systems. Importantly, it streamlines and avoids delays in payment for goods and services provided to GZA.

Secure, Efficient Processing and Automated Reminders

The portal employs robust security measures to protect your information. With streamlined processes and secure data handling, you can be confident that your firm's information is processed efficiently. For vendors required to provide an insurance certificate, the Portal will automatically remind you to update your information close to your firm's insurance expiration date.

Registration Information for Vendors

Step-by-Step Registration Guide

Whether you are a current or new GZA vendor, here is a step-by-step guide to help you get started registering on the GZA Supplier Portal:

1. Access the Portal: Visit the GZA Supplier Portal at https://supplier.gza.com/
2. Create an Account: Click on the 'Create new account' button and fill out the required fields to create a new account.
3. Verify Email: After registration, you will receive a verification email. Click on the link provided to verify your email address. If you do not receive this email within a few minutes, check your spam folders.
4. Complete Profile: Log in to the portal with the credentials you established and complete your vendor profile by providing all necessary information, including company details, certifications, and financial data.
5. Submit Documentation: Upload required documents such as W-9 forms, certifications, insurance certificates, and other requested documentation.
6. Review and Submit: Review your information for accuracy and submit your profile for approval.

For vendors required to submit a certificate of insurance (COI), it is important to note the following on your COI to enable streamlined payment to your firm. The COI you submit to the Portal is in addition to project-specific COIs that may be requested by your GZA Project Manager.

1. GZA minimum insurance requirements are communicated when you complete the insurance section of your profile. Coverage amounts evidenced on the submitted COI should match those minimum coverage amounts.
2. GZA and GZA's Client must be added as 'Additional Insureds (for ongoing and completed operations) on a primary and non-contributory basis for all policies except workers compensation and professional liability, where required by written contract.
3. All policies must provide a Waiver of Subrogation in favor of the Additional Insureds, where required by written contract.

Support and Assistance

Should you encounter any issues during the registration process, GZA can help. You can reach out to richard.ecord@gza.com for prompt assistance.

Conclusion

The GZA Supplier Portal is designed to enhance the vendor experience by providing a streamlined, secure, and efficient way to register and submit necessary information. We look forward to collaborating with your company through this innovative platform. Please complete your firm's registration as soon as possible so we can get to work!