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# 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.

## Choosing the Correct Supplier Type

When setting up your account in the Supplier Portal, it is critical that you select the correct supplier type in the GENERAL COMPANY INFORMATION AND BUSINESS CLASSIFICATION section. The portal reacts differently based on the supplier type chosen (it asks for less or more information). Below is a quick guide to make this important selection correctly:

1. Select 'Vendor' if your firm sells GZA materials and does not provide professional consulting services.
2. Select 'Consultant' if your firm will provide professional consulting services to GZA but not be present on any project worksites.
3. Select 'Contractor' if your firm will provide services to GZA on a project worksite.
4. Select 'Laboratory' if your firm will provide analytical lab services to GZA but will not be present on a GZA worksite.
5. Select 'Contractor + Laboratory' if your firm will be present on GZA worksites and provides laboratory services.

Once the supplier type has been selected, make sure to answer the questions in the APPLICABILITY section of the portal to match. For example, if you selected a supplier type of 'Vendor' the answer to the question asking if you solely sell GZA goods, supplies, or equipment must be answered YES.



## Certificates of Insurance

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 displayed in a table within the Supplier Portal when you answer the questions in 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.

## Terms and Conditions

The terms and conditions section of the portal displays the contract your company will be presented to sign when a GZA Project Manager engages your firm to perform work. It is important to note that your completion of the TERMS AND CONDITIONS section of the portal does not bind you to those contractual terms. By clicking the button to save and complete this section, you are simply acknowledging you have seen the type of contract your firm will be presented with at a later date.

## Support and Assistance

Should you encounter any issues during the registration process, GZA can help. You can reach out to [gregory.johnson@gza.com](mailto:gregory.johnson@gza.com) or [richard.ecord@gza.com](mailto: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!