



City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Supplier Registration Form
Purchasing Department

Business Name: _____

Purchasing Address:

Department: _____

Street: _____

City: _____ Province: _____

Postal Code: _____ Country: _____

Phone: (____) _____ Fax: (____) _____

Email: _____ Website: _____

Contact Name: _____

Do you have discount payment terms (ie. 2% net 10): Yes No

If yes, indicate: _____

GST Registration No.: _____

Type of Organization (check one only):

Corporation Proprietorship Partnership Non Profit Other: _____

Type of Business (check one only):

Manufacturer Distributor/Wholesaler Broker Dealer
 Service Contractor Consultant Other (please specify) _____

How long in business? _____ years **Dunn & Bradstreet No.:** _____

Payment Address:

Department: _____

Street: _____

City: _____ Province: _____

Postal Code: _____ Country: _____

Phone: (____) _____ Fax: (____) _____

Email: _____ Contact Name: _____

Do you provide any of the following (check all that apply)?

Surplus/Resale Products Hazardous Product Disposal Recycled Products

Do you accept any of the following (check all that apply)?

Purchase Orders Local PO's Mastercard Other (please specify) _____

Do you have multiple mailing addresses that we need to be aware of? Yes No

Street: _____

City: _____ Province: _____

Postal Code _____ Country: _____

Street: _____

City: _____ Province: _____

Postal Code _____ Country: _____

Indicate the goods and/or services that you provide (please be as detailed as possible):

Signature of Signing Officer: _____

Title: _____ Print Name: _____

Date: _____

If you have any additional literature, please enclose it with the completed form if you are mailing it, otherwise send under separate cover.

Information to Contractors

If you are considered to be a contractor, please be prepared to provide:

1. Workers' Compensation Letter of Good Standing; and
2. Certificate of Insurance, naming the City of Richmond as additional insured prior to job start after confirmation of any order/contract.

**The City will attempt to contact any/all potential bidders, resulting from this application.
The City reserves the right to limit the number of bidders contacted, where the best interests of the
City are so served in doing so. Tenders/Proposals/Quotations are also advertised
on the City's website at www.city.richmond.bc.ca.**