

# Onsite Service Provider Requirements



Thank you for your interest in being a service provider to Worthington! Be sure you understand and account for compliance with Worthington's requirements for onsite work **before** you submit a quote.

## Must be set up in Worthington's Purchasing / Payables System

Your contact at Worthington must initiate set up through our internal Supplier Add Request Form. After they submit the request, you will be contacted to provide the following (note that prompt return of completed forms can assist in project execution):

### **All Potential Suppliers:**

- New Supplier Application
- W-9 for US based (Int'l based suppliers should provide a W-8BENE)

### **Additional Submissions, if applicable:**

- Wire information on company letterhead (for overseas payments)
- Industry Certification (ISO or other applicable certifications)
- Minority Certification (reference list from application)

## Must be compliant with Worthington's Contractor Safety Program

Contractors must meet the minimum requirements of our program before beginning work onsite. Note **additional requirements** specific to the facility or project may also be required. At a minimum, please be prepared to:

### **Provide Insurance That Meets Our Minimum Requirements**

Worthington's requirements are located in the [Contractor Insurance Requirements](#) document. Your "risk level" comes from our company's internal Risk Matrix. Before securing coverage, be sure you know how your company is classified by **Worthington**.

### **Sign the Required Safety Document**

Worthington's [Contractor Safety Requirements](#) document is located on our company website.

### **Subscribe to ISNetworld**

ISNetworld is our 3<sup>rd</sup> party partner for collecting and verifying the information and documentation needed to help us manage the requirements of our Contractor Safety Program. Contractor must be subscribed to and maintain an acceptable grade (Green) in ISNetworld (fee-based subscription). Be prepared to upload/update the following items in the system:

- Compliant Certificate(s) of Insurance.
- Signed Contractor Safety Requirements.
- Current Experience Modifier Rate (EMR).
- Copies and details of OSHA Logs (3 year history).
- Copies and details of written safety programs.
- Answers to questions about your company and its programs and policies.

\* All contractor employees working onsite must also watch our company safety video (**preferably through ISN before arriving onsite**), as well as participate in safety briefings as requested by Project and/or EHS Managers.

**Learn more about our company's commitment to safety by visiting our [Company Website](#).**

**Please contact Worthington's Contractor Safety Helpline with questions you may have:**

**[ContractorSafety@WorthingtonSteel.com](mailto:ContractorSafety@WorthingtonSteel.com)**

**614-840-4380**