

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.

* All contractor employees working on site must also watch our company safety video 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 your project manager or purchasing representative with questions you may have regarding our Contractor Safety Program.