

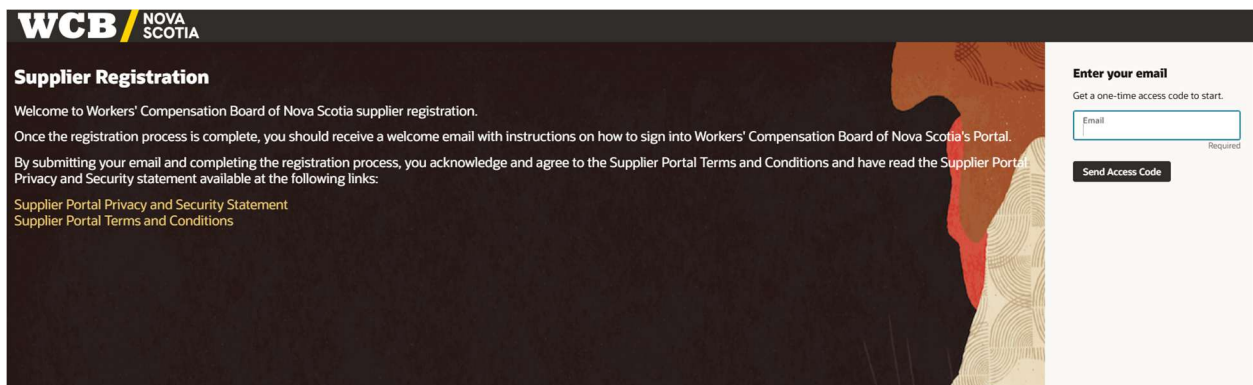


Quick Reference Guide: WCB Nova Scotia Supplier Registration

Welcome to WCB Nova Scotia's application process for becoming a member of our Spend Authorized Supplier and service provider network. The term Spend Authorized Supplier means you are a supplier selected through WCB's Procurement process to conduct business with the WCB. The information you provide will be reviewed by our Procurement team.

If, at any time, you do not have the information requested and wish to enter it later, you can save and close the page. The system will store the details for you. You can come back at any time to continue working on the form using the same Supplier Registration link.

To start, open the URL link [here](#)



Supplier Registration

Welcome to Workers' Compensation Board of Nova Scotia supplier registration.

Once the registration process is complete, you should receive a welcome email with instructions on how to sign into Workers' Compensation Board of Nova Scotia's Portal.

By submitting your email and completing the registration process, you acknowledge and agree to the Supplier Portal Terms and Conditions and have read the Supplier Portal Privacy and Security statement available at the following links:

[Supplier Portal Privacy and Security Statement](#)
[Supplier Portal Terms and Conditions](#)

Enter your email
Get a one-time access code to start.

Email Required

Send Access Code

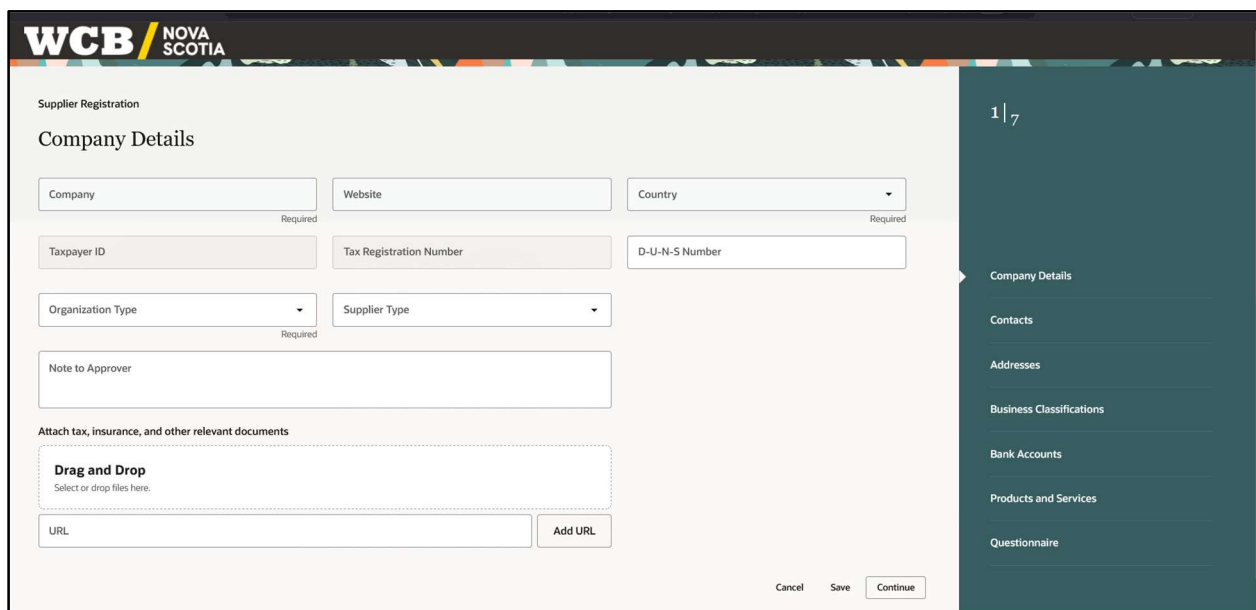
Enter your email. We'll send you an access code. Enter that access code on this screen to proceed.



Company Details (Page 1/7)

Follow the prompts to complete the required information.

- Enter your organization's legal name (name in which payments are to be issued) in the **Company** field.
- Select the country in which your company is registered.
- One of the fields — **Taxpayer ID**, **Tax Registration Number**, or **D-U-N-S Number** — is required.
- Select **Organization Type** and **Supplier Type** from the list of values.



The screenshot shows the 'Company Details' form within the 'Supplier Registration' section of the WCB Nova Scotia portal. The form is titled 'Company Details' and includes the following fields and sections:

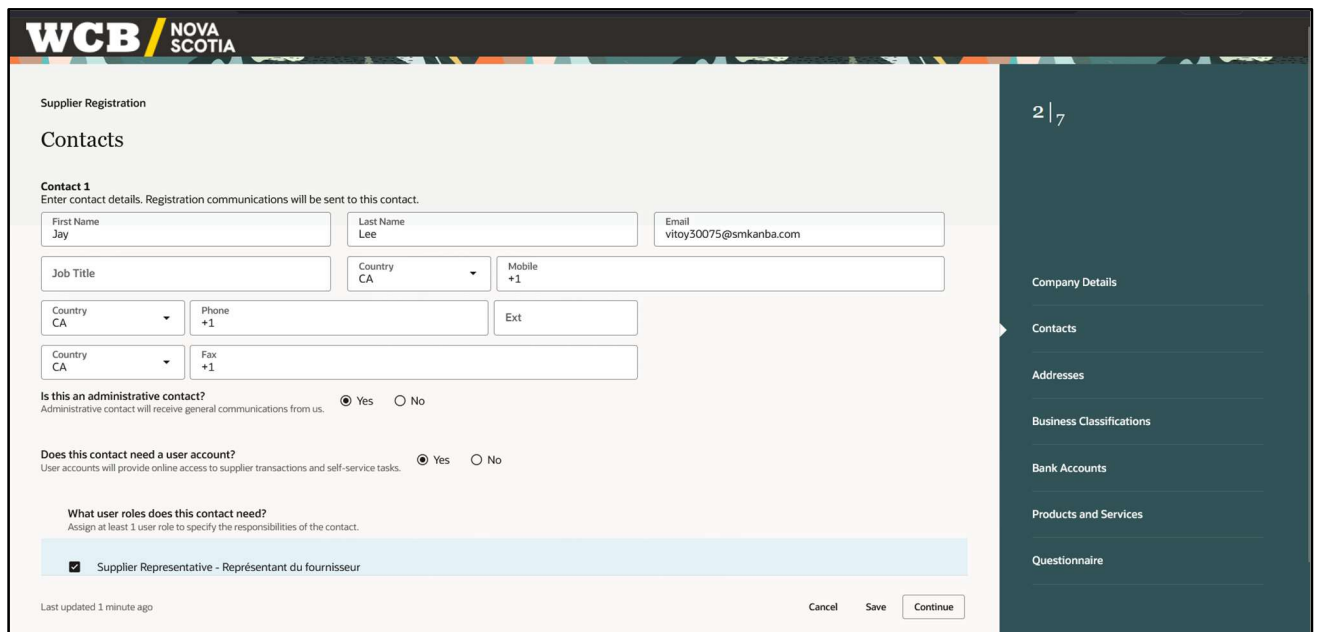
- Company** (Required)
- Website**
- Country** (Required)
- Taxpayer ID**
- Tax Registration Number**
- D-U-N-S Number**
- Organization Type** (Required)
- Supplier Type** (Required)
- Note to Approver**
- Attach tax, insurance, and other relevant documents** section with a **Drag and Drop** area (Select or drop files here.) and an **Add URL** button.

At the bottom right of the form are buttons for **Cancel**, **Save**, and **Continue**. On the right side of the form, there is a sidebar with a progress indicator '1 | 7' and a list of navigation links: **Company Details**, **Contacts**, **Addresses**, **Business Classifications**, **Bank Accounts**, **Products and Services**, and **Questionnaire**.

Contacts (Page 2/7)

Please provide key contacts for your organization (accounts receivable, sales and procurement, etc.)

- Email ID is auto-populated (same email used for authentication).
- Enter **First Name**, **Last Name** and contact details.
- Multiple contacts can be added (Procurement and Accounts Receivable contact). At least for one account “**Does this contact need a user account?**” should be chosen. Once you are approved as a supplier, you’ll get user account access which will enable you to view Purchase Orders, Invoices, and Payment Status. You will also be able to manage your company’s profile information by logging into your account.



Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: Jay
Last Name: Lee
Email: vitoy30075@smkanba.com

Job Title:
Country: CA
Phone: +1
Mobile: +1
Ext:
Country: CA
Fax: +1

Is this an administrative contact?
Administrative contact will receive general communications from us. ☒ Yes ☐ No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. ☒ Yes ☐ No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

☒ Supplier Representative - Représentant du fournisseur

Last updated 1 minute ago

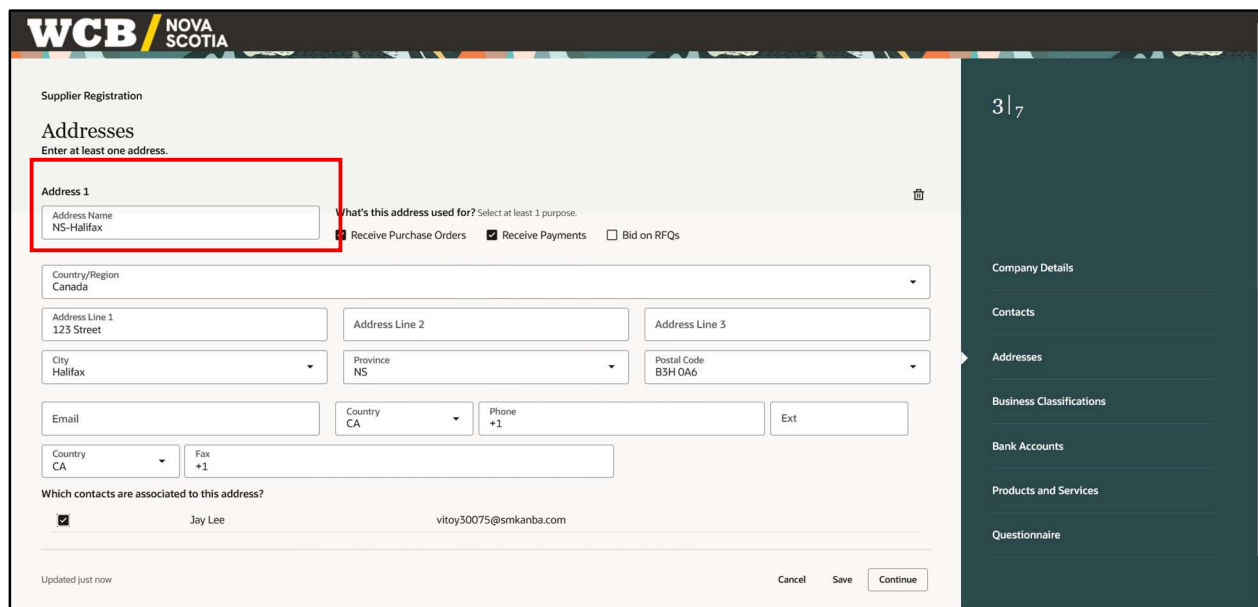
Cancel Save Continue

2 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Addresses (Page 3/7)

- You must add at least one address for **Receive Purchase Orders** and **Receive Payments**. These address designations are used within Oracle to identify supplier locations/sites and do not determine how purchase orders or payments are delivered. In instances where the Purchase Order address is different than the address of billing, please contact procurement@wcb.ns.ca.
- Address name can be entered as: postal code followed by city name. For example, B3J 1A6 – Halifax
- Please select the contact associated for each address.



Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name
NS-Halifax

What's this address used for? Select at least 1 purpose.

☐ Receive Purchase Orders ☒ Receive Payments ☐ Bid on RFQs

Country/Region
Canada

Address Line 1
123 Street

Address Line 2

Address Line 3

City
Halifax

Province
NS

Postal Code
B3H 0A6

Email

Country
CA

Phone
+1

Ext

Country
CA

Fax
+1

Which contacts are associated to this address?

☒ Jay Lee vitoy30075@smkanba.com

Updated just now

Cancel Save Continue

3/7

Company Details

Contacts

Addresses

Business Classifications

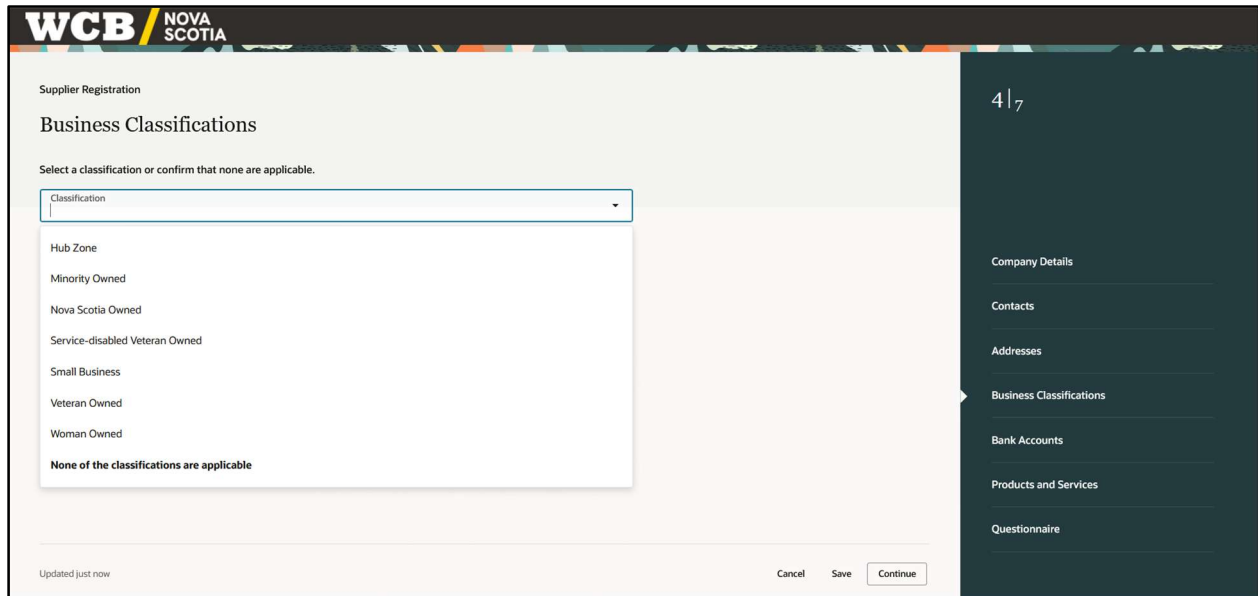
Bank Accounts

Products and Services

Questionnaire

Business Classifications (Page 4/7)

Select a business classification from the list of options or confirm that none are applicable.



Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification

- Hub Zone
- Minority Owned
- Nova Scotia Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned
- None of the classifications are applicable

Updated just now

Cancel Save Continue

4/7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

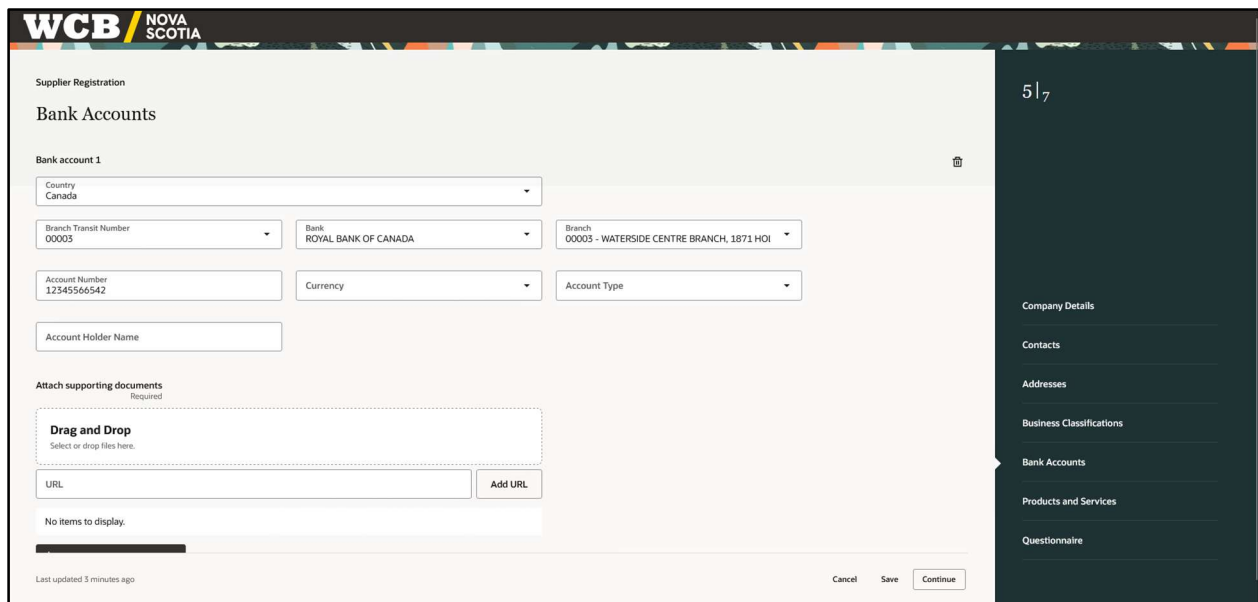
Products and Services

Questionnaire

Bank Accounts (Page 5/7)

Add your bank account to receive EFT payments, providing faster, more secure payments directly to your account.

- Select **Bank Transit Number** from the list of options. Bank and branch information will auto-populate based on the transit number. If the bank transit number is not in the list of values, please contact us at procurement@wcb.ns.ca.
- Enter the account number.
- Add a void cheque or other reference document as an attachment.
- If you are a foreign supplier, and your bank does not exist in Oracle options, please do not populate anything in **Bank Account** section.



Supplier Registration

Bank Accounts

Bank account 1

Country: Canada

Branch Transit Number: 00003

Bank: ROYAL BANK OF CANADA

Branch: 00003 - WATERSIDE CENTRE BRANCH, 1871 HOI

Account Number: 1234566542

Currency:

Account Type:

Account Holder Name:

Attach supporting documents

Drag and Drop

Select or drag files here.

URL: Add URL

No items to display.

Last updated 3 minutes ago

Cancel Save Continue

5/7

Company Details

Contacts

Addresses

Business Classifications

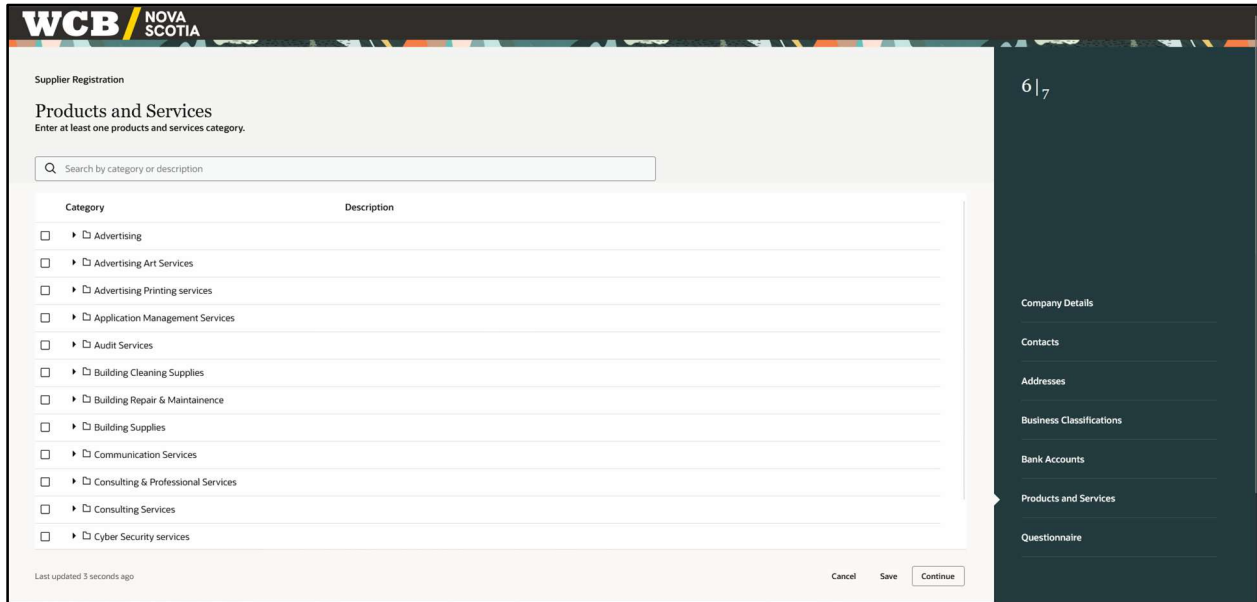
Bank Accounts

Products and Services

Questionnaire

Products and Services (Page 6/7)

Select the products and/or services you offer from the list of options. Select multiple options if applicable.



Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

Category	Description
☐ ☐ Advertising	
☐ ☐ Advertising Art Services	
☐ ☐ Advertising Printing services	
☐ ☐ Application Management Services	
☐ ☐ Audit Services	
☐ ☐ Building Cleaning Supplies	
☐ ☐ Building Repair & Maintenance	
☐ ☐ Building Supplies	
☐ ☐ Communication Services	
☐ ☐ Consulting & Professional Services	
☐ ☐ Consulting Services	
☐ ☐ Cyber Security services	

Last updated 3 seconds ago

Cancel Save Continue

6 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

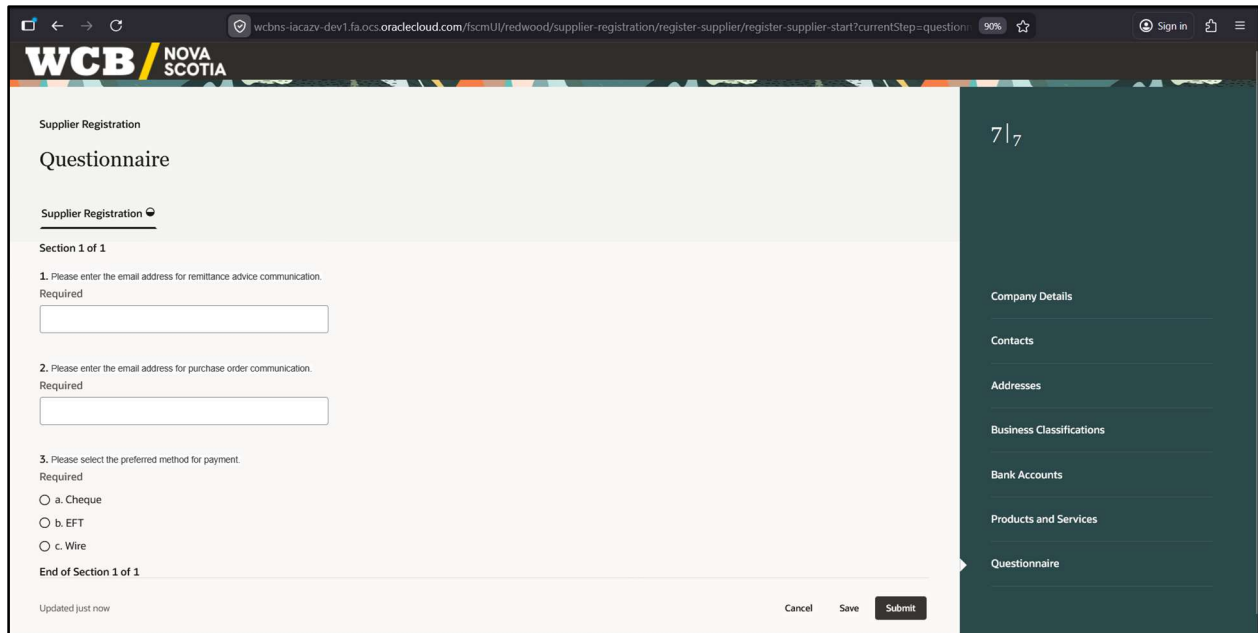
Products and Services

Questionnaire

Questionnaire (Page 7/7)

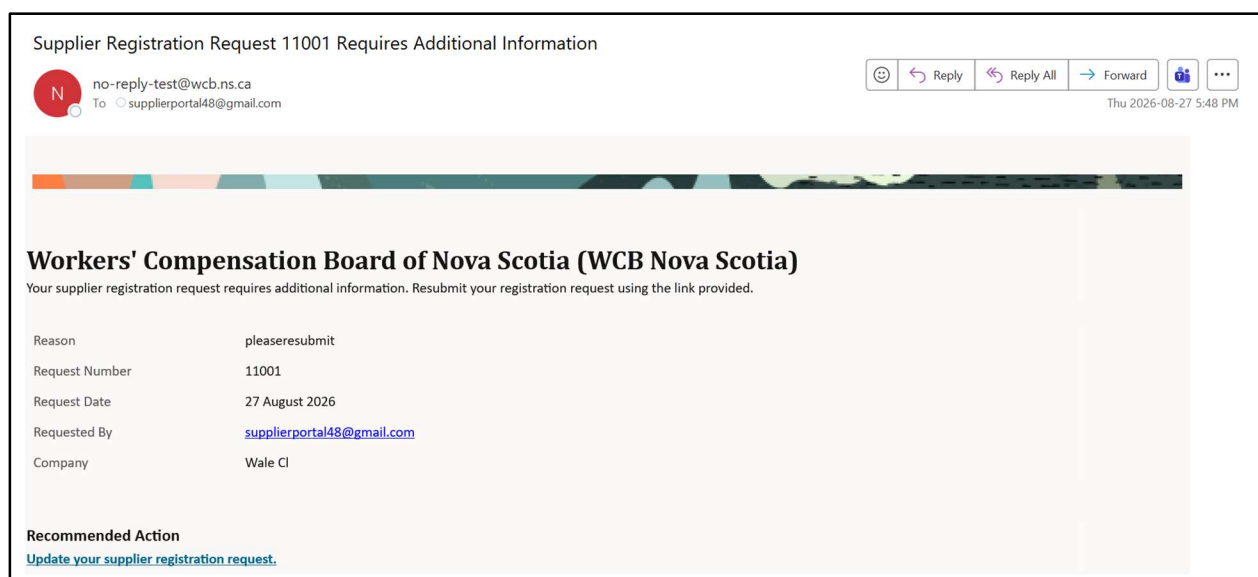
Enter your responses to questions listed in this section. If your preferred payment method is EFT, ensure that bank details are entered in the **Bank Account** tab.

Once all sections are complete, select **Submit**.



Watch for a confirmation email with further instructions.

If you are asked to resubmit the information, you will receive the following email asking you to update the information we need to complete your registration.



Supplier Registration Request 11001 Requires Additional Information

no-reply-test@wcb.ns.ca
To: supplierportal48@gmail.com

Thu 2026-08-27 5:48 PM

Workers' Compensation Board of Nova Scotia (WCB Nova Scotia)

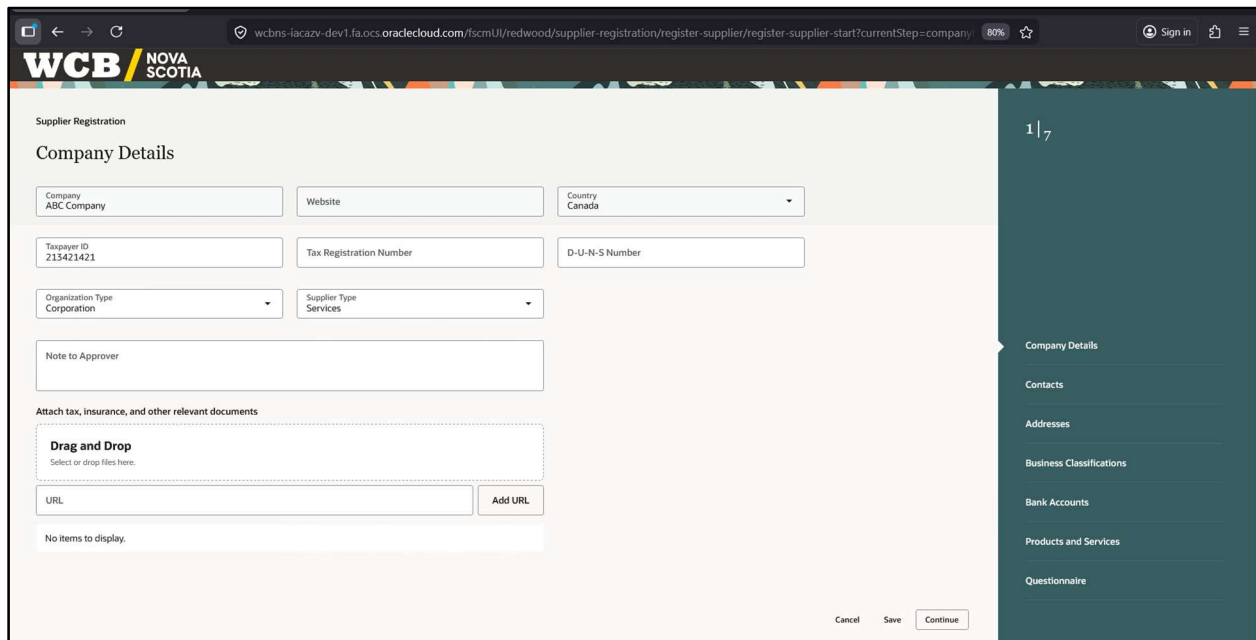
Your supplier registration request requires additional information. Resubmit your registration request using the link provided.

Reason	pleaseresubmit
Request Number	11001
Request Date	27 August 2026
Requested By	supplierportal48@gmail.com
Company	Wale CI

Recommended Action
[Update your supplier registration request.](#)

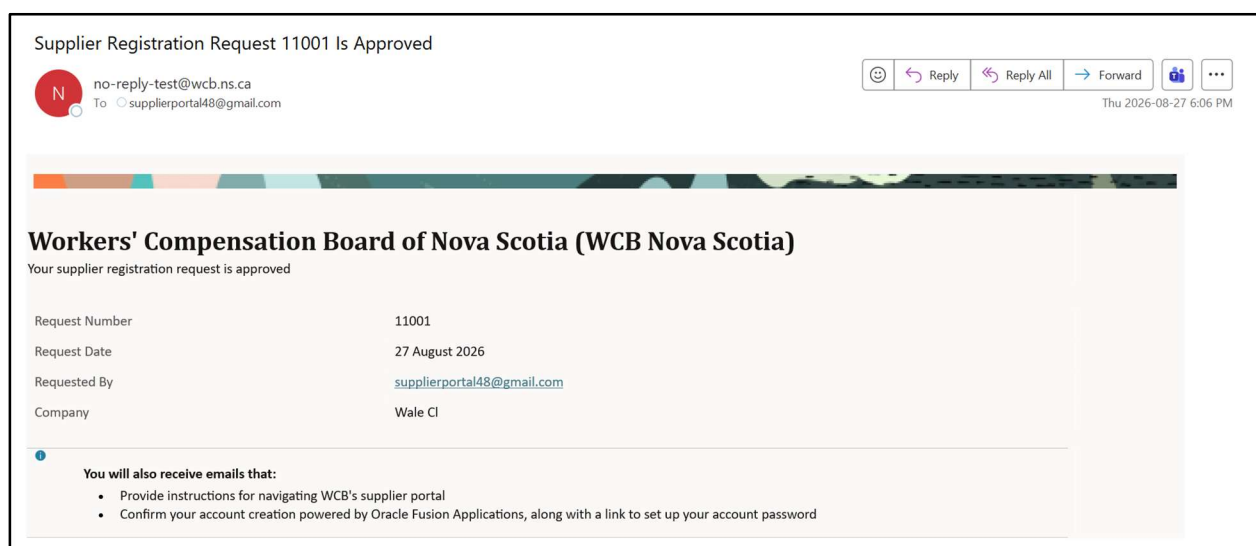
Click **Update your supplier registration request**.

You will need to enter the email ID you used for the original registration. Follow the prompt to receive an access code to retrieve the information you entered earlier.

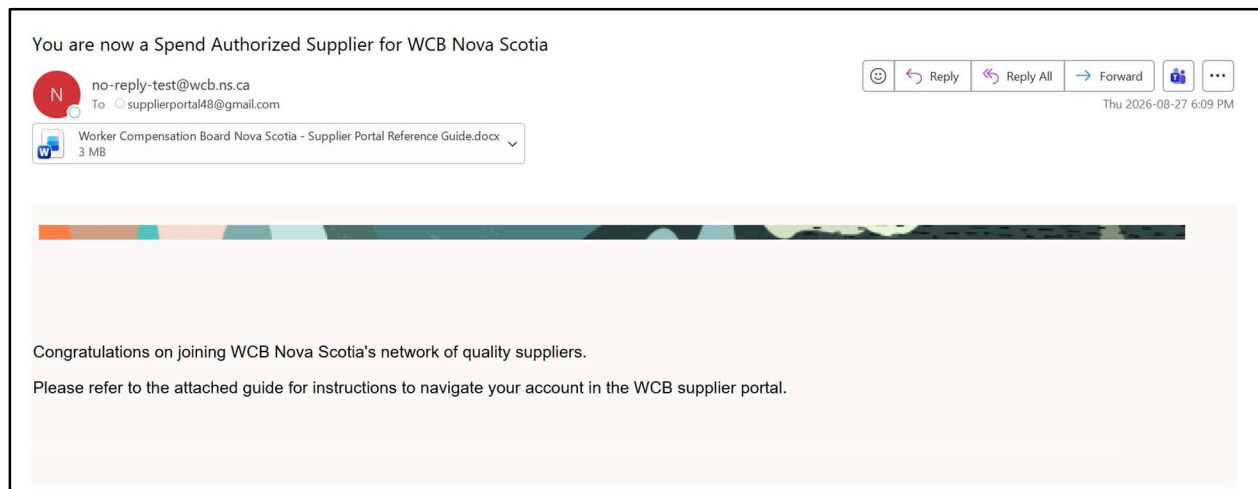


Once the details are updated, submit the registration request for approval again.

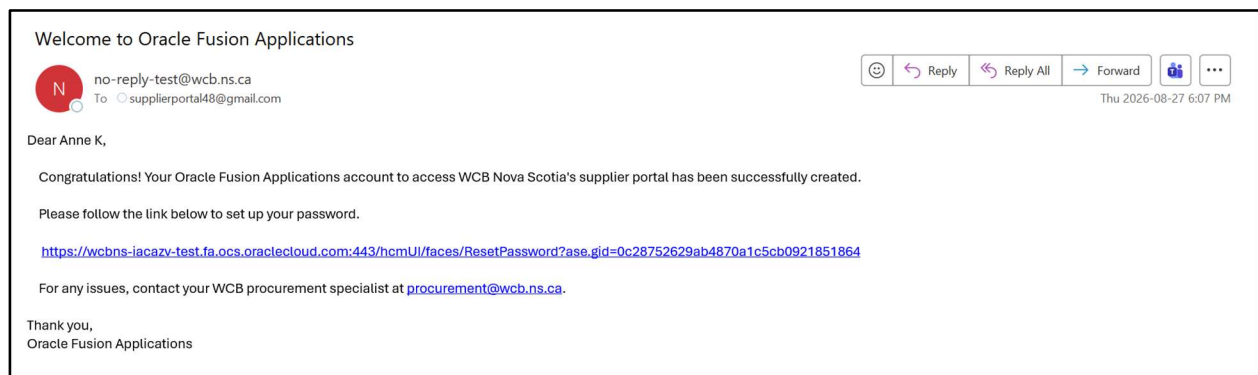
You will receive a notification that you are approved as a supplier.



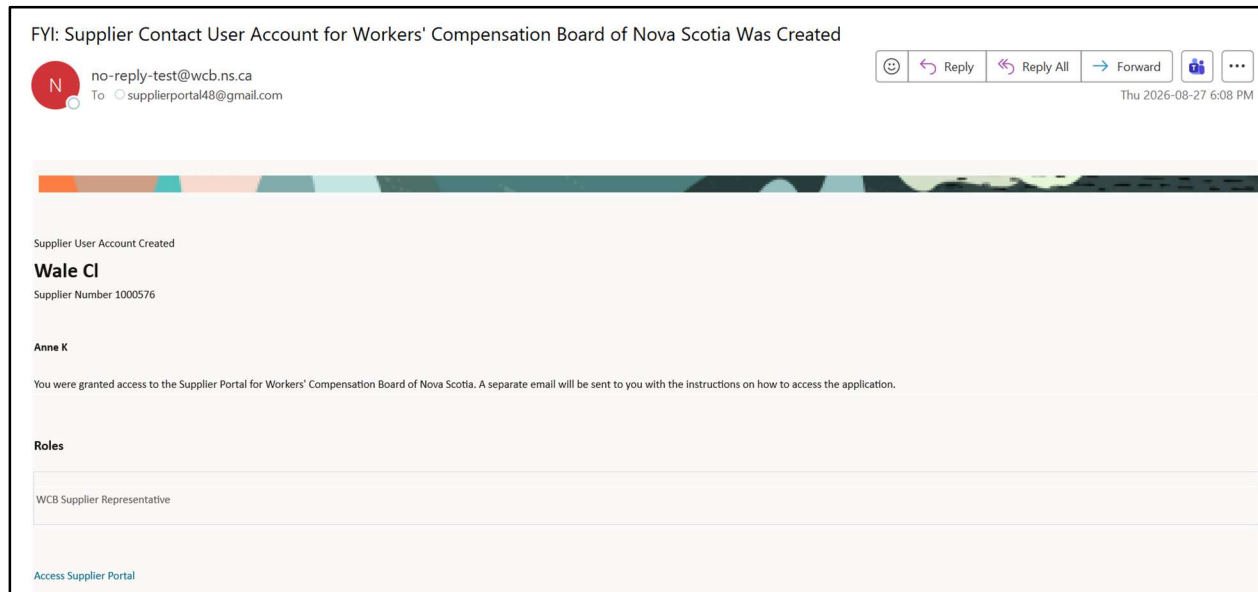
Upon successful registration, you will receive an email confirming you are now a “Spend Authorized Supplier.” The email will include a step-by-step guide for the supplier portal.



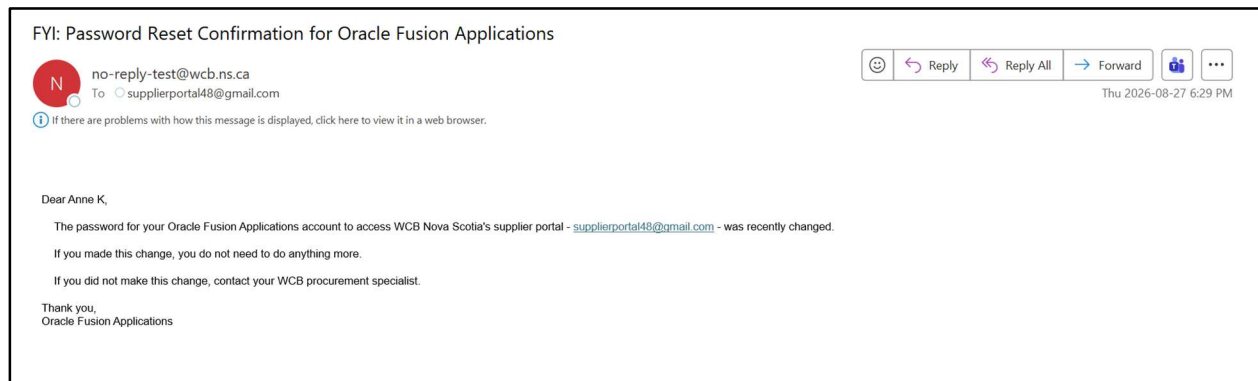
Contacts added for **User Contact Creation** will receive the welcome email below:



The **User Contact** will also receive the email below with confirmation of user account creation and link to access the Supplier Portal.



When you reset the password, you will receive this email:



You can then log in to the supplier portal by clicking the **Sign-in** button.