

# Registering in the Supplier Registration Information system

Prepared by Procurement Assistance Canada

## The basics of the Supplier Registration Information (SRI) system

- SRI is a database of registered companies interested in selling to the federal government.
- By registering in SRI, you make your company's name and supply capabilities widely known to federal departments and agencies, who may use the system to identify sources of supply for the goods and services they buy.
- You need to register in SRI to:
  - Obtain your Procurement Business Number (PBN) which is currently required for bids that are not processed through SAP Ariba;
  - Register in other Public Services and Procurement Canada registration databases such as, ProServices and the Translation Bureau.
- Additional information may be required to register in other systems, depending on the requirements of the purchasing organization, and whether there is a requirement to pre-qualify businesses before their registration is considered complete.

## Step 1: Creating and managing your account

1. Go to the SRI website and choose the language of your preference.



The screenshot shows the 'buyandsell.gc.ca' website with a blue header featuring a large red maple leaf. The header includes links for 'Français', 'Home', 'Contact Us', 'Help', 'Search', and 'Canada.ca'. Below the header, a navigation bar on the left lists 'Supplier Registration Information', 'Access my Account', 'Start Registration', 'Glossary', and 'Proactive Disclosure'. The main content area is titled 'Introduction' and contains a 'Start Registration' button. A list of links includes: 'Contact the SRI team', 'How to obtain a PBN', 'Joint Venture PBN', 'Update your SRI account', 'Change your company Legal Name', 'Register in other systems', and 'Disclaimer'. At the bottom of the page, a welcome message states: 'Welcome to the Supplier Registration Information (SRI) system. By registering in SRI, you are making your information widely available to federal government buyers who can use it to identify potential suppliers for the goods and services they require.'



2. Click on **Start Registration**.
3. Enter your Business Number (BN) and click on **Start Registration** to move on to the next step.

## Start Registration

**Please enter your Canada Revenue Agency [Business Number \(9 digits\)](#):**

(Note: Registering in SRI is a two-step process. After entering your business number click on "Start Registration". In the next screen you will be asked to provide some basic information. Once submitted you will receive an e-mail with instructions to continue with step 2.)

**You must finish step 2, including the selection of commodities, to complete your registration in SRI. )**

BN:

If you have a Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number, the first nine digits are your Business Number (e.g.: **123456789RT0001**). If you do not know your Business Number, please contact the Canada Revenue Agency at 1-800-959-5525.

**Note:** Retrieve your BN made up of 9 digits. You must use the BN associated with your Goods and Services Tax (GST) account issued by the Canada Revenue Agency (CRA), and not a provincial BN, for example. For more information about your CRA BN, visit the [Business number registration](#) web page or call the CRA at 1-800-959-7775.

4. Enter the requested information (legal name, registrant name, phone number, email, username, password, confirmation of password) and click on **Continue** to move on to the next step.

## Create an Account

complete this form to create a new account:

**Info about your Business**

\* Asterisks indicate mandatory fields

Business Number:123456789  
\* Legal Name:

**Info about yourself**

\* Registrant Name:   
\* Registrant Telephone:   
Ext:   
Enter number, up to 14 numeric characters.  
\* Registrant Email:   
\* Username:   
The username must be at least 8 characters in length.  
\* Password:   
The password must contain 6 to 10 characters.  
As well, the password must contain at least one numeric digit.  
\* Confirm Password:

**Caution:** Your legal name is the name of your business exactly as registered with the CRA. If you are self-employed, your legal name consists of your first and last name. Registration issues often arise from errors in entering the legal name. Even an extra space leads to the registration being denied.

5. You will see a confirmation page. Verify the information and click on **Continue** to move on to the next step.
6. The window below titled **Step 1 Completed** indicates that CRA is confirming the validity your BN and legal name.

## Create an Account

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### Step 1 Completed

Your submission has been sent to Canada Revenue Agency for validation. You should receive an e-mail in about 10 minutes during working hours but it can take longer. Delays can be caused by slow Internet links. If you do not receive a message in 2 working days, please call the InfoLine at 1-800-811-1148. **Do not register again.**

When your account is validated, you will be provided by e-mail with your Procurement Business Number (PBN). You must use this number, along with your Username and Password, to access the Supplier Registration Information (SRI) system and continue with Step 2 of your registration so your account will be activated. Unless the account is active, federal government buyers cannot access your record.

7. You will receive an email from Procurement Assistance Canada with the subject line **Validation of your SRI Registration**. There are two possible responses:
  - **Validation failed:** Carefully check your BN and legal name. The majority of failed validation attempts by CRA are due to an error in the information entered.
  - **Validation complete:** In the validation email, note your PBN (e.g. 123456789 PG0001) and scroll down to click on the link to access your account.

Validation can take a few minutes. If you do not receive a confirmation email in two business days or if you have difficulty validating your information, contact the InfoLine at 1-800-811-1148 or [SAC-PAC@tpsgc-pwgsc.gc.ca](mailto:SAC-PAC@tpsgc-pwgsc.gc.ca).

## Step 2: Accessing your account and completing your business profile

1. To access your account, enter the requested information (PBN, username, password) and click **Submit**.

**Access my Account**

**Please enter your Procurement Business Number (PBN), Username and Password.**

If you need help with your Username and Password, please send an e-mail to [TPSGC.PABPMEClient-APOSMEClient.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PABPMEClient-APOSMEClient.PWGSC@tpsgc-pwgsc.gc.ca) stating your PBN and telephone number or call the InfoLine between 7:30 a.m. and 5:00 p.m. (Eastern Time) at 1-800-811-1148. **Please do not re-register.**

PBN (required):

Username (required):

Password (required):

2. Enter information about your business (mandatory fields: registrant name, phone number, email, type of ownership, country of ownership, business size, business sector, official language, Aboriginal supplier) and click on **Submit** to move on to the next step.

**Company Information**

**Complete this form to continue your SRI registration:**

\* Asterisks indicate mandatory fields

PBN:  
\* Registrant Name:   
\* Registrant Telephone:   
Ext:   
\* Registrant Email:   
Legal Name:   
Operating Name:   
(if different from Legal Name)  
\* Type of Ownership:   
\* Country of Ownership:   
\* Business Size:   
\* Business Sector:   
\* Official Language:   
Supplier Website:   
\* Telephone:   
Ext:

**Important Note:** You must register in the [Aboriginal Business Directory](#) to be eligible for the Procurement Strategy for Aboriginal Business set-asides.

\* Aboriginal Supplier:

3. Enter your mailing address (mandatory fields: address line 1, city, province/territory/state if in Canada or the U.S., Country, postal/ZIP code) and click on **Submit** to move on to the next step.

Type of address:**Mailing**

\* Asterisks indicate mandatory fields

\* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

\* City:

Province/Territory/State:  \* (if in Canada or the USA)

\* Country:  CANADA

\* Postal/ZIP Code:

**Important:** Payments are no longer issued through the mail but processed electronically through direct deposit.

4. You will see a confirmation screen. Click on **Continue Registration** in order to confirm the information and move on to the next step.

5. Fill out the information about the contact person for your business (mandatory fields: name, phone number; all other fields are optional) and click on **Submit** to move on to the next step.

**Contact Information**

Every SRI account needs at least one contact person.

Complete this form to add contacts:

Name (required):

Title:

Telephone (required):   
Enter number, up to 14 numeric characters.

Ext:

FAX:

Email:

Area of Responsibility:

6. Confirm the information about the contact person and click on **Continue Registration** to move on to the next step.
7. In order to complete your account, add information about the goods and services your business provides by clicking on **Add commodities**.

## Registration Complete

**Record active but incomplete**

Although your record in SRI is "active" you need to select Commodity information (goods or services you can supply) so that buyers can view your company profile when searching SRI with a commodity code.

Please proceed by clicking on the "Add commodities" button below. If you wish to add information or change the information you have already entered, please click on "Review/Edit my SRI record" below.

[Add commodities](#)

[Return to Buy and Sell](#)

[Review / Edit my SRI record](#)

**Tip:** This step is not mandatory but recommended, since it allows federal departments and agencies to find your business and what goods or services you offer. Otherwise your business profile will not be visible to government buyers.

8. Select the regions where you can provide your goods and services. Click on **Update** to move on to the next step where you can add your commodities.

### Commodity Information (Goods/Services)

Select geographic areas to which you can supply:

Geographic Areas

[Select Provinces](#)

Alberta  
 British Columbia  
 Manitoba  
 New Brunswick  
 Newfoundland and Labrador  
 Northwest Territories  
 Nova Scotia  
 Nunavut  
 Ontario  
 Prince Edward Island  
 Quebec  
 Saskatchewan  
 Yukon Territory  
 International (not including Canada)

[Update](#)

9. At this point, you will have three ways of finding your commodity codes:

- Search by keyword;
- Search by product code, or;
- Click on the folders and sub-folders (📁) until you find the grey circle icon (⦿) that corresponds to the Goods and Services Identification Number (GSIN) that represents your goods and services.

**Edit Geographic Capability**

You can identify and select commodities by using keywords or commodity codes (if known). As an alternative you can search through the "folders" below by clicking on a folder to find products or services that your business offers.

Search by Keyword:

Search by Commodity Code:

[Commodities](#)  
 [Goods](#)  
 [Engine Accessories \(29\)](#)  
 [Miscellaneous Engine Accessories, Aircraft \(2995\)](#)  
 [Cylinders, Hydraulic Accumulators, Aircraft Engine \(N2995C\)](#)  
 [Hydraulic Control Assemblies, Aircraft Engine \(N2995D\)](#)  
 [Miscellaneous Engine Accessories, Aircraft \(N2995\)](#)

After selecting your commodities, you may wish to register in other PWGSC databases. Refer to the Buyandsell.gc.ca site, under "For Businesses", click on the "Register to Provide services" link. You must complete your commodity selection first.

**Click on folders to open. Click on the grey circle to select a commodity if applicable.**

[Return to my Company Info](#)  
[Return to my Commodity List](#)

**Tip:** It may be difficult to determine exactly which GSIN code is the right one for your goods and services. Note the GSIN codes that are close to what you provide, and search for tender notices using these codes. This way, you can verify if the tender notices that you find actually correspond to what you provide.

There could also be multiple GSIN codes used for the same requirement. For example, moving services correspond to the following GSIN codes:

- V502A: Relocation service
- V401: Other transportation, travel and moving service
- V: Transportation, travel agency and moving services
- V0001BA: Movers, office furniture and equipment and storage

10. Click on **Return to my Commodity List** to view a summary list of your selections.

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11. Once you have added all GSIN codes corresponding to your goods and services, your account is officially activated and complete.
12. Regularly check that your account information is up to date. Outdated information can lead to missed opportunities, and even cancelled contracts in serious cases.
  - If you change your business's legal name, the update has to be done in the CRA system first. Once the change is done in the CRA system, send us your request to make the same change in your SRI account at [SAC-PAC@tpsgc-pwgsc.gc.ca](mailto:SAC-PAC@tpsgc-pwgsc.gc.ca).
  - **Important:** If you are planning a legal name change during the course of an active contract or while you are pre-qualified under a Standing Offer or Supply Arrangement, notify the contracting authority immediately.

## Electronic procurement

The Government is moving federal procurement online. You may be able to bid on some tender opportunities through the electronic procurement solution. [Learn about electronic procurement](#).

## Get assistance

[Attend a seminar](#) to learn more about doing business with the Government of Canada.

Recommended seminars:

- Finding opportunities on the Government Electronic Tendering Service
- Bidding on opportunities

If you need help understanding the federal procurement process or registering for a procurement business number:

- Contact the National Infoline 1-800-811-1148 (Monday to Friday 8:00 a.m. to 5:00 p.m. ET);
- [Request a callback](#) from Procurement Assistance Canada; or,
- [Find a regional office near you](#). We have a network of offices across Canada.

[Canada.ca/PAC](#)