



Training Hub

# Contractor Verification.

Verify your contractors with ease.



# Contractor Verification.

The **Contractor Verification module** will enable permitted users to verify the contractors they work with.

This process cross references against and monitors **40+ European** company reports, (e.g. **Companies House & CRO**) giving details such as:

- Any Previous Business Names
- Company Registration Number
- VAT Number
- Registered Address
- Activity Codes
- Status of Company



# Contractor Verification.

To initiate the Contractor Verification process you will:

- Select **Contractors** from the Taskbar
- Search for the **desired contractor** by typing their name into the search bar
- Once the desired Contractor has been located, simply **click on the row**

The status of the verification will be displayed:

Not Checked

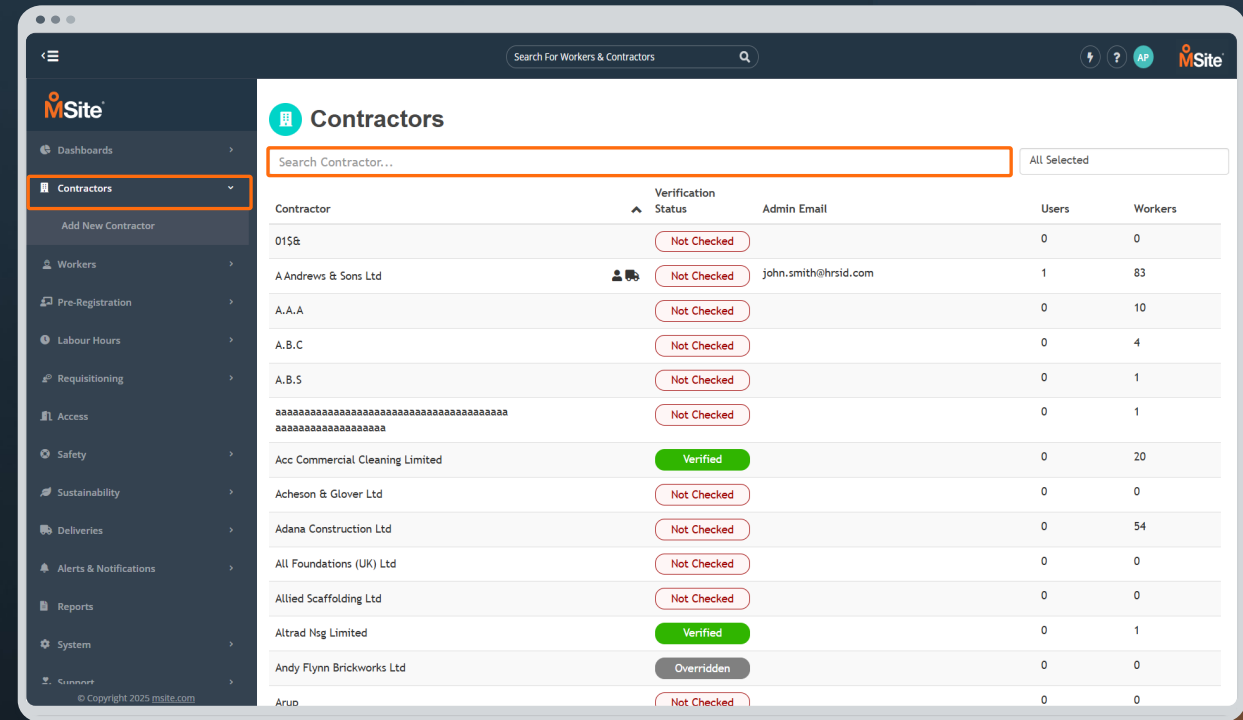
Yet to be verified. Existing contractors will display this as standard before verification

Verified

Has already been verified and the process is complete

Overridden

Has been overridden manually



The screenshot shows the MSite web application interface. On the left is a dark sidebar with a menu containing 'Dashboards', 'Contractors' (highlighted with an orange box), 'Add New Contractor', 'Workers', 'Pre-Registration', 'Labour Hours', 'Requisitioning', 'Access', 'Safety', 'Sustainability', 'Deliveries', 'Alerts & Notifications', 'Reports', 'System', and 'Support'. The main content area is titled 'Contractors' and features a search bar at the top. Below the search bar is a table with columns: Contractor, Verification Status, Admin Email, Users, and Workers. The table lists several contractors, most with a 'Not Checked' status in a red pill, and two with a 'Verified' status in a green pill. The footer of the interface shows '© Copyright 2025 msite.com'.

Contractor	Verification Status	Admin Email	Users	Workers
0156	Not Checked		0	0
A Andrews & Sons Ltd	Not Checked	john.smith@hrsld.com	1	83
A.A.A	Not Checked		0	10
A.B.C	Not Checked		0	4
A.B.S	Not Checked		0	1
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	Not Checked		0	1
Acc Commercial Cleaning Limited	Verified		0	20
Acheson & Glover Ltd	Not Checked		0	0
Adana Construction Ltd	Not Checked		0	54
All Foundations (UK) Ltd	Not Checked		0	0
Allied Scaffolding Ltd	Not Checked		0	0
Altrad Ng Limited	Verified		0	1
Andy Flynn Brickworks Ltd	Overridden		0	0
Arup	Not Checked		0	0

# Contractor Verification.

**Next**, you will be prompted to enter the following information relating to the company:

- Country
- Company Name
- Company Number
- VAT Number

Any results will include **potential matches** based on the company details provided in the search.

The **more information** added to the search, the **more accurate** the results will be.

**Verify Contractor**

Country: GB - United Kingdom of Great Britain and Northern Ireland

Company Name: Bloggs Builders

Company No.:

VAT No.:

**Search**

**Search Results** 50 results

Bloggs Builders Active - Accounts Filed

Previous Name: Bloggs Builders Ltd  
Company No. 0123456  
VAT No. GB123456789  
41201: Construction of commercial buildings  
123 High Street, Liverpool, Merseyside, L1 1DW

Joe Bloggs Builder LTD Company is dissolved

Previous Name:  
Company No. 6543210  
VAT No. 987654321  
41201: Construction of commercial buildings

**Match Assistant**  
Information about this Contractor that might help with matching to the records above

Last Activity	Date Added
No Results	

# Contractor Verification.

The search will also provide **valuable details** such as:

- Last activity they have had with the appropriate agency
- Worker Trades
- Worker home postal / area codes
- User email domains
- Number of registered workers

If the search doesn't return the required information, you can use **either** of the **below options**:

- **Search Google** for the company in question
- **Override the verification.** This will allow you to return to the verification later

To **finalise** the process, select [Update](#) and [Save](#) .

The screenshot displays a web interface for contractor verification. At the top, a box contains company details: 'Previous Name: Company No. 6543210', 'VAT No. 987654321', and '41201: Construction of commercial buildings'. Below this is the 'Match Assistant' section, which includes the text 'Information about this Contractor that might help with matching to the records above'. The interface features several input fields: 'Last Activity' (containing 'No Results'), 'Date Added' (containing '01/01/0001'), 'Number of Workers' (containing '0'), 'Worker Trades' (containing 'No Results'), 'Worker Home Area Codes' (containing 'No Results'), and 'User Email Domains' (containing 'No Results'). A 'Search Google' button with an external link icon is positioned next to the 'Number of Workers' field. At the bottom of the form, there is a link 'Can't find it? Override Verification' and an 'Update' button.

# FAQ's.

**Q. With the Contractor verification feature switched on, what will be the default status for all contractors?**

**A. Not Checked.** – Contractors will have a “**Not Checked**” status until they have been verified or overridden.

**Q. What Role/Permission is required for an MSite User to use the verification tool?**

**A.** System Contractor.

**Q. Can contractors only be verified through the MSite user interface?**

**A.** No, contractors can also be verified via the External API.



Be safe. Be productive. **Be one.**