



Training Hub

Contractor Verification.

Verify your contractors with ease.

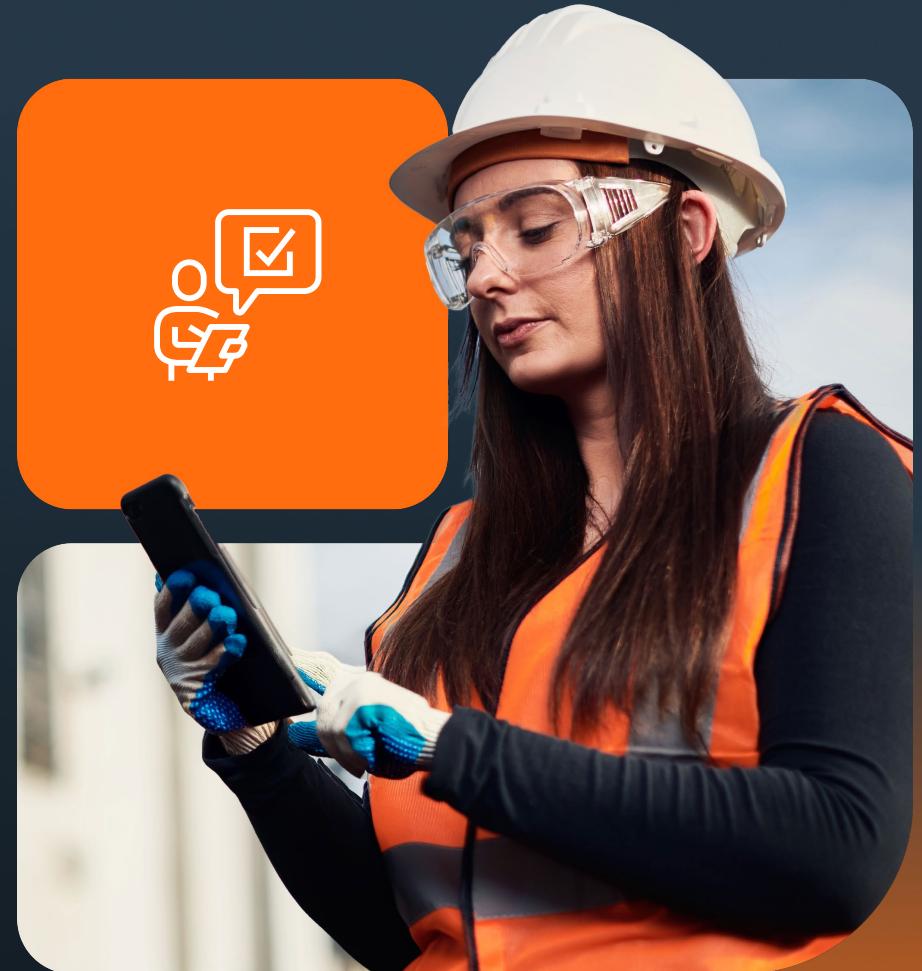


Contractor Verification.

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:

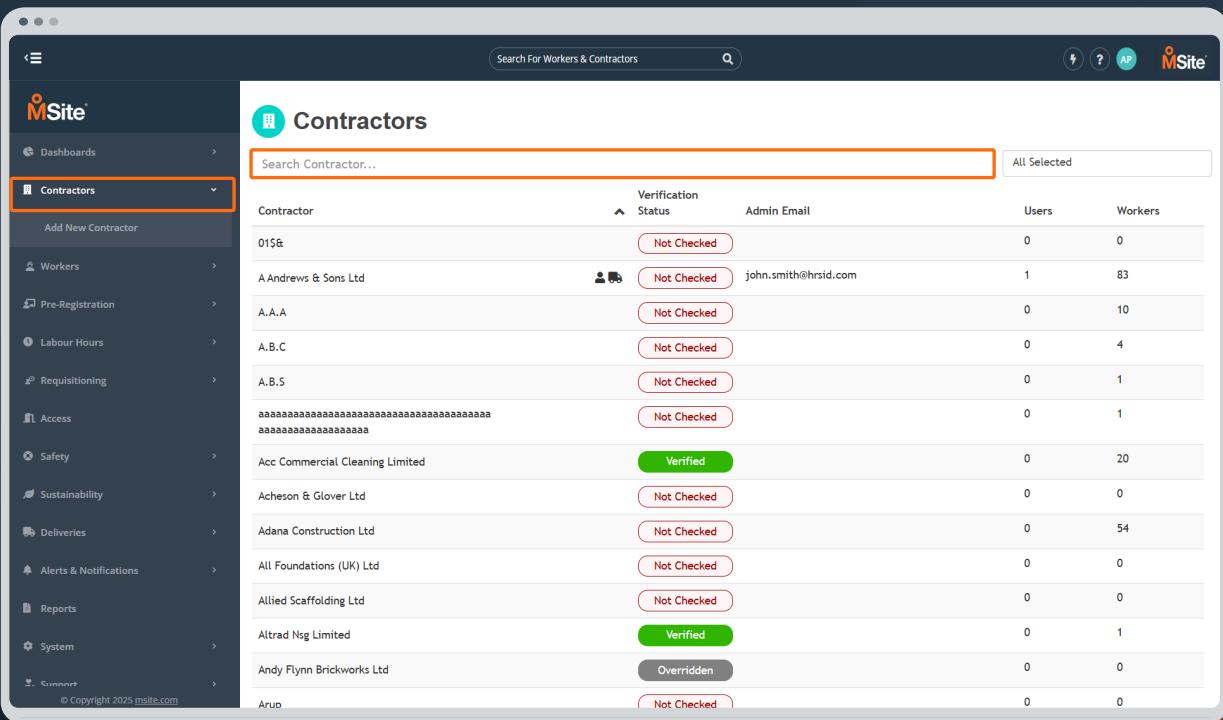
- Select **Contractors** from the Taskbar
- Search for the **desired contractor** by typing their name into the search bar
- Once the desired Contractor has been located, simply **click on the row**

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

Has been overridden manually



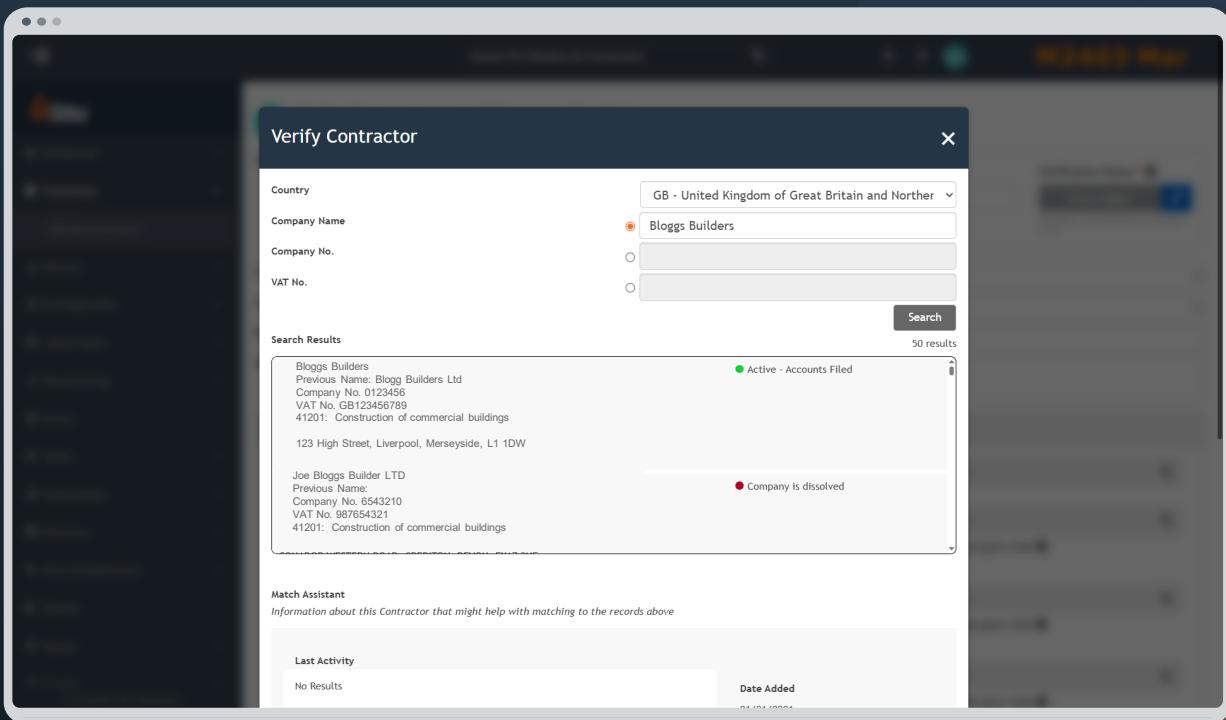
Contractor Verification.

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.



Contractor Verification.

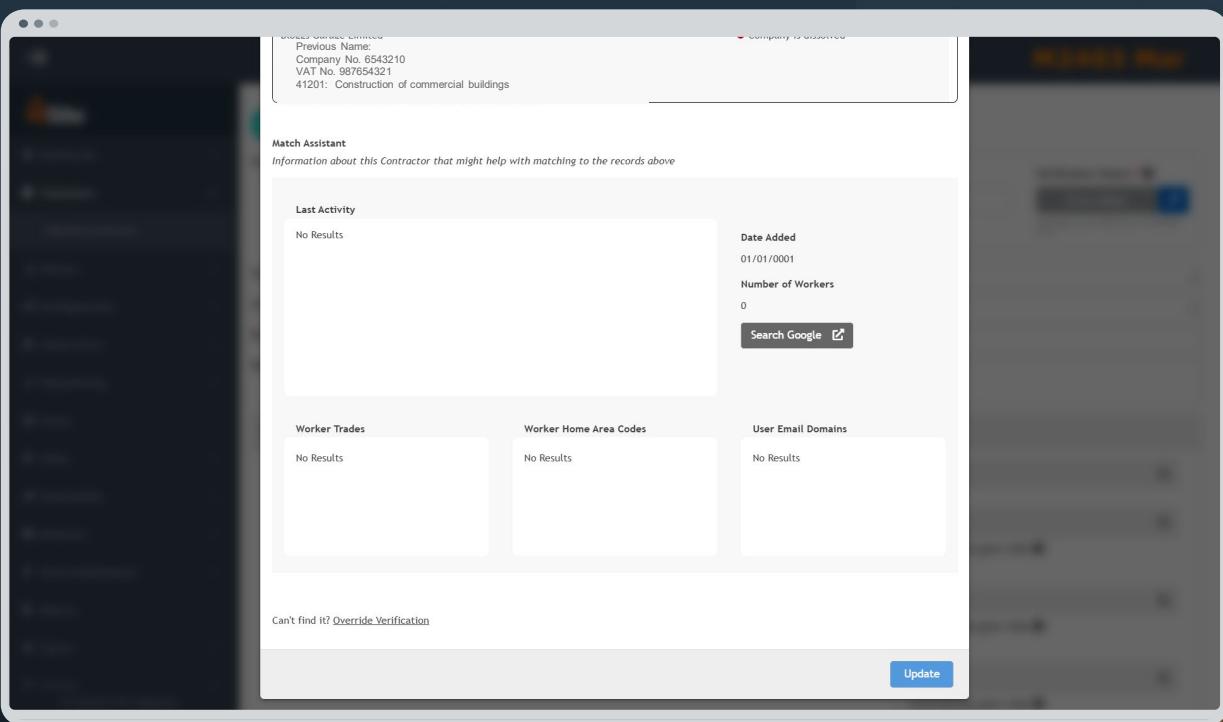
The search will also provide **valuable details** such as:

- 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** .



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.