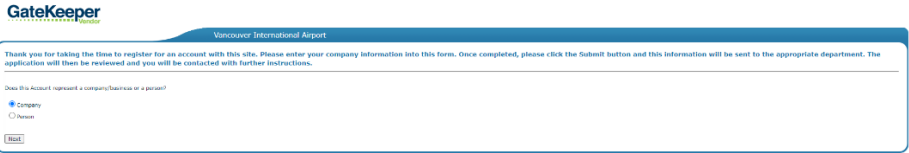
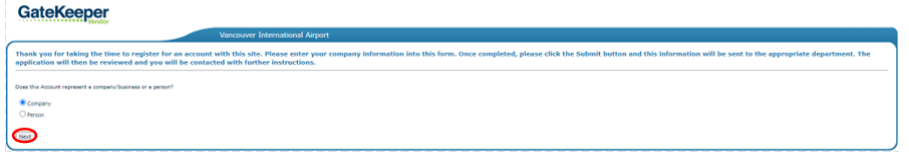





# Applying for a New Vendor Account

An URL link ([https://yvr.gtcvms.com/GsiVendor/Public/Account\\_application.aspx](https://yvr.gtcvms.com/GsiVendor/Public/Account_application.aspx)) is used to request a new Vendor account. A signed **Commercial Vehicle Operator Permit Form** is also required at the time of submission. A copy of the form can be found under “Driver Operators” on <https://www.yvr.ca/en/business/work-with-yvr>.

Submission of a signed Permit and on-line account application does not guarantee admittance into YVR Commercial Vehicle Program. Final approval of the Airport Authority is required prior to acceptance into the YVR Commercial Vehicle Program.

Steps	Examples
<p><a href="https://yvr.gtcvms.com/GsiVendor/Public/Account_application.aspx">https://yvr.gtcvms.com/GsiVendor/Public/Account_application.aspx</a></p>	
<p>Select “Company” and then click <i>Next</i></p>	
<p>Enter the following information:</p> <ul style="list-style-type: none"> <li>Your Full Name – first and last</li> <li>Your Email Address</li> <li>Phone</li> </ul>	




## Vendor QRG 1.01: Applying for a New Vendor Account

<p><b>Account Information</b> - Enter the following information:</p> <ul style="list-style-type: none"><li>• Account Name – name business is operating as</li><li>• Legal Name – name business is registered under the BC Business Registry</li><li>• PTB Number</li><li>• PTB Expiration</li></ul>	<p><b>Account Information</b></p> <p>Account Name: <input type="text"/> *</p> <p>Legal Name: <input type="text"/> *</p> <p>PTB Number: <input type="text"/></p> <p>PTB Expiration: <input type="text" value="Not Set"/> </p>
<p><b>Insurance Information</b> – Enter the following information about the account's Commercial General Liability (CGL) Insurance:</p> <ul style="list-style-type: none"><li>• Insurer Name</li><li>• Policy Number</li><li>• Insurance Effective Date</li><li>• Insurance Expiry Date</li><li>• Policy Comment</li></ul>	<p><b>Insurance Information</b></p> <p>Insurer Name: <input type="text"/></p> <p>Policy Number: <input type="text"/></p> <p>Insurance Effective Date: <input type="text" value="Not Set"/> </p> <p>Insurance Expiration Date: <input type="text" value="Not Set"/> </p> <p>Policy Comment: <input type="text"/></p>
<p><b>Address Information</b> – Enter the following information for billing/invoicing purposes:</p> <ul style="list-style-type: none"><li>• Address 1</li><li>• Address 2 – use only if required to add additional lines to the address.</li><li>• Address 3 – use only if required to add additional lines to the address.</li><li>• City</li><li>• State – use pull down menu to select Province</li><li>• Zip – Postal code</li></ul>	<p><b>Address Information</b></p> <p>Address1: <input type="text"/> *</p> <p>Address2: <input type="text"/></p> <p>Address3: <input type="text"/></p> <p>City: <input type="text"/> *</p> <p>State: <input type="text" value="British Columbia"/> * </p> <p>Zip: <input type="text"/> *</p>





Vendor QRG 1.01: Applying for a New Vendor Account

<p><b>Contact Information</b> – Enter the following information of the primary contact for billing/invoicing purposes:</p> <ul style="list-style-type: none"> <li>• Contact Name</li> <li>• Contact Title</li> <li>• Phone 1 and Extension – if applicable</li> <li>• Phone 2 and Extension – if applicable</li> <li>• Email</li> </ul>	<p>Contact Information</p> <p>Contact Name: <input type="text"/> *</p> <p>Contact Title: <input type="text"/> *</p> <p>Phone1: <input type="text"/></p> <p>Phone2: <input type="text"/></p> <p>Email: <input type="text"/> *</p> <p>Phone1 Extension: <input type="text"/></p> <p>Phone2 Extension: <input type="text"/></p>
<p><b>Document Information</b> – Attach the following documents in PDF:</p> <ul style="list-style-type: none"> <li>• Signed Permit Agreement – see YVR’s website for a Commercial Vehicle Operator Permit Form.</li> <li>• Insurance (CGI) – copy of valid Commercial General Liability (CGL) Insurance</li> <li>• PTB License – copy of valid Passenger Transportation Board (PTB) License</li> </ul>	<p>Document Information</p> <p>Signed Permit Agreement: <input type="button" value="Choose File"/> No file chosen * <input type="button" value="Clear"/></p> <p>Document Comments: <input type="text"/></p> <p>Insurance (CGI): <input type="button" value="Choose File"/> No file chosen <input type="button" value="Clear"/></p> <p>Document Comments: <input type="text"/></p> <p>PTB License: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Clear"/></p> <p>Document Comments: <input type="text"/></p>
<p><b>Comments</b> – free-text field to add any comments applicable to the application.</p>	<p>Comments</p> <p>Application Comments: <input type="text"/></p>
<p>Enter the Verification Text from the Image and select “Submit Application.”</p>	 <p>Enter Verification Text from Image (case is ignored): <input type="text" value="enter text from image"/></p> <p><input type="button" value="Submit Application"/></p>
<p>A message should appear telling you that your application will be reviewed.</p>	<p>Your registration will be reviewed and you will be contacted with login information to be used to complete the registration process.</p> <p><input type="button" value="Create New Application"/></p>
<p><b>Note: Fields in the form with an asterisk (*) are required for application entry. If an application does not send, verify that all fields with an asterisk (*) are filled and try again.</b></p>	



## Vendor QRG 1.01: Applying for a New Vendor Account

<p>If the account request is <b>rejected</b>, an email notification will be issued.</p>	<p>Account Registration Rejected</p> <p> systemalert@gksys.com To</p> <p>Caution: Email was sent from an external sender. Please use caution when opening attachments, clicking links, or responding.</p> <hr/> <p>Your request for a new account has been rejected.</p> <p>Account request denied</p>
<p>If the account request is <b>approved</b>, an email notification of account creation will be issued.</p>	<p>Account Created -</p> <p> systemalert@gksys.com To</p> <p>Caution: Email was sent from an external sender. Please use caution when opening attachments, clicking links, or responding.</p> <hr/> <p>Your account has been created with an ID of GT00 .</p>