

**Message from Dexter King, Director, Strategic Procurement Services  
July 2024**

**Building Ontario Businesses Initiative Online Vendor Directory Now Live**

Strategic Procurement Services is pleased to announce the launch of its Ontario Business Directory: [Ontario Business Attestations - Strategic Procurement Services \(yorku.ca\)](https://yorku.ca/ontario-business-attestations).

This directory contains all attestations collected centrally as part of the *Building Ontario Businesses Initiative Act* (“**BOBIA**”) legislation enacted by the Province of Ontario. This directory is designed to streamline the BOBIA reporting requirements by eliminating the need to request additional attestations from vendors who have already submitted an attestation to York University.

**How to use the Directory**

Please note that your York Passport York ID will be required to access the Directory.

1. Enter the name of the vendor whom you wish to use. If the vendor is listed, you **do not need** to request an [Ontario Business Attestation](#) as one already exists on file.

Text Search <input type="text"/>	Ontario Business Statuses <input type="text"/>	Postal Code <input type="text"/>	<input type="submit" value="Submit"/>	<input type="button" value="Reset"/>
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2. A listed business will have one of the two labels: Ontario Business or Non-Ontario Business.

<u>Business Name</u>	<u>Address</u>	<u>Postal Code</u>	<u>Ontario Business Status</u>
1000245111 Ontario Inc. o/a ACM consulting org	749 Manning Ave Toronto, Ontario, Canada	M6G 2W5	Ontario Business

a) If listed as an *Ontario Business*, use the [Vendor Quote Solicitation Form](#) and select the box that says, “The Vendor has already completed the Ontario Business Declaration and appears on York’s database”. No further BOBIA reporting is required.

To be completed by York University purchaser.	<p>Select the applicable, mandatory response:</p> <p><input type="checkbox"/> The Vendor has already completed the Ontario Business Declaration and appears on York’s database</p> <p><input type="checkbox"/> I have attached the Ontario Business Declaration Form</p> <p><input type="checkbox"/> I have attached the Non Ontario Business Justification form</p>
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b) If listed as a *Non-Ontario Business*, you do not need to have the vendor complete an Ontario Business Attestation form. **You must complete** a [Non Ontario Business Justification Form](#) (“**NOBJ**”) and select the most appropriate exemption found on the form.

You can then select the third option on the Vendor Quote Solicitation form that says, “I have attached the Non-Ontario Business Justification Form”.

If submitting an invoice, you **will** need to submit the NOBJ form when coding your invoice to submit to Accounts Payable. If paying by PCard, please retain the NOBJ for auditing purposes.

### Additional information

If you routinely use a vendor and pay for the goods and/or services using a PCard and would like that vendor included on the directory, please submit to [purchase@yorku.ca](mailto:purchase@yorku.ca) the following:

1. A signed Ontario Business Attestation form completed by the vendor.
2. Full address of the vendor including country, if the vendor is outside of Canada.

### Further support on BOBIA

For a walkthrough and FAQ on all matters related to BOBIA, please refer to the guidance provided on Strategic Procurement’s website: [Building Ontario Businesses Initiative Act | Purchase Good and Services \(yorku.ca\)](#)

For specific queries, please contact [purchase@yorku.ca](mailto:purchase@yorku.ca) and someone from Strategic Procurement Services would be happy to assist.

If you would like to schedule a training session for your department, team or unit, please contact Brent Brodie [bbrodie@yorku.ca](mailto:bbrodie@yorku.ca).