

**Supplier Information**

Company Legal Name

Website

Business Address

Remit To Address (if different from Business)

**Supplier Contact**

Name

Email

Phone

**Additional Information** General Contractor, Architect, or Engineer [Diverse Supplier](#) Sole Proprietor\*

\* New supplier requests for Sole Proprietors (i.e. Consultants or Independent Contractors) must include a signed [Compliance Statement](#).

**Invoice Currency** Canadian (CAD) U.S. (USD) Other:

Note: Standard payment terms are net 35 days.

**GST/HST No.\***

\* Required for suppliers operating in Canada. Validate the supplier's tax registration on the [CRA registry](#).

If the supplier meets the requirements for Small Supplier Status, a signed [Small Supplier Certification](#) form must accompany this request.

**Departmental Information**

Requestor Name

Department/Division

Email

Phone

**Acknowledgement**

I hereby acknowledge this supplier request is made to transact only University business and the information provided is accurate.

Signature

Name

Date