

SUPPLIER ACCOUNT REQUEST FORM

Supplier Information

Company Legal Name

Website

Mailing Address

Billing Address (if different from Mailing)

Supplier Contact

Name

Email

Phone

Is this supplier a General Contractor, Architect, or Engineer? Yes No

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](#)

Sole Proprietor Status*

Sole Proprietor

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

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