

SUPPLIER ACCOUNT CHANGE REQUEST FORM

Instructions

To update a supplier account (vendor record) in FIS, send completed form, an accompanying invoice, quote, or contract, and any other required documentation to purchasing.help@utoronto.ca, with the following included in the subject line: SUPPLIER CHANGE REQUEST. Please allow 5 business days for processing.

Change Request Type

Reactivation
 Address and/or Name Change
 Create A/P Only Account
 Create PO Only Account

Supplier Information

 Company Legal Name

 FIS Vendor #

 Website

 Mailing Address

 Billing Address (if different from Mailing)

Supplier Contact

 Name

 Email

 Phone

Invoice Currency

 Canadian (CAD) U.S. (USD)

 Other:

Note: U of T standard payment terms are net 35 days.

 Supplier's HST/GST 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

Departmental Information

 Department / Division

 Requestor Contact Name

 Email

 Telephone

Acknowledgement

I hereby certify that all information provided in this request is accurate.

Signature

Name

Date