

SUPPLIER ACCOUNT REQUEST FORM

Supplier Information

Company Legal Name

Website

Mailing Address

Billing Address (if different from Mailing)

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](#)

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