

**Download this form and complete electronically** - handwritten forms will not be accepted.  
This information is required before an order or payment can be issued by the UofA.  
Once completed, return to the individual or department who provided you the form.

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**Supplier ID** (*internal UofA use*)

Page 1 of 2

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**Legal Company or Contractor Name:**

(*as it appears on your tax return*)

**Preferred/Affirmed or Alternate Trade Name**

(*doing business as*), if applicable:

**Type of Business - select one:**

<b>Individual/Sole-Proprietor</b>	<b>Government</b>
<b>Corporation</b>	<b>Other: Association, Trust, Estate or Partnership</b>

**GST registration number:** OR **GST # not applicable**

**Will you receive royalty payments from the University of Alberta?** Yes No

**Are you a Non-Resident coming into Canada to provide services?** Yes No

If yes to either question above, provide your

**Social Insurance, Social Security or Federal ID number:**

(*UofA Shared Services, Finance issues T4ANR, NR4 and T5 tax slips each year in February.*)

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**Default Ordering**

**Address:**

**City:**

**Prov/State:**

**Postal/Zip:**

**Country:**

**Ordering Email** (*general email where UofA sends you Purchase Orders*):

**Payment Address:**

(*where cheques are sent*)

**\*Note:** A physical street address is required for all electronic payments (ACH/Wire) leaving Canada.

**Sales Contact Name:**

**Contact Email:**

(*general email where UofA can send you an invite to create invoices online in Coupa*)

**Phone:**

**Web Address/URL:**

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**Default Ordering & Remitting Currency:** CAD USD Other:

**Payment Terms:** Net30 Discount terms: Specify -

**Payment Method:** EFT/ACH Cheque Wire Transfer

\*Complete banking section page 2

CAD or USD only

Int'l suppliers (outside North America) only

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Continue to the bottom of Page 2 to provide the contact information  
of the person completing this form.

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**For Payments by EFT or ACH, complete the following:**

Page 2 of 2

**Bank Account Holder Name:***(must match company/contractor name on Pg 1)***Payment email:***(where UofA {travel.expense@ualberta.ca} sends you payment details)***Accounts Receivable Contact Name:****Email (if different from above):****Phone:**

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**Bank Name:****Bank Address:**

Canadian Bank EFT Details \$CAD	USA Bank ACH Details \$USD
Bank ID	Routing Code
Transit	
Account Number	Account Number

**\*Mandatory: Attach a copy of a void cheque or bank letter so we may validate the details.**

\*For payments by wire transfer to banks located outside of Canada or the USA, submit a [Wire Transfer Form](#) with each invoice (if banking details are not on listed on your invoice).

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**The information I have provided as a representative of this supplier, is true and accurate.****Name:****Title:****Email:****Phone:****Date:**

mm/dd/yyyy

The personal information on this form is collected for the purpose of maintaining a master vendor record for orders and payments. The personal information collected will be used and disclosed in compliance with Section 33c of the Alberta Freedom of Information and Protection of Privacy Act. For further information call 780-492-8000.

**Questions? Visit the [Staff Service Centre](#) to contact us via the Service Portal or call 780-492-8000.**

**Instructions for UofA employees:** Upon receipt of this completed form from your supplier, attach to a Requisition in SupplyNet. Or if a purchase order is not needed, submit to Shared Services Finance with a Payment Request form or Direct Pay invoice via the UofA Service Portal. A supplier record is not needed for credit card transactions.