

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.

Supplier ID *(internal UofA use)***Page 1 of 2**

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:****Individual/Sole-Proprietor****Government****Corporation****Other: Association, Trust, Estate
or Partnership****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.)*

**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:**

Default Ordering & Remitting Currency:**CAD****USD****Other:****Payment Terms:****Net30****Discount terms: Specify -****Payment Method:****EFT/ACH****Wire Transfer*****Complete banking section page 2****Int'l suppliers (outside North America) only**

**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:**

Bank Name:**Bank Address:**

Canadian Bank EFT Details \$CAD	USA Bank ACH Details \$USD
Bank ID Transit	Routing Code
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).

The information I have provided as a representative of this supplier, is true and accurate.

Name:**Title:****Email:****Phone:****Date:**

mm/dd/yyyy

Protection of Privacy: Personal information provided is collected by Section 4(c) of the Alberta Protection of Privacy Act (POPA) and will be protected under section 10. The personal information collected will be used and disclosed by sections 12, 13 of the POPA, including the management of the application, selection and interview process, as well as immigration requirements and reporting. The University of Alberta uses automated systems to generate content and to make decisions, recommendations and predictions. The personal information collected may be included in these automated systems. For further information about the collection, use and disclosure of personal information, please contact: Shared Services 10230 Jasper Avenue, Edmonton, Alberta, T5J 0B2, 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.