



## SUPPLIER INFORMATION ENROLLMENT FORM

All required fields with \* must be completed & form returned to Supply Chain Management before any orders will be placed.

### Supplier Information:

\* **Legal Company Name:**  
(billing U of C)

**Operating Company Name:**

**Mailing Address:**

\* Street #:                      \* Street Name:                      \* Street Suffix:                      Street Direction:

Unit/Bay:                      Bldg Name:                      Flr#:                      \* City:                      \* Province/State:

\* Country:                      \* Postal/Zip Code:                      International Province/State:

\* Contact Phone #:                      Ext:                      FAX #:                      Department:

\* Email Address:                      Additional Email Address:  
(Preferred PO email)

**Contact Name:**

\* First Name:

**GST/VAT number** ( 9 digits only) if applicable:

\* Last Name:

\* **GST Exempt Reason:**

GST Exempt Justification:

Title/Position:

**Ordering Information:**

Same as Supplier Information

**Ordering Address:** (address that U of C will issue Purchase Orders to, if different from above Supplier Information:)

\* Street Number:                      \* Street Name:                      \* Street Suffix:                      Street Direction:

Unit/Bay:                      Building Name:                      \* City:                      \* Province/State:

\* Country:                      \* Postal/Zip Code:                      International Province/State:

**Does your company accept Visa credit card orders & payments?**    Yes    No

**Does your company accept PO's?**

**YES**  
**NO**

SIC Code:

WCB #:

**Type of Business (products or services) :**

**Accounts Receivable Information:**

\* Same as Supplier Information

\* Same as Ordering Information

**Accounts Receivable (Payable) Address:** (if different from Supplier or Ordering Information) EFT available below.

\* Street #:                      \* Street Name:                      \* Street Suffix:                      \* Street Direction:

Unit/Bay:                      Building Name:                      \* City:                      \* Province/State:

\* Country:                      \* Postal/Zip Code:                      International Province/State:

## PAYMENT METHOD FOR CANADIAN AND US SUPPLIERS ONLY:

For a more secure and efficient payment processing method all Canadian and US suppliers are required to sign up for Visa automated Purchase Order payments, direct Credit Card Purchasing or submit EFT/ACH information. **Please select only one option below:**

### VISA PAYABLES AUTOMATION (VPA):

[Overview of Visa Payables](#)

If your company would like to enroll in automated payments as your preferred payment method for purchase orders (a Visa merchant account is required). Please check the VPA box, and a member of our Supplier Administration team will contact you via the email provided above with detailed information and confirm the next steps for virtual card set up, as no company banking details are kept on file. This payment method is net 7 days after invoice approval.

### EFT/ACH Banking:

Supplier's Banking Detail Validation Process: In order to minimize risk related to fraud, bank details may be subject to our third party validation process (Dun & Bradstreet). By signing this form you are agreeing to the University's validation process, and that all the information provided is for the company listed on this form. This payment method is net 30 days.

For Canadian/USA EFT, the supplier's bank details MUST be delivered in either of the following documents:

A void cheque copy that shows **Account Name, Account Number, Bank Name, Bank Transit Number (CAD) or ACH Number (USA) & Bank ID number** (USA BANK DEPOSIT SLIPS ARE NOT ACCEPTABLE)

A bank certified Direct Deposit letter

\* Email address for EFT remittance advice:

### VISA Credit Card purchasing:

If your company accepts credit cards and would prefer direct payment through a Visa purchasing card for purchases under \$5,000 either over the phone or through an online ordering portal. Please check this box and your supplier file will reflect credit cards accepted.

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***Payment will not be issued until this form is returned signed and proper documentation is received.***

*If EFT is selected as your payment method, please submit evidence of bank details along with this signed Supplier Enrollment Form. For wire transfer information contact [finance@ucalgary.ca](mailto:finance@ucalgary.ca). Note: only non CDN/US international suppliers may be setup with payments for wire transfers.*

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**I hereby Authorize the University of Calgary to credit check and verify credit information for the company listed above, and the banking and/or that the company information provided on this form is for the company listed above:**

\* Printed Name:

Title/Position:

\* Phone Number:

\* Email address:

**PLEASE print this form & SIGN or stamp with encrypted electronic signature**

Date:

**Email completed form (signature required) and valid EFT documentation (if applicable) to: [uofcsuppliers@ucalgary.ca](mailto:uofcsuppliers@ucalgary.ca)**