



Supplier Information Enrollment Form

All fields marked with * are mandatory and must be completed, with the form submitted to Supply Chain Management before any orders can be placed.

Forced Labour Attestation:*

By submitting this form, the Supplier agrees not to use any 'forced labour' or 'child labour' (each as defined in the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*, S.C. 2023, c. 9, as amended or replaced from time to time) (collectively, "**Modern Slavery Act Forced Labour**") to provide any goods, services, and/or deliverables to the University of Calgary.

Please initial here:

The Supplier hereby confirms that it (**initials required**):

- a) has conducted a reasonable examination of its supply chain, and is not aware of any evidence of Forced Labour used therein;
- b) has implemented effective measures to prevent Forced Labour within its supply chain; and
- c) will notify the University of Calgary in writing promptly as soon as it becomes aware of the existence of any Forced Labour in its supply chain.

The Supplier hereby acknowledges and agrees that in the event the Supplier does not comply with the requirements of this Forced Labour Attestation, the University of Calgary reserves the right to suspend the Supplier indefinitely from providing any goods, services, and/or deliverables to the University of Calgary until the Supplier has taken measures to address the lack of compliance satisfactory to the University of Calgary, in its sole discretion.

Supplier Information:

Legal Company Name *

(billing the University of Calgary)

Operating Company Name

(if applicable)

Mailing Address:

Street # *	Street Name *	Street Name *	Street Direction	
Unit/Bay #	Building	Floor #	City *	Province/State
Country *	Postal/ZIP Code *	International Province/State		

Phone Number	Extension	Fax Number	Department
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Email Address *

(PO dispatch email)

Additional Email Address:

GST/VAT Number (9 digits)

(Canadian suppliers)

GST Exempt Reason *

GST Exempt

Justification

Contact Information:

First Name *	Last Name *	Title/Position
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Ordering Information:

Same as Supplier Information section

Ordering Address: the address that the University of Calgary will issue purchase orders to

Street # *	Street Name *	Street Suffix *	Street Direction	
Unit/Bay #	Building	Floor #	City *	Province/State
Country *	Postal/ZIP Code *	International Province/State		

Does your company accept Visa credit card orders and payments? *

YES

NO

Does your company accept purchase orders? *

YES

NO

Type of business (products or services) *

WCB #

SIC Code

Accounts Receivable Information:

Same as Supplier Information section

Same as Ordering Information section

Accounts Receivable (Payable) Address: payment options are available below under "Payment Method Options"

Street # *

Street Name *

Street Suffix *

Street Direction

Unit/Bay #

Building

Floor #

City *

Province/State

Country *

Postal/ZIP Code *

International Province/State

Payment Method Options for Canadian and USA Suppliers

To ensure secure and efficient payment processing, all Canadian and USA suppliers are required to enroll in one of the following payment methods: Visa Automated Purchase Order Payments, Direct Credit Card Purchasing, or EFT/ACH. Please select one option from the list below

Visa Payables Automation (VPA)

If your company wishes to enroll in automated payments as your preferred payment method for purchase orders (requires a Visa merchant account), please select the VPA box. A member of our Supplier Administration team will then reach out to you via the email provided to share detailed information and guide you through the next steps for setting up virtual card payments. Please note that no company banking details are collected or stored. Payments under this method are made net 7 days after invoice approval. [Overview of the Visa Payables Automation \(VPA\) Program.](#)

Electronic Funds Transfer (EFT) / Automated Clearing House (ACH)

Supplier Banking Details Validation Process: To reduce the risk of fraud, all bank details provided may be subject to validation through a third-party service (Dun & Bradstreet). By signing this form, you consent to the University's validation process and confirm that all information provided pertains to the company listed on this form. Payments using this method are processed on net 30 terms.

For Canadian and U.S. EFT payments, supplier bank details MUST be submitted using one of the following documents:

A copy of a void cheque displaying the following information: Account Name, Account Number, Bank Name, Bank Transit Number (for CAD accounts) or ACH Number and Bank ID Number (for U.S. accounts). *Please note that U.S. bank deposit slips are not accepted.*

A bank certified Direct Deposit letter or form.

* Email address for EFT/ACH payment remittance advice:

Visa Credit Card Purchasing

If your company accepts credit cards and would like to receive payment directly via a Visa purchasing card for purchases under \$5,000 — either by phone or through an online ordering system — please select this box. Your supplier record will be updated to indicate that credit card payments are accepted.

Payment cannot be issued until the completed and signed form, along with all required documentation, is received.

If you select EFT as your payment method, please include proof of your bank details with the signed Supplier Enrollment Form. Note: Only international suppliers outside of Canada and the U.S. are eligible for wire transfer payments.

I hereby authorize the University of Calgary to conduct a credit check and verify the credit information for the company listed above, as well as confirm that the banking and other company details provided on this form are accurate and pertain to the listed company.

Printed Name *

Title or Position *

Phone Number *

Please print this form and sign it, or apply an encrypted electronic signature *

Email Address *

Date *

Please email the completed form (with signature) and any valid EFT documentation (if applicable) to: uofcsuppliers@ucalgary.ca