



SUPPLIER Change Request

(For BUSINESS or INDIVIDUAL)

SUPPLY CHAIN MANAGEMENT

To be completed by an employee or individual affiliated with the University only

ALL MANDATORY FIELDS ARE MARKED WITH AN * IF THEY ARE NOT POPULATED THE FORM WILL NOT BE PROCESSED

* **Entity:** **Business** **Individual** **CHOOSE ONLY ONE** (Please fill in the corresponding information for either Business or Individual)

Current Supplier/Non-Employee (Individual) Information: * **Supplier #**

Full Name of Business Supplier:

Last name of Non-Employee Supplier:

First name of Non-Employee Supplier:

Mailing Address: * Street #: * Street Name: * Street Suffix: Street Direction:

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

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

* Telephone #: Ext: Cell#:

* **Email Address:** Secondary Email Address:

Updated Supplier/Individual Information:

To ensure the supplier file is updated correctly please only populate the fields that have changed (note: more than one field can be populated)

Name Change: **Address Change:** **Email Change:** **Other:**

Comment:

Full Name of Business Supplier:

Last Name of Individual Supplier:

First Name of Individual Supplier:

Mailing Address:

Street #: Street Name: Street Suffix: Street Direction:

Unit/Bay #: Building Name: City: Province/State:

Country: Postal Code: International Province/State:

Telephone #: Cell #:

Email Address: Secondary Email Address:

University of Calgary initiator contact information

* Name of Requestor: * Email address of requestor:

Department: Date:

Email completed form (required) and supporting documentation (invoice or email request from supplier) to uofcsuppliers@ucalgary.ca.

Note: for supplier updates not listed on this form (payment method, etc.) email the request to uofcsuppliers@ucalgary.ca