



NEW SUPPLIER REQUEST FORM
(For BUSINESS or INDIVIDUAL)

SUPPLY CHAIN MANAGEMENT

To be completed and submitted by an employee or individual affiliated with the University of Calgary only

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

* Does the business or individual you are requesting have any current affiliations or is an employee with the University?
(Note: If yes, contact your HR advisor first for further information before submitting this form)

* Has the business or individual you are requesting received funding from the Entrepreneurial Thinking Initiative?

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

Business Information:

* Full Name of Business:
(Billing for U of C)

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#:

* Contact First Name: * Last Name: Title:

* Email Address: (PO Dispatch) Secondary Email Address:

GST/VAT Number - if applicable: * GST Exempt Reason: GST Exempt Justification:

Individual Information:

* To ensure your supplier is set up correctly, please select the type of payment the supplier will be receiving (note: more than one field can be selected) *

Services (i.e. consulting) Honorarium Refund or reimbursement of expenses

* LAST NAME: * FIRST NAME: Middle Initial:

Mailing Address:

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

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

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

* Telephone #: Cell #: GST/VAT Number - if applicable:

*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 any supporting documentation to newsuppliers@ucalgary.ca. Once received Supplier Administration will contact the University of Calgary requester with the new supplier ID number, as well as the supplier or individual for their payment information.