



**University  
of Manitoba**

# Financial Services

Purchasing Services  
403 Administration Bldg.  
Winnipeg, Manitoba  
Canada R3T 2N2

## SUPPLIER REQUEST FORM

DATE: \_\_\_\_\_

**New Supplier**                      **Change Supplier Information**

SUPPLIERS FULL LEGAL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PROVINCE/ STATE: \_\_\_\_\_ POSTAL/ ZIP CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

ACCOUNT MANAGER CONTACT NAME: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

INDICATE GOODS/SERVICES TO BE PURCHASED: \_\_\_\_\_

ACCOUNT RECEIVABLE CONTACT NAME: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

REMIT TO (if different from above): \_\_\_\_\_ CITY: \_\_\_\_\_

PROVINCE/ STATE: \_\_\_\_\_ POSTAL/ ZIP CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

CURRENCY: \_\_\_\_\_

UNIVERSITY METHOD OF PAYMENT:

PREFERRED PAYMENT TERMS:

*Note: The University of Manitoba's standard is Net 30 Days unless otherwise negotiated with Purchasing Services*

DOES YOUR COMPANY COLLECT GOODS AND SERVICES TAX?                      YES              NO

G.S.T. REGISTRATION NUMBER: \_\_\_\_\_

DOES YOUR COMPANY COLLECT MANITOBA PROVINCIAL SALES TAX?              YES              NO

P.S.T. REGISTRATION NUMBER: \_\_\_\_\_

BUSINESS REGISTRATION NUMBER: \_\_\_\_\_

ARIBA NETWORK ID (PREFERABLE): \_\_\_\_\_

PLEASE SEND COMPLETED FORM TO: PURCHASING SUPPORT SERVICES [supplier\\_support@umanitoba.ca](mailto:supplier_support@umanitoba.ca)

REQUESTOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## **Guidelines for completing the Form for University Staff**

1. At minimum, the individual requesting the new supplier or change to supplier must provide the following:
  - A. Date
  - B. Select either the New Supplier or Change Supplier Information checkbox
  - C. Suppliers Full Legal Name
  - D. Address, City, Province/State, Postal/Zip Code, Country
  - E. Account Manager Contact name (if known)
  - F. Supplier Phone #, Fax # or Email
  - G. Indicate the goods/services that are anticipated to be purchased from this supplier
  - H. The requestor contact details at the bottom of the form
2. Any additional fields that can be completed by the requestor may assist in expediting the request.
3. Fields that require addition or verification by the supplier may delay the processing time of the request.
4. The Purchasing Support Services team will attempt to process all requests for the next business day when the request has been received by 2pm.
5. When additional details are required from the supplier this timeline may not be met as supplier response times vary.
6. If undue delays are encountered the Purchasing Support Services team will communicate directly with the requestor as updates are available.

**NOTE:** Any business documents received from the supplier which support the details provided on the form to improve the validation process may be submitted with the form. To determine if a document is acceptable, please send your query via email to [supplier\\_support@umanitoba.ca](mailto:supplier_support@umanitoba.ca)