



**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

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