

**SUPPLIER REQUEST FORM**

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

NEW SUPPLIER

CHANGE SUPPLIER INFORMATION

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

ADDRESS: \_\_\_\_\_ POSTAL/ZIP CODE: \_\_\_\_\_

PROVINCE/STATE: \_\_\_\_\_ CITY: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

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

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

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

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

CHEQUE PAYABLE TO (if different from above): \_\_\_\_\_

PROVINCE/STATE: \_\_\_\_\_ CITY: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

POSTAL/ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_ CURRENCY: \_\_\_\_\_

*Note: The University of Manitoba's standard payment terms is Net 30 Days payable by cheque or virtual credit card unless otherwise negotiated with Purchasing Services.*

ENROLL FOR ONLINE PAYMENTS BY VIRTUAL CREDIT CARD? YES NO

Currently only available to Canadian Suppliers.
For more information on Virtual Credit Card please visit <https://umanitoba.ca/finance/suppliers#payment-methods>

IS YOUR COMPANY REGISTERED ON THE SAP ARIBA NETWORK ? YES NO

SAP ARIBA NETWORK ID: \_\_\_\_\_

If not registered on the SAP Ariba Network please email invoices to [spsinvoices@umanitoba.ca](mailto:spsinvoices@umanitoba.ca)

DOES YOUR COMPANY COLLECT FEDERAL GOODS AND SERVICES TAX? YES NO

IF YES, PROVIDE G.S.T REGISTRATION NUMBER: \_\_\_\_\_

DOES YOUR COMPANY COLLECT MANITOBA PROVINCIAL SALES TAX? YES NO

IF YES, PROVIDE P.S.T REGISTRATION NUMBER: \_\_\_\_\_

**Supplier's Sanctions Declaration:**

The Supplier certifies that they are not the subject of sanctions administered or enforced by any country or government nor are they organized or resident in a country or territory that is the subject of country-wide or territory-wide sanctions.

 \_\_\_\_\_  
 Print Name

 \_\_\_\_\_  
 Title

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Date

**Supplier's Conflict of Interest Declaration:**

The University [Conflict of Interest policy](#) defines a "Conflict of Interest" as a situation in which the private interests (Financial Interests or Personal Interests) of a Person or Related Party compromise or have the appearance of compromising the Person's independence and objectivity of judgment in the performance of their obligations to the University. Conflicts of Interest can be potential, actual or perceived. I confirm that I have read and understood the [Conflict of Interest policy & procedure](#) and to the best of my knowledge there is no conflict of interest between myself and The University of Manitoba.

 \_\_\_\_\_  
 Print Name

 \_\_\_\_\_  
 Title

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Date

## Guidelines for completing the Form for University Staff

Department Requestor: UM employee who is responsible for coordinating the completion (by supplier) and processing (by Purchasing Services) of the 'Supplier Request Form'.

1. To request an addition of a new Supplier in the UM System:

- a. The Department Requestor should send the blank 'Supplier Request Form' to the Supplier to fill out all applicable sections of the Form.

2. To request an update to an existing Supplier in the UM system:

- a. The Department Requestor should send the 'Supplier Request Form' to the Supplier to review the existing information and update any information that has changed.

3. The Department Requestor, should request that the supplier return the completed / updated Supplier Request Form back to them.

4. Once the completed form is returned by the Supplier to the Department Requestor, the form should be forwarded to [supplier\\_support@umanitoba.ca](mailto:supplier_support@umanitoba.ca) for addition(s) / change(s).

5. The Supplier Support team will come to process all requests for the next business day provided:

- a. There are no errors or omissions, information can be validated through normal processes without delays.
- b. The completed form is received by 2 PM.

### PLEASE NOTE:

- a. Processing time may be more than one business day if the completed form is received after 2 PM and / or Supplier Support receives an unusually high volume of Supplier Request Forms. If undue delays are encountered the Supplier Support team will communicate directly with the Department Requestor.
- b. 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 by email to [supplier\\_support@umanitoba.ca](mailto:supplier_support@umanitoba.ca)