



University
of Windsor

SUPPLIER UPDATE/ADDITION FORM

Purpose: This form is for the Campus Community to supply vendor information to the Procurement Office to update UWinsite Finance Supplier Database. **Note: Please ensure all fields marked with an asterisks (*) are complete before submitting.**

Who from the University of Windsor is requesting this Supplier?

Please provide contract information for UWindsor employee, who can be contacted if Procurement has questions regarding this application.

Date (YYYY-MM-DD)*: _____ Name*: _____ Department*: _____

E-mail*: _____ Ext*: _____

Supplier Type:

- Please specify if the Payee is an (Check One) *: Person _____ Company _____ Student _____ Employee _____
- If you selected Employee above, please provide a UWindsor Employee Number*: _____
- If you selected Student above, is the student also an employee? *: Yes _____ No _____
- If the Student is an employee at the University, please provide UWindsor Employee Number*: _____

Supplier Type:

- Supplier (or Person's) Name*: _____
- Supplier Contact Name (if different from Supplier Name above) *: _____
- Supplier Telephone*: _____
- Supplier e-mail for sending a copy of the Purchase Order*: _____
- Supplier Accounts Receivable e-mail to send the request for EFT bank information*: _____

Mailing Address Information: (Complete for a Company, Person, Student, or an Employee)

Address*: _____

City*: _____ Province/State*: _____

Country*: _____ Postal Code*: _____ Zip Code*: _____

Payment Information:

- Description of the Payment to the Supplier (Check One) *:
 - Payment for Goods: _____
 - Payment for Services: _____
 - Reimbursement of Expenses: _____
 - Other (Please Specify): _____

If you selected a Supplier Type of Person, Student or Employee above, please provide a detailed explanation of what the payment is for below*:

Payment Information:

- **Frequency of payments to Supplier (Check One) *:**
One Time Pay _____ Annual Payment: _____ Multiple Payments: _____
- **Has the invoice been received? (Check One) *:** Yes _____ No _____
- **Will the Supplier accept the University of Windsor Purchasing Card? (Check One) *:** Yes _____ No _____
(If you answered “Yes” to the above Purchasing Card question, please make the purchase on your University of Windsor Purchasing Card. If you do not have a Purchasing Card please contact Procurement at Ext. 2085 to apply for one.)
- **Payment Currency (check one) *:**
CDN ___ USD _____ Foreign Wire Payment (Please Specify Currency): _____
(if you will require payment to the Supplier in a currency other than CDN or USD. Please contact Accounts Payable for further information.)
- **Does the Supplier charge HST on their invoices? (Check One) *:** Yes _____ No _____
If you selected yes to HST above, please specify Supplier HST Tax Registration Number: _____
(This information is required by Canada Revenue Agency, in order to comply with Annual HST Audit Requirements.)

Guidelines for Completing this Form:

- All fields marked with a * are **mandatory**. If all mandatory fields are not completed the Supplier Request will not be processed and the form will be returned to the requester to complete all required information.
- The University of Windsor will phasing out all payments by cheque, for invoices related to goods and services for Canadian Suppliers, in favour of Electronic Fund Transfers (EFT's) directly to supplier bank accounts.
 - Suppliers will only be added to UWinsite if their EFT/Direct Deposit information is provided.
 - Once a **completed** Supplier Request form is received, Procurement will send out a request to the Supplier for their EFT/Direct Deposit information.
 - Please note, there may be a delay in receiving the EFT information directly from the Supplier, depending on the Supplier Response time. Therefore, please allow at least 2 – 3 days for your Supplier Request to be processed.
 - Procurement will actively follow up with the Supplier for this information to expedite the Supplier creation process.
- Procurement will contact the University Requester (as identified on this form), when the Supplier has been added to UWinsite.

How to expedite the Supplier Request Process:

- Complete the form in it's entirety, ensuring all mandatory/required information is provided.
- Be proactive! If you know you will be making a purchase in the future, determine if the Supplier already exists in UWinsite. If the Supplier does not exist, submit your Supplier Request form to Procurement for processing ahead of time.
- Provide the **Vendor Direct Deposit** form to the Supplier ahead of time. This will expedite the process for Procurement. This form can be found at: [Supplier Direct Deposit Form](#). Please have the Supplier submit this form and required attachments, **directly** to Procurement, at suppliers_uwinsite@uwindsor.ca, once it has been completed.

Please submit the completed **Supplier Request** form to suppliers_uwinsite@uwindsor.ca. If you have questions, please contact the Procurement Office at ext. 2081.

Office Use Only:

Entered By _____ Signature _____ Date _____