



Vendor Information Form (New or Change of Information)

1. Request Information *(required)*

Date Requested	Requested by <i>(Acadia Contact)</i>	New Vendor <input type="checkbox"/> Vendor Information Change <input type="checkbox"/>
----------------	--------------------------------------	--

2. Vendor Information *(required)*

Vendor Legal Name		Trade or Business Name <i>(Name on Invoice)</i>	
Mailing Address <i>(Physical Location)</i>		City	
Province/State	Country	Postal Code/Zip Code	
Payment Remit to Address <i>(if applicable)</i>		City	
Province/State	Country	Postal Code/Zip Code	

3. Contact Information *(required)*

Sales Phone Number	Sales Contact Name	Email for Purchase Order*
Accounts Receivable Phone Number	Accounts Receivable Contact Name	

*Provide a PO email address that can be accessed by more than one individual at your company. A generic email address is preferred.

4. Payment Information *(required)*

Credit Application Required? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach form.	Invoices are issued in the following currency: CDN <input type="checkbox"/> USD <input type="checkbox"/> Other <input type="checkbox"/>
Payment Terms: Net 30 (default) If Other, please specify:	
HST Registration # (if applicable)	SIN#/SSN # <i>(For services provided under the HST registrant threshold of \$30,000/yr)</i>
Acadia University pays North American vendors by cheque.* International payments will be completed by Wire Transfer. <i>*Some exceptions may apply.</i>	

Email completed forms to procurement@acadiau.ca

For Procurement Use Only

Approved / Declined:			
Set-up Completed by:		Date:	
New Vendor Approval by:		Date:	
Vendor Number Created:			