

Procurement provides corporate purchasing services to both Durham College and Ontario Tech University. As the service provider, forms are classified and the data is retained based on the Commons Records Retention Schedule used by Durham College.

For more information or to request alternate formats of this form for accessibility, please contact purchasing@ontariotechu.ca for assistance to complete this form.

External Supplier Information – To Be Completed by Supplier

Supplier Legal Name:
Supplier Brand Name:
GST/HST Reg #:
Type of Request: Currency:

If your organization does not have a GST or HST reg # or exempt, please provide an explanation below.

Does your organization qualify as a small supplier under section 148 of [Bill C-62](#)?

I hereby certify that I qualify as a small supplier and therefore, not required to register for HST/GST purposes.

Supplier Contact Information

First Name: Last Name:
Position/Title: Telephone Number:
Website Address:
Email Address:

Supplier Mailing address

Address Line 1:
Address Line 2:
City: Province/State:
Country: Postal/Zip Code:

Supplier Remittance Information (if different from above)

Address Line 1:
Address Line 2:
City: Province/State:
Country: Postal/Zip Code:
Email Address:

Canadian Vendors Only Electronic Funds Transfer (Must attach a copy of a VOID Cheque)

Bank Name:
Bank Address:
Institution #: Transit #: Bank Account #:

The Authorized Agent represents and warrants that pursuant to SC 2023, c 9, it does not engage in or support the use of child labour or the use of any form of forced labour, such as indentured labour, bonded labour or involuntary labour of prisoners.		
The Authorized Agent represents and warrants that pursuant to O. Reg 422/23, it is an Ontario Business that meets the following requirements:		
Your business is a supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in Ontario.	Yes	No
Your business either has its headquarters or main office in Ontario or has at least 250 full-time employees.	Yes	No
I hereby certify the information supplied herein is accurate and complete.		
First Name:	Last Name:	
Title:		
Supplier Signature:		

ONTARIO TECH UNIVERSITY INTERNAL USE ONLY

Internal Client: Department:

Procurement Department

CRA Verified: Yes No Internet Search:
Comments:

Procurement Authorization

Manager Signature:

Create Supplier ID in Banner

Vendor ID: BU#:

Notice of Collection

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