

* asterisk indicates mandatory/required field

1 COS STAFF REQUESTING SUPPLIER SET-UP

		New Supplier ID Number: (AP use only)		
COS Staff Details		DATE REQUIRED BY:		
Prepared Date	*			
First and Last Name	*			
Telephone	*			
Email address	*			
Department	*			
Is this a new supplier or amendment to an existing supplier?	*			Please indicate if New or Existing

2a SUPPLIER INFORMATION

Supplier's General Information		General Address	Payment Address - complete if different from General
Supplier's Legal Name	*		
Supplier Doing Business As (DBA)	*		
Address	*		
City	*		
Province / State	*		
Postcode / Zip code	*		
Country	*		
GST Reg. No	*		
Supplier's general telephone no. (include area code)	*		N/A
Fax (include area code)			N/A
Name of Contact at Supplier			
Telephone number of Accts Receivable (include area code)	*	N/A	

2b Invoice Payment Information:		
Payment Terms	*	Standard City terms are Net 30. If discount applies, please provide terms
Currency of payment (City of Surrey pays in CAD or USD currencies when applicable)	*	CAD or USD only

2c Withholding tax for International Suppliers? (Yes/No)	*	YES	Non-Resident vendors will be subject to withholding tax if services are provided in Canada unless waived by CRA Form T1261.
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3 Electronic Invoice Submission

<p>Please discuss electronic invoice submission with your City of Surrey contact. If submitting by email, the following guidelines must be followed:</p>	<p>Email: surreyinvoices@surrey.ca http://www.surrey.ca/files/InvoiceInstructionsForSuppliers.pdf</p> <ul style="list-style-type: none"> Each invoice is to be submitted with supporting documentation as a separate attachment in PDF format only PDF attachment(s) must be named as follows: <Company name>_<Invoice Number> Email(s) must not exceed 2MB An automated confirmation e-mail will be sent upon receipt of invoice. Suppliers/contractors are responsible to resubmit any emails that prompt a non-delivery notice.
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