

# Supplier Request

New/Update

The Corporation of the City of Mississauga  
Procurement Services  
Corporate Business Services Division  
300 City Centre Drive  
Mississauga, Ontario, L5B 3C1  
[purchasing@mississauga.ca](mailto:purchasing@mississauga.ca)



## Status

New Supplier

Update Existing Supplier

Supplier No.

A Supplier request is processed when a new supplier is needed for a procurement or payment transaction or if an update is needed to an existing supplier record.

## All Requestors/Buyers:

Obtain the information requested below and submit for review and set-up by Accounts Payable & Commodity Tax. You will receive a return email when the supplier record has been added or if further information is required.

## Supplier Information

Full Legal Name of Company

Primary Address

City

Province/State

Postal/Zip Code

Name of Contact

Telephone

Extension

Fax

Email Address

GST/HST Registration Number

WSIB Number (if applicable)

## Payment Remittance Address (if different from above address):

Address

City

Province/State

Postal/Zip Code

Please include the following mandatory attachments with your submission. Submissions will not be processed unless attachments are accurate and complete.

Vendor Registration (Articles of Incorporation, Sole Proprietorship Registration, Partnership Agreements, etc.)

Canada Revenue Agency Registration (Business Number)

Signed EFT Form, void cheque or official bank letter for payments (Electronic Funds Transfer set-up)

Sample Invoice