

## Notice to Suppliers

### Supplier Name Change Fees

*December 2023*

As part of the City's ongoing efforts to streamline processes and maintain operational efficiency, **effective January 1, 2024**, the City will require payment of a fee prior to processing any request for a supplier name change.

This fee, amounting to \$600 for a simple change and \$1200 for a complex change, is non-refundable and must be paid prior to a supplier name change being processed.

This decision has been made to cover the administrative costs incurred during the process and to ensure the accuracy of our records. We believe that this change will contribute to a more efficient and effective supplier management system.

#### **Where can I find the required forms?**

All supplier name change forms can be found on the City's website: [Add or Change Supplier Name](#)

#### **How do Suppliers make payment?**

Suppliers requiring a name change are to submit the required forms, complete and including all attachments, to [purchasing@mississauga.ca](mailto:purchasing@mississauga.ca).

Upon review for completion, an invoice will be sent to the supplier for payment. Once payment has been made, the supplier is to provide proof by submitting a receipt to procurement services.

The supplier name change request will then be processed accordingly.

#### **What is a "simple" change?**

A "simple" change would involve any combination of the following: corporate name changes, banking information update, less than 5 purchase orders requiring updating, no assignment agreement, updates to insurance/WSIB certificates.

#### **What is a "complex" change?**

A "complex" change would involve any combination of the following: corporate name change, banking information update, more than 5 purchase orders requiring updating, an assignment agreement, review of assignment documents, review of articles of amalgamation, update to insurance/WSIB, update to bonds and/or security, multi-department update communication.

If you have any questions or concerns, please contact [purchasing@mississauga.ca](mailto:purchasing@mississauga.ca)