# Supplier Set Up and Change Request

To set up a new supplier, send a request to purchasing.helpdesk@uoguelph.ca [1] with the following information:

- Supplier name
- Supplier business address
- Supplier billing address (if different from business address)
- Phone number
- Fax number
- Email to receive our PO
- Supplier contact's name, phone number and email address
- Payment terms (if different than the University's default net 30 term)
- Freight (if different from the University's default pre-paid term)
- Transportation (if different from the University's default arrange-by-supplier term)
- Shipping terms (if different from the University's default FOB Destination term)
- Currency (CAD or USD or GBP)
- Payment information (EFT is preferred)

To revise a supplier information in iProcurement, send a request to purchasing.helpdesk@uoguelph.ca [1] with the following information:

- Supplier name
- iProcurement supplier number
- The detailed changes you are requesting

All supplier setup and change requests will be processed within 12 - 24 business hours.

**Source URL:**https://www.uoguelph.ca/finance/supplier-set-and-change-request

**Links**
[1] mailto:purchasing.helpdesk@uoguelph.ca