

# **Contract for Services - SupplyNet Supplier Checklist**

If you will perform services for the CME Department we will require the following information BEFORE you issue an invoice.

## **Step 1:**

- Complete a Determination of a Worker's Status checklist (if any of the fields indicate an employee relationship, payment must be made through HR)
- Include any and all information that would confirm the purpose of the contract or agreement (rates, terms, individual to be paid, their billing information, etc.)

**All information must match the invoice that will be provided by the supplier, otherwise CME admin must initiate change order to correct the information.**

CME Admin should upload the Determination of a Worker's Status and other supporting documents detailing the agreement to the Purchase Request in SupplyNet before submitting.

## **Step 2:**

The supplier will receive an email from Coupa to create an account (if not already done so) in order to issue an invoice. The supplier MUST provide an original invoice issued to the University of Alberta, referencing

- the PO/Agreement number
- name and contact information of the UAlberta employee who placed the order
- supplier name
- address and remittance information
- invoice number
- invoice date
- detailed description of the goods/services purchased
- total tax and GST/HST registration number (if applicable)
- total amount due and currency of settlement

**If you prefer receiving payment via Electronic Fund Transfer, you will need to fill out the appropriate form on the Supply Management Services Website ([https://cloudfront.ualberta.ca/-/media/ualberta/vice-president-finance/financial-services/documents/fs-office-site/forms-cabinet/electronicfundstransfer\\_sms.pdf](https://cloudfront.ualberta.ca/-/media/ualberta/vice-president-finance/financial-services/documents/fs-office-site/forms-cabinet/electronicfundstransfer_sms.pdf)).**

**Additional Supplier information:**

<https://docs.google.com/document/d/1Sw0Umurbsu0nztai6mLgpsvYrPACubK51tedJYyDiUA/edit>

Once an invoice is submitted, the CME department will be able to receive your items or services and payment will be processed by SMS.