

## Instructions

As from March 2020, Yorkville Education has been utilizing an electronic payment service for all its vendors. This payment method allows Yorkville to pay invoices in a more efficient and timely manner.

If you are a new vendor to us, please complete the New Vendor Form below and submit with a void cheque or direct deposit form (mandatory) to Procurement team ([procurement@yorkvilleu.ca](mailto:procurement@yorkvilleu.ca)).

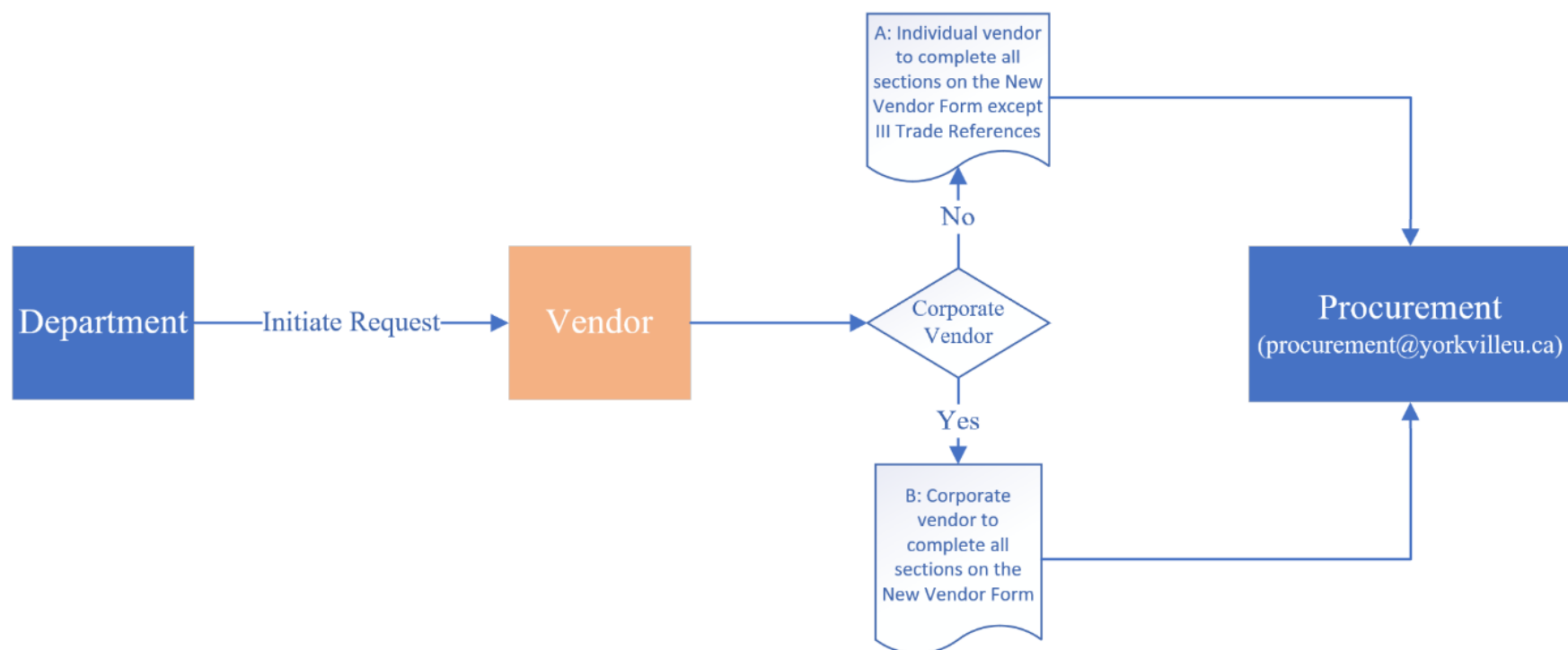
Should you have any questions, please feel free to contact Procurement team.

Thank you for your kind cooperation.

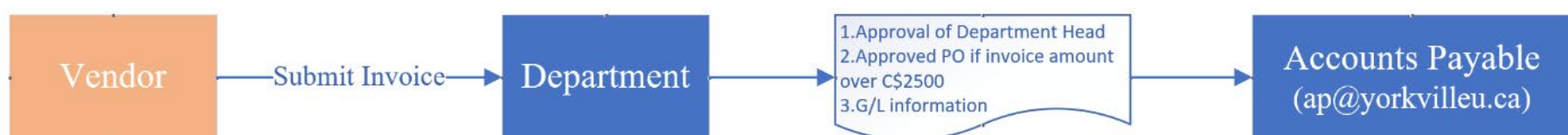
Best regards, Yorkville Education LP

Procurement to Pay Process:

### 1. New Vendor Onboarding Process

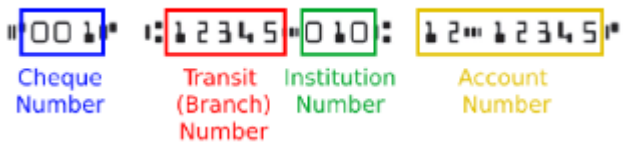


### 2. Payment Process



## New Vendor Form

I. General Information				
<b>Individual</b>				
<b>First Name</b>		<b>Middle Name</b>		<b>Last Name</b>
<b>Street Address</b>				<b>City</b>
<b>Province/State</b>		<b>Country</b>		<b>Postal Code/ZIP</b>
<b>Tel Number</b>			<b>GST/HST Number</b>	
<b>Remittance Notification Email Address</b>			<b>Payment Term</b>	<b>N60</b> *By clicking the box, you agree on the payment term.
<b>Corporation</b>				
<b>Company Legal Name</b>				
<b>Doing Business As (if different than above)</b>				
<b>Street Address</b>				<b>City</b>
<b>Province/State</b>		<b>Country</b>		<b>Postal Code/ZIP</b>
<b>Nature of Business</b>				<b>Years in Business</b>
<b>Incorporated since</b>		<b>Partnership</b>		<b>Proprietorship</b>
<b>DUNS Number</b>		<b>GST/HST Number</b>		<b>Company Website</b>
<b>Sales Contact</b>		<b>Tel Number</b>		<b>E-mail Address</b>
<b>Finance Contact</b>		<b>Tel Number</b>		<b>E-mail Address</b>
<b>Remittance Notification Email Address</b>			<b>Payment Term</b>	<b>N60</b> *By clicking the box, you agree on the payment term.
<b>Parent Company Legal Name</b>				
<b>Street Address</b>				<b>City</b>
<b>Province/State</b>		<b>Country</b>		<b>Postal Code/ZIP</b>
<b>Nature of Business</b>		<b>Years in Business</b>		<b>Incorporated since</b>
<b>DUNS Number</b>		<b>GST/HST Number</b>		<b>Company Website</b>
<b>Finance Contact</b>		<b>Tel Number</b>		<b>E-mail Address</b>
<b>Additional Notes</b>				

II. Banking Information						
EFT – For Canadian Banks						
<b>Bank Name</b>				<b>Name on Account</b>		
<b>Bank Address</b>				<b>Postal Code/ZIP</b>		
<b>Institution Number</b>		<b>Transit Number</b>		<b>Account Number</b>		
						
ACH – For USA Banks & Wire Transfers – For International Banks						
Beneficiary Information						
<b>Beneficiary Name</b> (Account Holder's name)						
<b>Beneficiary Address</b> (Physical address only, do NOT accept P.O. box for wire transfers)	<b>Street</b>				<b>City</b>	
	<b>Province/State</b>		<b>Country</b>		<b>Postal Code/ZIP</b>	
Bank Information						
<b>Bank Account Number</b>						
<b>Bank Name</b>						
<b>Bank Address</b> (Physical address only, do NOT accept P.O. box for wire transfers)	<b>Street</b>				<b>City</b>	
	<b>Province/State</b>		<b>Country</b>		<b>Postal Code/ZIP</b>	
<b>ABA Code</b> – ABA Routing Number (9-digit) (Only Required for banks in the USA)						
<b>Currency</b> (CAD or USD)	<b>CAD</b>		<b>USD</b>			
<b>Swift Code</b> (Only Applicable for banks outside of USA & Canada)						
<b>IBAN</b> ( <b>Mandatory</b> for banks in Europe, UK, UAE, etc.)						
<b>IFSC Code</b> ( <b>Mandatory</b> for banks in India)						
<b>Receiving Bank</b> (Please refer to below information, if required)						
<p><b>**NOTE:</b> There are some circumstances where your bank may be a secondary receiving bank, and incoming wires are first received by an international transaction bank in the U.S. Dollars and would then forward to your bank and account. If this is the case, please provide the receiving bank information.</p> <p><b>**It is a mandatory requirement to submit a void cheque or direct deposit form or bank payment form for YELP to validate the above banking information.</b></p>						

III. Trade References (For Corporate Vendors only)					
<b>1. Name</b>					
<b>Street Address</b>				<b>City</b>	
<b>Province/State</b>		<b>Country</b>		<b>Postal Code/ZIP</b>	
<b>Contact Name</b>		<b>Title</b>		<b>E-mail Address</b>	
<b>Tel Number</b>		<b>Cellphone Number</b>		<b>Fax Number</b>	
<b>2. Name</b>					
<b>Street Address</b>				<b>City</b>	
<b>Province/State</b>		<b>Country</b>		<b>Postal Code/ZIP</b>	
<b>Contact Name</b>		<b>Title</b>		<b>E-mail Address</b>	
<b>Tel Number</b>		<b>Cellphone Number</b>		<b>Fax Number</b>	
<b>3. Name</b>					
<b>Street Address</b>				<b>City</b>	
<b>Province/State</b>		<b>Country</b>		<b>Postal Code/ZIP</b>	
<b>Contact Name</b>		<b>Title</b>		<b>E-mail Address</b>	
<b>Tel Number</b>		<b>Cellphone Number</b>		<b>Fax Number</b>	
IV. Agreement Signature					
<p>The above information is current and accurate to the best of my knowledge, and I am in a position which allows me to be aware of recent changes which would render the foregoing misleading. I have the authority to permit Yorkville Education LP (hereinafter called the "YELP") and its divisions to conduct a credit review of the business and/or its principals. I also authorize "YELP" to check trade references from time to time for any future suppliers that may become known.</p>					
<b>Name</b>			<b>Title</b>		
<b>Authorized Signature</b>			<b>Date</b>		
V. Additional Information (To be provided by vendor)					
<b>YELP Requestor</b>			<b>YELP Department</b>		
<b>Project/Program</b>					
<b>Additional Notes</b>					
VI. Final Checklist before Submitting to Procurement (procurement@yorkvilleu.ca)					
<b>1) Are all required fields filled out?</b>			<b>Yes</b>		
<b>2) Is a void cheque or direct deposit form or bank payment form attached?</b>			<b>Yes</b>		

Yorkville Education LP  
85 Richmond Street West, 9<sup>th</sup> Floor  
Toronto, Ontario M5H 2C9  
Tel: 1-844-865-6655  
Email: procurement@yorkvilleu.ca



**Internal Review – Procurement**

<b>Vendor Group</b>		<b>Payment Terms</b>	
<b>Additional Notes</b>			
<b>Approved by</b>		<b>Date</b>	