



External Billing – Customer Setup and Update Request

INSTRUCTIONS:

- **Requesting Billing Unit’s authorized APPROVER must submit request.**
- Note: all fields with * **MUST** be completed or form will be returned.
- Use query AAA_AR_Customer_Search to identify existing customers.
- For updates, provide Customer name and number and complete only those fields that have changed.
- Complete and submit to fsar@ualberta.ca Subject line: Customer Setup/Update Request
- An e-mail confirmation will be sent upon processing of request

ACTION:

- | | | |
|---------------------------------|--------------------------|-----------------------|
| Setup Customer Canadian Dollars | Update Existing Customer | Add Customer Location |
| Setup Customer US Dollars | | |
| Setup Customer Other Currency | | |

INFORMATION:

Customer Number: _____

*Customer Name: _____

*Location Description: _____

*Address line1: _____

Address line 2 (as needed): _____

Address line 3 (as needed): _____

*City: _____ *Prov/State: _____

*Country: _____ *Postal/Zip Code: _____

*Contact Name: _____ *Phone: _____

*Position: _____ *Fax: _____

*E-mail: _____

Website : _____

BILLING UNIT INFORMATION:

*Requesting Unit: _____

*Requested By: _____ *Phone: _____

*Approved by: _____ *Phone: _____

*Signature: _____ *Date: _____