



**Guidelines for  
CN Supplier Information Update Form**

**February 21, 2014**



## Guidelines for CN Supplier Information Update Form

Listed below are the key elements to help you properly fill out the Supplier Information Update form. The completion of this form is necessary to ensure the accuracy of your supplier profile information and the timely processing of invoices.

Please ensure to fill out the Supplier Identifier, the Certification and any other pertaining sections to your update request:

### 1. Supplier Information:

#### i. **Supplier Identification:**

- Provide your CN Vendor Number, if known.
- Provide an invoice number recently paid (within the last year) and invoice date. This information is mandatory in order for CN to process your change request.

#### ii. **Company Name**

- Provide your company's legal name, and if applicable, the name you are doing business as.

#### iii. **Address and remittance information**

- Provide the complete address where your business is physically located, as well as your remit to mailing address.
- If the addresses are the same, you may copy the business address by clicking on the check box :

☐ "Same as Business Address"

#### iv. **Accounts Receivable Contact**

- Provide your AR contact responsible for the account and include a telephone number, fax number and an email address.

#### v. **About Your Business**

- (Optional) Provide your DUNS# (Dun and Bradstreet number)

A DUNS# Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 140 million businesses worldwide.

Click here if you want to obtain more information on DUNS#  
[www.dnb.ca/get-a-duns-number.html](http://www.dnb.ca/get-a-duns-number.html)

- Provide the approximate size of your business in terms of number of employees.
- Provide the primary type of product or service your company provides by completing the following:
  - Select from a dropdown of industry categories:
    - Automotive, intermodal and work equipment parts, supplies, repairs and maintenance
    - Building services
    - Consulting and temporary help
    - Delivery and transportation
    - Financial and accounting services
    - General administration and supplies
    - Hotel or lodging
    - IT software equipment services and maintenance



## Guidelines for CN Supplier Information Update Form

- Leases
- Legal
- Maintenance, repair and operating supplies (MRO)
- Petrochemical supplies
- Rental
- Restaurant or catering business
- Safety and environment
- Track and construction services
- Other

Narrow down your definition by providing us your primary NAICS code. The North American Industry Classification System or NAICS is used by business and government to classify business establishments according to type of economic activity (process of production) in Canada, Mexico and the United States

Click here if you want to find your NAICS code.  
[www.naics.com/search.htm](http://www.naics.com/search.htm)

## 2. Payment Information

### i. **Electronic Payment Information:**

- CN requires all our business partners to receive payments via Electronic Fund Transfer (EFT) in Canada or Automatic Clearing House (ACH) in the USA. EFT and ACH are the most secure payment methods and cannot be lost, stolen or otherwise delayed by the postal service. Electronic payments (EFT/ACH) are issued daily while cheque payments are only issued once every two weeks.

### ii. **Remittance Advice**

- Please select how you would like to receive your remittance details. Either by Email, Fax or EDI/CTX (for US banks only)

### iii. **Other**

- Please advise if you accept VISA credit card.
- If you would like to get paid earlier than the usual payment terms, you may offer a special discount term for earlier payment.

## 3. Tax Information

### i. **Tax ID (Canada only)**

- For Canadian companies, a tax registration number must be provided for each GST, HST, and QST. Please provide the required information.

### ii. **W9 (US only)**

- As per US IRS laws, a W9 form must be completed for dealings between business entities.



## Guidelines for CN Supplier Information Update Form

- Please identify your company's classification by checking the appropriate box. Also indicate if you are EXEMPT.

Click here for more information on the W9.

[www.cn.ca/suppliers/documents/w9-taxpayer-id-number.pdf](http://www.cn.ca/suppliers/documents/w9-taxpayer-id-number.pdf)

### 4. Certification

- i. To complete the form , you must read the following policies.
  - CN Payment terms and Payment Method Policy  
<http://www.cn.ca/en/supplier-portal/supplier-portal/payment-procedures>
  - CN Supplier invoicing standards  
<http://www.cn.ca/-/media/Files/suppliers/Documents/supplier-invoicing-standards-en.pdf>

- ii. The form must be certified with your name, title and date.

- iii. Return to the top of the form and click VALIDATE and SAVE:

**VALIDATE and SAVE**

- iv. SAVE the completed form on your computer and then send it as an email attachment directly to AP\_Vendor@cn.ca

***You have now completed the form. Thank You.***

### Known issue:

When using Windows 8, if you encounter any problems when validating/saving the Supplier Update Form, please do the following:

- Save the form on your computer using the excel's application "save as" button.
- Please save the form with a filename format of "your company name\_current date (YYYYMMDD)\_current time (hhmm)"  
Ex. For a Supplier called ABC 2013, the file should be saved as  
ABC 2013\_20130801\_1130.xls
- Go to your email application, attach the form you just saved on your computer and email it to AP\_Vendor@cn.ca