

Supplier Request Form

Instructions: Use this form to add, reactivate or modify a supplier in M-Pathways. Please include a current Substitute W-9 if you are requesting to add or modify a supplier record. If the form and/or W-9 includes a social security number, fax the documents to the secure fax number (734) 615-5704. Otherwise, email them to supplier.maintenance@umich.edu. You will receive a confirmation when Shared Services completes your request.

Request Type:

- Add a Supplier Reactivate a Supplier with a Modification
 Modify a Supplier Reactivate a Supplier Only (No modification)

Supplier IRS Reporting Name (name that matches the TIN)

Supplier Name ("make payable to name")

Tax ID Number (Employer ID Number or Social Security Number) **Needed for an Addition/Modification(last 4 SSN)**

M-Pathways Supplier ID Number (if known)

Supplier's Status (choose one)

- U.S. Citizen/Company *(Must have TIN/SSN)*
 Resident Alien/Permanent Resident *(Must have TIN/SSN)*
 Foreign Entity/Non-Resident Alien **Country of citizenship:** _____ **Country of origin:** _____

Special Notes/Instructions:

Request Type

- Company

Payment Type

- Services
 Goods
 Royalty
 Refund
 Other
 Settlement Payments (OGC only)
 Gross Proceeds - income code 14
 Settlements - income code 03
 Rent

Request Type

- Individual

Payment Type

- PeoplePay for Services
 Payment for a Prize, Gift or Award
 Royalty Payment
 Guest/Student Reimbursement
 Refund (Only if Wire transfer)
 Rent
 Goods

Supplier Address Information

Order Address

Remit Address

Street Address

City, State, Province, ZIP

Country

Phone Number

Fax Number

Email Address

New Supplier PO Dispatch

- FAX Mail Email

Department Information

In order to edit an existing supplier record- the supplier will need to complete a [PO Dispatch form](#)

Requesting Department

Requester Name

Requester

Uniqname/Phone
