

# EMAIL PO DISPATCH FORM

The University of Michigan  
Procurement Services  
7071 Wolverine Tower 1282  
3003 S State Street  
Ann Arbor, MI 48109-1271

Dear Supplier,

You have received this memo because you currently receive POs by mail or fax or you have requested an update to your PO dispatch method. We are asking that all suppliers receive POs by email to help expedite order placement and reduce impact on the environment. Please complete the following information, along with the U-M supplier number (if known) and your Taxpayer Identification Number (TIN) and **return to: [supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu)**

Thank you,  
Supplier Maintenance – [supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu)

Supplier Name:	
Supplier Number (if known):	
Taxpayer Identification Number: (full EIN or last 4 of SSN)	
Order Address:	
	<i>Street Address</i>
	<i>City, State, Zip</i>
Purchase Order Dispatch email: <b>Group email preferred</b>	
	<i>Note: If multiple ordering addresses exist for your company, please be sure to complete the information above for each address.</i>

U-M Department Request: <i>If Known</i>	
U-M Contact Name: <i>If Known</i>	

Supplier Contact Name <i>(please print)</i> :	
Title:	
Signature:	
Date:	