

Dear Supplier,

The University of Michigan is interested in adding you or your company to our supplier database for payment or reimbursement, or for potential business with the university in the near future.

In order to establish you or your company as a supplier in our purchasing and payables system, you will receive an invitation by email from our Supplier Management team ([supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu)) asking you to register in our supplier portal and set up Duo Two-Factor Authentication. The registration form will allow you to securely submit your tax identification and classification information, address information, and order/remittance information.

Once you submit your registration, the Supplier Management team will review your information and follow up with you if they have any questions or need for clarification. If your registration is approved, you will receive follow up emails containing your new login credentials and further instructions to complete the supplier onboarding process.

If you have any questions while completing the supplier registration process, please contact our Supplier Management team at the University of Michigan Shared Services Center by calling 734-615-2000, Press 3, or email us at [supplier.maintenance@umich.edu](mailto:supplier.maintenance@umich.edu). We appreciate your timely response to our supplier registration correspondence to minimize delays in order or payment processing. On behalf of the University of Michigan, we look forward to working with you.

Sincerely,  
The University of Michigan Supplier Management Team