

PO Supplier Application Instructions

This form is intended for the use of adding or modifying Suppliers into the Database of the City of Detroit, which will be used on Purchase Order. All Non PO request must be submitted on the Internal Supplier Request Form.

Top Section:

1. Select new application or change (to update existing supplier). If updating, write in Supplier number if known.
2. If you are an Imprest Cash Buyer completing this form for a supplier, complete agency information under "Using Agency", and have the one who is authorized to sign off on documents to sign on the line next to "Authorized Signature".
3. Complete IRS form W-9 (located on Cty Internet) check appropriate box.

Section A

1. **Business Name** - Enter the legal name of the Business as recorded on the IRS W 9 Form. Do not use abbreviations unless it is a part of your legal business name. If you change your name, and or tax id number, you must fill out an "Assignment Agreement" or a "Novation Agreement." If you change your tax id number and not your name, you must submit an "Amendment to Article of Corporation." Please indication name change information in the section under "Comments" by providing your old name and tax id number or supplier number. Assignment agreement and Novation agreement can be obtained from Finance-Purchasing Division, 224-4613.
2. **IRS Form W-9** - IRS Form W-9 must be submitted with all Supplier Application for each Business that a Supplier desires to register. See attachments for Instructions and Form.
3. **Address** -Complete the address information using the following definitions of the various sites. Enter an address for correspondence, such as letters, purchase orders, etc. If you want **RFQ's** to be sent to a separate address from all others, please enter this in the section "**RFQ Only**"; however, RFQ's address **cannot** be check with any other site. Page two of the supplier application can be used to enter additional addresses. **Please note**, we do not need work sites or operation sites. We just need an address to send correspondence, payment and RFQ's.

Definitions of Site Types:

- RFQ Only Site - Location for receiving Request For Quotations only.
- Correspondence - Location for receiving all Purchasing documents (ex. RFQ, Purchase Order, Riders, etc.)
- Payment Site - Location to receive payments.

Section B

1. **Supplier's NIGP Commodity Class** - (Identify equipment, supplies, and/or services on which you desire to quote from the attached NIGP Commodity Class listing. A second mailing will be sent to further identify the NIGP Commodity Code listing)
2. **Additional Codes** - Use page two to supply additional NIGP Commodity Codes.

Section C

1. **Business Ownership** - You **must** check a type of ownership.
2. **You must** supply the **Federal Tax ID, EIN or Social Security Number** for that Business.
3. **1099 Supplier** - Check this box if you expect to receive an IRS Form 1099 from the City of Detroit. If you provide Health Care Services/Supplies or if your status is Sole Proprietor/Individual **you must** check this box '**Yes**'.

Section D

1. Supplier Signature required. If this is an Imprest Cash Buyer then complete top section (refer to instructions on top of page)

This application must be signed and dated by an Officer of the Firm or a person whom has authority to represent the company.

NOTE: ANY APPLICATION THAT IS INCOMPLETE AND NOT LEGIBLE WILL NOT BE PROCESSED AND WILL BE RETURNED.

PLEASE ALLOW (3) FIVE BUSINESS DAYS TO PROCESS.

NOTE: Emergency requests are processed within 24 hours. Please submit a letter explaining the emergency signed by department's manager addressed to the Purchasing Director. Attached this letter to the application.

Please do not send duplicate copies of the supplier application unless requested by the Purchasing Division.

**Forward Request Form to:
Finance- Purchasing Division
1008 Coleman A Young Municipal Center
2 Woodward Ave
Detroit, MI 48226
(313) 224-4374-Fax**