

	<h2 style="text-align: center;">Vendor Application – Businesses International or Institutional only</h2> <p style="text-align: center;">(Revised 12-2021)</p> <p> <input type="checkbox"/> New Vendor <input type="checkbox"/> Update Vendor Info </p>	<p>UNIVERSITY USE ONLY</p> <p>Vendor #: _____</p> <p>Entered by: _____</p>
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This application is for Businesses Only, including corporations, partnerships, LLCs, etc. These are entities that have a Federal Employer Identification Number (FEIN), rather than use of a SSN. This form must be submitted along with a **completed IRS W-9/W-8**. IRS documents can be found at: <https://procurement.wayne.edu/irs-tax-forms>. If a completed W-9/W8 is not received with this application, your your application will not be accepted. Applications are taken by eMail Only. As an alternative, you may invite **Domestic (U.S. Based)** vendors to self-register via our [new supplier portal](https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=WayneState) at <https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=WayneState>

Note, to digitally sign this document, it must be saved to your device, and opened using Adobe. Otherwise, the signature feature will not work properly.

Email completed applications to: purchasingdocs@wayne.edu	Wayne State University – Procurement 5700 Cass Avenue, Suite 4200 Detroit, MI USA 48202 Phone Number: (313) 577-3734
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Vendor's Representative Signature:	Date:
Printed Name:	Title:
* I Certify that I have carefully examined this Application and I have determined that to the best of my knowledge and belief, the Information provided is complete and accurate	

Legal name of company or business: _____ (Name that is used on your Federal Tax Return. If you are a Sole Proprietor of a business the name of the owner of the business is required.) Company "commonly known as" Name, if different from above, i.e. DBA: _____	
Corporate Sales / Mailing Address: Line 1: _____ Line 2: _____ Line 3: _____ City: _____ State: _____ Zip _____ Country _____ Phone: _____ Contact Name: _____ E-Mail Address: _____	Accounts Receivable / Remit To Address: <input type="checkbox"/> Same as mailing address, or Line 1: _____ Line 2: _____ Line 3: _____ City: _____ State: _____ Zip _____ Country _____ Phone: _____ Contact Name: _____ E-Mail Address: _____

Purchase Order Delivery Method	E-Mail Required: _____
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Name of Person or Department at Wayne State with whom you anticipate doing business, if approved:	
Contact Name: _____ Department : _____	Phone: _____ E-Mail: _____

Primary Commodities or Services Offered:	
NAICS Code (s) <i>if known</i> :	DUNS Number <i>if known</i> :

Business Details: (optional – used for classification as a Small Business)

Date Established:		
Number of Employees:		
Revenue for Last 3 Years	Last Year	
	2 Years Back	
	3 Years Back	

Note to Vendors:

You must provide a valid Federal Employer Identification Number (FEIN) in order for the University to process payment(s). The University is required by Federal law where applicable to report payments, along with the FEIN to Federal and State agencies. Failure to provide a correct name and Taxpayer Identification Number may subject your payments to a 28% federal income tax withholding. Additional withholding may apply for foreign entities. **Payment Terms are Net 30**, unless otherwise stated and agreed to by the University.

Enter your Federal Employer Identification Number (FEIN):

Note: If you do business under your SSN, use the [individuals form](#) available on our website.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-bottom: 1px solid black; width: 20%;"></div> <div style="font-size: 1.2em;">-</div> <div style="border-bottom: 1px solid black; width: 60%;"></div> </div>

Check appropriate box for federal tax classification (select only one)

- Vendor Type:**
- | | | |
|---|---|--|
| <input type="checkbox"/> Individual/sole proprietor or single-member LLC (vi) | <input type="checkbox"/> Partnership (1099) (vp) | <input type="checkbox"/> Other (1099) (vo) |
| <input type="checkbox"/> C- Corp (VC or VD) | <input type="checkbox"/> Trust/Estate (1099) (vt) | |
| <input type="checkbox"/> S- Corp (VS or VR) | <input type="checkbox"/> LLC- C-Corp (1099) (vx) | |
| | <input type="checkbox"/> LLC- S-Corp (1099) (vy) | <input type="checkbox"/> Non-US Based Entity 1042 (VE) |
| | <input type="checkbox"/> LLC- P-Partnership (1099) (vz) | <input type="checkbox"/> Foreign Individual 1042 (VF) |

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner

Diversity Type: (select only one):

Diverse businesses must be at least 51% owned and controlled by one or more individuals who are represented in the categories selected. Include a copy of your certificate(s) with this Application.

<input type="checkbox"/> Majority (non Diverse - 51)	<input type="checkbox"/> Minority (African American - 55)	<input type="checkbox"/> Historically Black Colls & Univ - 5C	<input type="checkbox"/> Women Owned - 53
	<input type="checkbox"/> Minority (Hispanic - 56)	<input type="checkbox"/> Small Business - 5 S	<input type="checkbox"/> Women Owned – Small Business - 5W
<input type="checkbox"/> Veteran - 5V	<input type="checkbox"/> Minority (Alaskan / Native Am - 57)	<input type="checkbox"/> Small Disadv Business - 52	
<input type="checkbox"/> Veteran Small Business - 5B	<input type="checkbox"/> Minority (Asian Indian - 58)	<input type="checkbox"/> HUB Zone Small Business - 5H	<input type="checkbox"/> LGBT Owned – 5G
<input type="checkbox"/> Veteran Service Disabled - 5D	<input type="checkbox"/> Minority (Asian Pacific - 59)	<input type="checkbox"/> 8(a) Bus Dev Program – 5A	<input type="checkbox"/> Disabled/Handicapped - 54

Conflict of Interest:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you or any Officer, Owner or Partner in this company an employee of Wayne State University, or have you been an employee within the past 24 months?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are any immediate family members of any Officer, Owner or Partner in this company employees of Wayne State University?
If yes to either above, please state who and explain and their University position or the family relationship (father, mother, sister, brother, child, etc.):		