

Please Note: Effective January 04, 2021, a New Vendor Request document is required for all Companies and non-Employee Individuals.

If the Individual is an **existing employee** being activated in WayneBuy for reimbursement, use the **Employee Activation for non-Travel Reimbursement** form on the WayneBuy home page.

When submitting this form, please attach the following additional documents (completed and signed):

1.) **IRS W-9** or **IRS W-8** form from the vendor or individual.

AND

2.) Depending on whether you are setting up a business or an individual, attach the appropriate Vendor Request Form. The link for Businesses is **New Vendor Request - Businesses**. The link for Individuals is **New Vendor Request - Individuals**.

The completed documents can be attached in the ***Supplier Contact Information Section*** under *Internal Attachments* on this form. Please call Procurement and Strategic Sourcing at (313) 577-3734 if you have questions or need assistance with this form.

If a completed and recently signed W-9/W-8 and New Vendor Request document are not attached, the company will not be added to the University database.

You may also invite the vendor to self-register via our [new supplier portal found here](#) (you may copy the link to email to the vendor)