Once you have established a User ID and Password (see guide for Establishing User ID and Password), suppliers can manage their supplier information. Below are detailed steps for Change Requests.

1. Click the Sign in tile

2. Enter your User ID
3. Enter your Password
4. Click Sign In
   - **Note:** Do NOT check the “Enable Accessibility Mode” box

5. The Supplier Home Page opens

6. Click the Supplier Change Request tile
Supplier Change Request Guide

The **Identifying Information** box opens

- Change **Supplier Name** if necessary
- Click **Next**

The **W9 Information** box opens

- Make changes, if necessary, by clicking the appropriate radio button and checkbox(es)
- A selection must be made before clicking **Next**
- Click **Next**
The **Addresses** box opens

If you click the eraser to edit an address, the **Address Information** box opens.

- **Click Next**
- **Click the pencil of the existing address if it needs to be updated or changed**
- If you need to add an additional address, **click Add New Address** and complete the information on the pop-up screen.
- If no changes are needed, **click Next**

**Make changes if necessary**

**Click OK**
The **Contacts** box opens

If you click the eraser to edit a contact, the **Contact Information** box opens.

- Click the pencil of the existing contact Name if it needs to be updated or changed.
- If you need to add an additional contact, click **Add New Contact** and complete the information on the pop-up screen.
- If no changes are needed click **Next**.

**Contact Information**

- Description: Contact 1
- Contact Name
- Contact Title
- Email ID
- Contact Address
- Contact Type

**Phone Information**

- Business Phone
- FAX

Click **Next**

- Make changes if necessary
- Click **OK**

Continue to the next page
The **Payment Profile** box opens

If you click the eraser to edit a contact the **Payment Profile** box opens

Click the pencil next to the existing payment information if it needs to be updated or changed
If you need to add an additional payment method, click **Add New Payment Method** and complete the information on the pop-up screen
If no changes are needed click **Next**

If you click the eraser to edit a contact the **Payment Profile** box opens

If you have opted to receive payment by ACH and the banking information needs to be changed click the pencil and make the necessary changes

Click **OK**

Continue to the next page
The New Supplier Registration Submit box opens

Email will default in

Read the terms of agreement
Click the Confirm Changes checkbox
The Submit button will ungrey
Click Submit

You have successfully submitted your change request
You will be assigned a Change Request ID
Your email will be listed and a confirmation email of your submission for approval will be sent to you

Click Return to Supplier Change Request Page link

Once your change request has been approved by the Supplier Maintenance team your Supplier record will be updated

Please note: if updating banking information there is a 7 to 10 day pre note process that will need to complete before a payment can be transmitted.