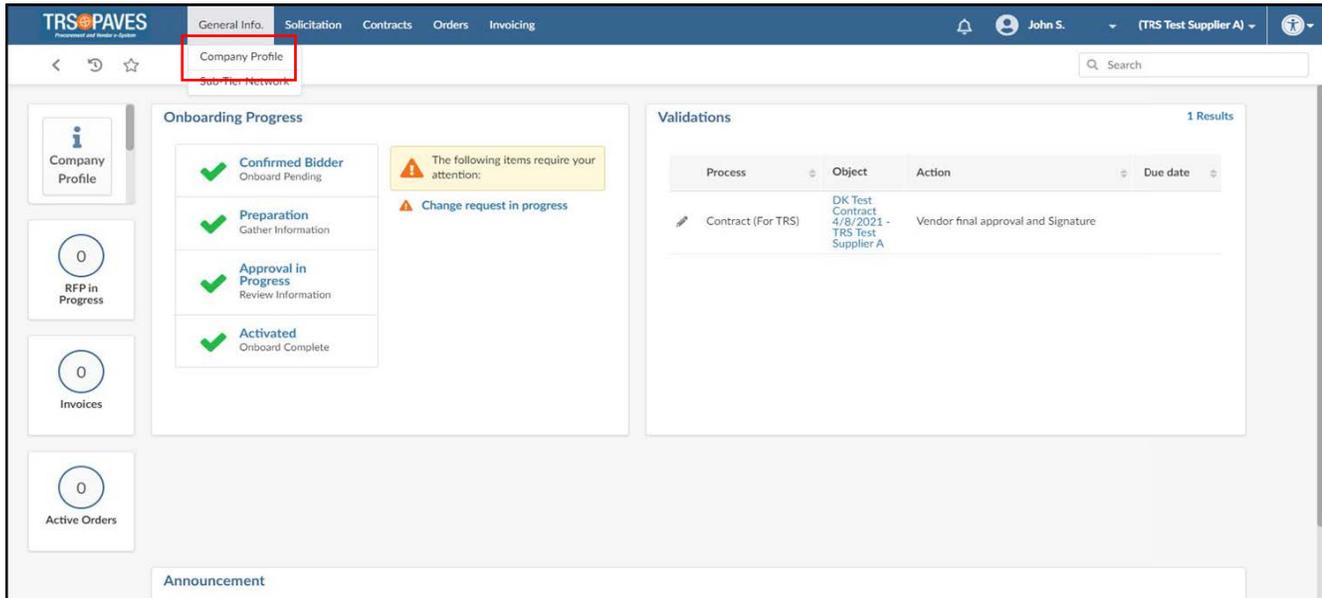


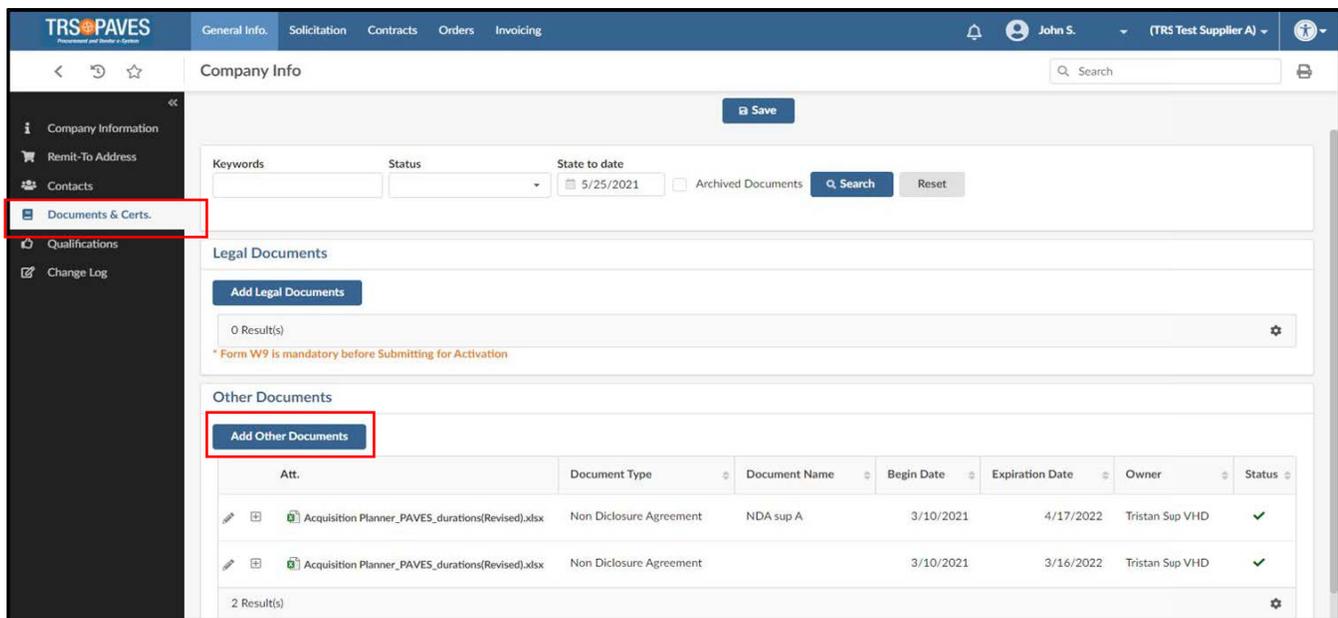
Step 1 – Access Supplier Profile

- Select **General Info** and **Company Profile**.



Step 2 – Add New Remit-To Address

- Review the address(es) already in **Remit-To Address** link.
- In the **Documents & Certs.** link, upload a new Direct Deposit document listing the new Remit-To by clicking **Add Other Documents**.



- TRS will be notified a new document has been uploaded for review and will update the address internally.

Step 3 – Request Company Information Change

- From anywhere in the Supplier profile, click **Request Information Change**.

The screenshot shows the 'Company Info' page in the TRSPAVES system. The 'Request Information Change' button is highlighted with a red box. The form contains the following fields:

- Company:**
 - Company Name
 - Tax ID Number
 - Legal Name: ACCENTURE
 - Are you a certified HUB?: No (selected)
 - Ownership Codes
 - Other Information:
 - Year Founded
 - Website
- HQ Address:**
 - Address Label: Primary
 - Address Line 1: 161 N CLARK ST
 - Address Line 2
 - Zip Code: 606013206
 - City
 - Country: UNITED STATES
 - State/Province: Illinois

A note at the bottom states: * Form W9 is mandatory before Submitting for Activation

- This makes the **Company Information** editable, as well makes a **Reason for change request** text box visible.

The screenshot shows the 'Company Change Request' page in the TRSPAVES system. The 'Submit for Approval' button is highlighted with a red box. A 'Reason for change request' text box is visible and highlighted with a red box. A warning message at the top states: - Supplier address is not correct, please update the address

The form contains the following fields:

- Change Request:**
 - Reason for change request*
- Company:**
 - Company Name*
 - Tax ID Number*
 - Legal Name*: ACCENTURE
 - Are you a certified HUB?*: No (selected)
 - Ownership Codes*
 - Other Information:
 - Year Founded
 - Website
- HQ Address:**
 - Map/Satellite view
 - Address Label: Primary
 - Address Line 1*: 161 N CLARK ST
 - Address Line 2
 - Zip Code: 606013206
 - City*
 - Country
 - State/Province

A note at the bottom states: * Form W9 is mandatory before Submitting for Activation

- Make the appropriate changes, and capture them in the **Reason** text box
- Save** and **Submit for Approval**. This will also trigger a notification to TRS.