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Supplier Change Requests

Step 1 – Access Supplier Profile

Select General Info and Company Profile.

- 1	Onboarding Progress		Valid	ations					1 Results
Company Profile	Confirmed Bidder Onboard Pending	The following items require your attention:		Process	0	Object	Action	Due date	0
	Preparation Gather Information	Change request in progress	1	Contract (For TRS))	DK Test Contract 4/8/2021 - TRS Test Supplier A	Vendor final approval and Signature		
RFP in Progress	Approval in Progress Review Information								
\bigcirc	Activated Onboard Complete								
Invoices									
0									

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 PAVES	General Info. Solicitation Contracts Orders Invoicing	🗘 😫 John S. 👻 (TRS Test Supplier	·A) - 🔞 -
く う ☆	Company Info	Q Search	₽
 Company Information Remit-To Address Contacts Documents & Certs. 	Keywords Status State to date	t	
Qualifications	Legal Documents		
	Add Legal Documents 0 Result(s) * Form W9 is mandatory before Submitting for Activation Other Documents Add Other Documents		\$
	Att. Document Type ϕ Document Name ϕ Begin Date	Expiration Date Owner	Status 😄
	P 🕑 🛱 Acquisition Planner_PAVES_durations(Revised).dsx Non Diclosure Agreement NDA sup A 3/10/2	2021 4/17/2022 Tristan Sup VHD	~
	Revised).xlsx Non Diclosure Agreement 3/10/2	2021 3/16/2022 Tristan Sup VHD	~
	2 Result(s)		۵

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



Supplier Change Requests

Step 3 – Request Company Information Change

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

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Q Search	₽
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	Q Search

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

TRS@PAVES	General Info. Solicitation Contract	s Orders Invoicing		🗘 😫 Acc T. 🖕 📆 🕶
< "D ☆	Company Change Request			Q Search
« i Company Information			a Save Cancel Submit for Approval	
Changes Requested	 Supplier address is not correct, p 	lease update the address		î
	Change Request			
	Reason for change request*			
	Company		HQ Address	
	Company Name*	Tax ID Number*	Map Satellite fuere	
	Legal Name*	Are you a certified HUB?*	Oursein AFRICA	
	ACCENTURE Ownership Codes*	O No Yes		
	Other Information		Address Label ① Primary	
	Year Founded		Address Line 1 @* 161 N CLARK ST @	
	Website		Address Line 2 Zip Code 606013206	
			City*	
	* Form W9 is mandatory before Submi	tting for Activation	Country State/Province	~

- 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.