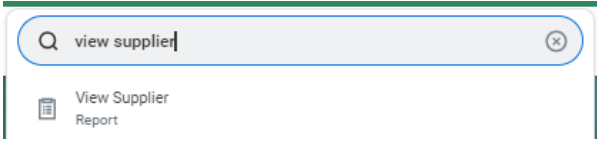


Audience / Role	Accounts Payable Data Entry Specialist Buyer Department Accountant (Constrained) Services Coordinator Supplier Administrator Supplier Contract Specialist
Description	This job aid provides instructions to change a supplier.

Create Supplier Change

1	In the Search bar, enter View Supplier. In the search results, select the View Supplier report. 
2	Under View Supplier , in the Supplier field, search for and select the Supplier to change. Select OK .
3	For the Supplier, select the Related Actions button. From Actions , select Supplier , then select Create Supplier Change .
4	Under Create Supplier Change , select the area(s) to request to change:
5	Select the checkbox for: • Select All – this is not recommended because the change history is not specific in what fields or values are updated. The access to area(s) depends on security. • Supplier and Tax Details – include Supplier Category, Supplier Group, and all Tax Information. • Payment Details – include Payment Types, Default Payment Type, Default Supplier Payment Memo (Choose either “Use Supplier Connection Memo” or “None of the Above”), Currencies & Remittance Integration System. • Supplier Hierarchy – do not select. • Contact Information – include Email, Phone, and Addresses. • Settlement Bank Account – include adding or updating any banking account information. • Related Worktags – do not select. • Alternate Names – add or update any Alternate Names. • Procurement Options – do not select. Invoice Any Supplier, Enable Tax Changes in Supplier Portal, Default Procurement Item, Default Spend Category, Purchase Order Issue Option, Default PO Issue Email, Disable Change Order, Shipping Terms & Method, Acknowledgement, and ASN Options. • Classifications – do not select. • Contingent Worker Options – do not select. • Attachments – Add or remove attachments.

	Select OK .
	Under the Create Supplier Change , make updates to the Supplier.
6	Select Submit .

What Happens Next?

- The supplier change routes to the Supplier Administrator for review and approval.
- To edit a supplier change before approval, select **Edit Supplier Change** or **Edit Pending Change** from the related actions menu on a supplier.
- Access the **Supplier Change History** report to view changes to the history of these supplier information categories:
 - **Alternate Names**
 - **Attachments**
 - **Classifications**
 - **Contact Information**
 - **Contingent Worker**
 - **Intermediary Bank Accounts**
 - **Invoices and Payments**
 - **Payment Details**
 - **Related Worktags**
 - **Settlement Bank Accounts** (except for intermediary bank accounts)
 - **Procurement Options**
 - **Supplier Connections**
 - **Supplier Hierarchy**
 - **Tax Details** (except for tax identification information)
 - **Supplier and Tax Details**