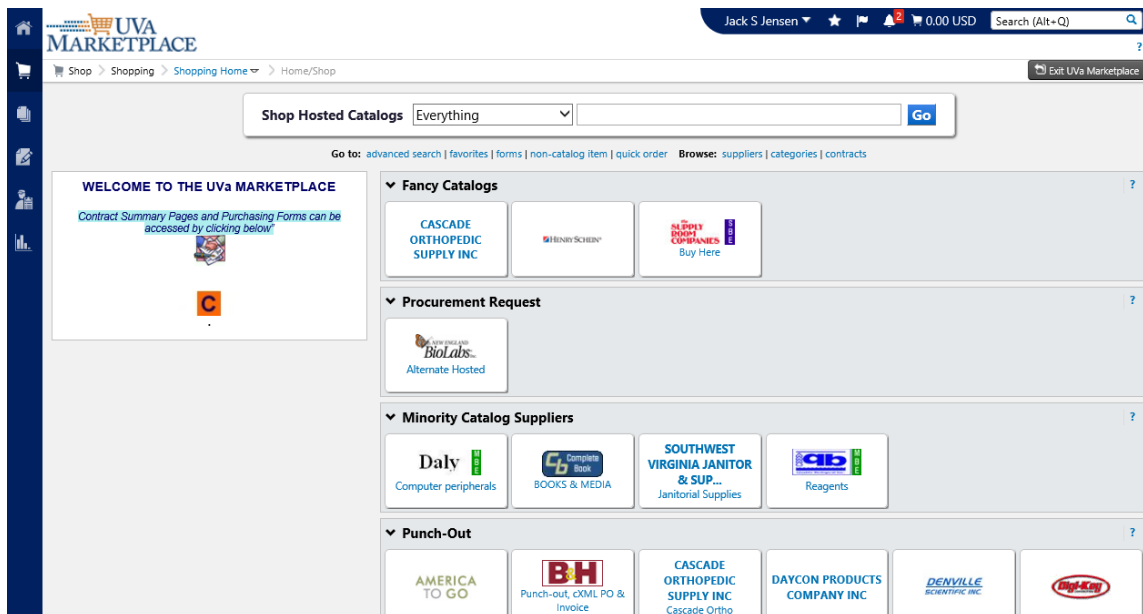


## Change / Update Information Request Form

Beginning in October, 2018, UVA's Procurement and Supplier Diversity Services will be implementing the Total Supplier Manager (TSM) system. Once individual non-suppliers and suppliers have registered into TSM they will have the capability of logging into their account through a secured supplier portal that will allow them to change and update their account information as needed.

However, there may be times when you, as a department, may need to request that the individual's or the supplier's information be changed or updated. For example, for individual non-suppliers, it may be that the individual is unable or unwilling to update their own information and has informed you of a needed change. For suppliers, it may be that you need a new site added to the supplier's profile and you need to request that the supplier update their information. Whatever the case may be, you are able to request that changes/updates be made by submitting the Change Supplier/Non-Supplier Information form.

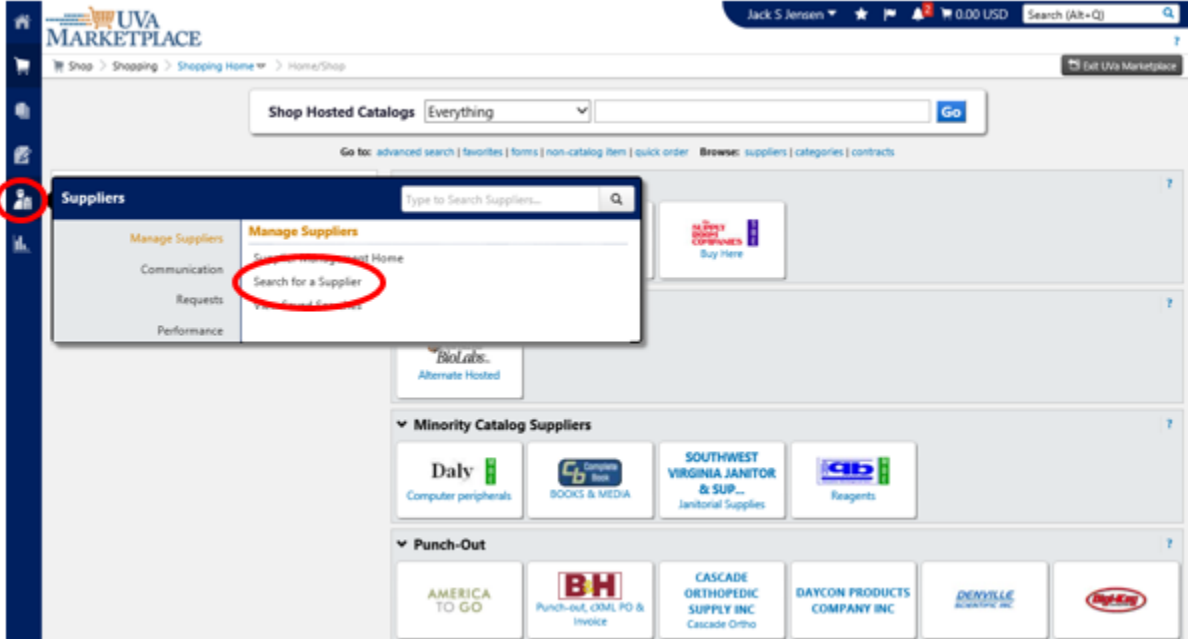
One of the needed bits of information that is required on this form is the Supplier Number. If you do not already know this information, you can get it by doing a Supplier Search. To do so, first log into the UVA Marketplace.



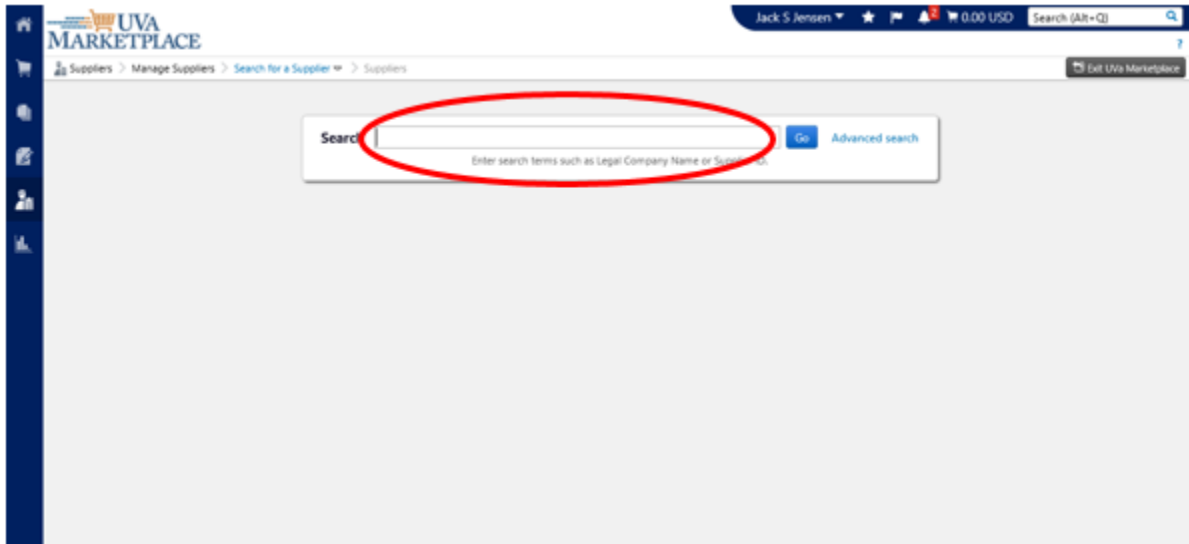
The screenshot displays the UVA Marketplace website interface. At the top, the UVA Marketplace logo is visible on the left, and the user's name "Jack S Jensen" and a search bar are on the right. Below the header, there is a navigation menu with "Shop", "Shopping", "Shopping Home", and "Home/Shop". A search bar labeled "Shop Hosted Catalogs" is set to "Everything" with a "Go" button. Below the search bar, there are links for "Go to: advanced search | favorites | forms | non-catalog item | quick order" and "Browse: suppliers | categories | contracts". The main content area is divided into several sections:

- WELCOME TO THE UVA MARKETPLACE**: A message box with a link to "Contract Summary Pages and Purchasing Forms can be accessed by clicking below." and a "C" icon.
- Fancy Catalogs**: A section containing three supplier cards: "CASCADE ORTHOPEDIC SUPPLY INC", "Henry Schein", and "SUPPLY COMPANIES Buy Here".
- Procurement Request**: A section containing one supplier card: "BioLabs Alternate Hosted".
- Minority Catalog Suppliers**: A section containing four supplier cards: "Daly Computer peripherals", "Complete Book BOOKS & MEDIA", "SOUTHWEST VIRGINIA JANITOR & SUP... Janitorial Supplies", and "qb Reagents".
- Punch-Out**: A section containing five supplier cards: "AMERICA TO GO", "BH Punch-out, XML PO & Invoice", "CASCADE ORTHOPEDIC SUPPLY INC Cascade Ortho", "DAYCON PRODUCTS COMPANY INC", and "DENVILLE SCIENTIFIC INC".

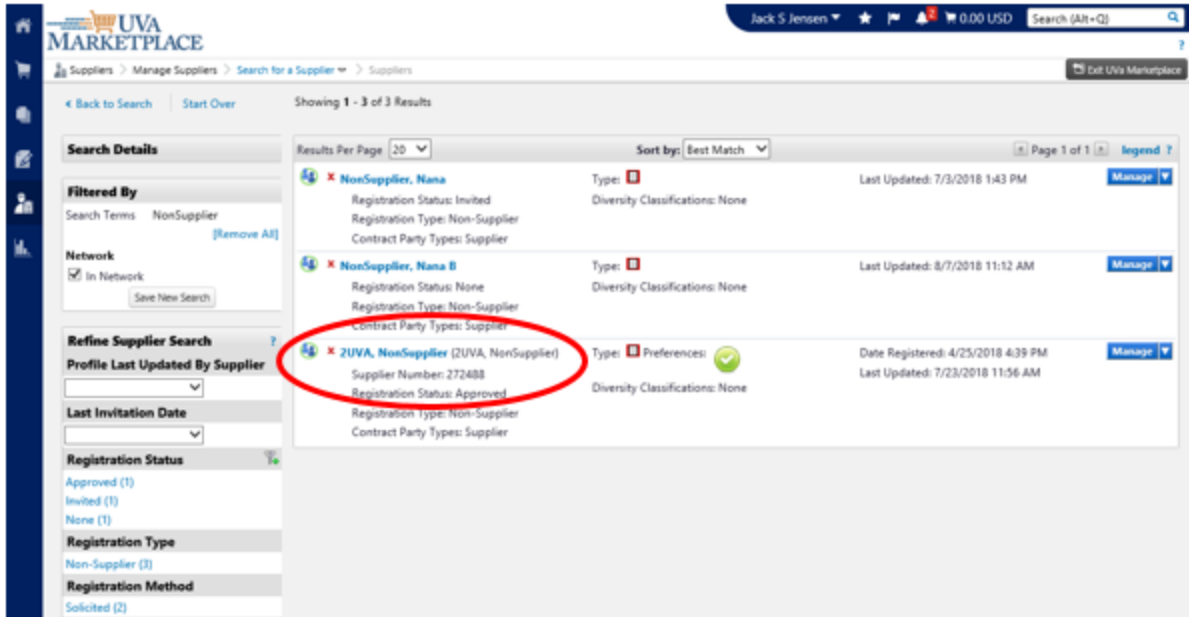
On the left hand, click on “Suppliers”, then on “Search for a Supplier”.



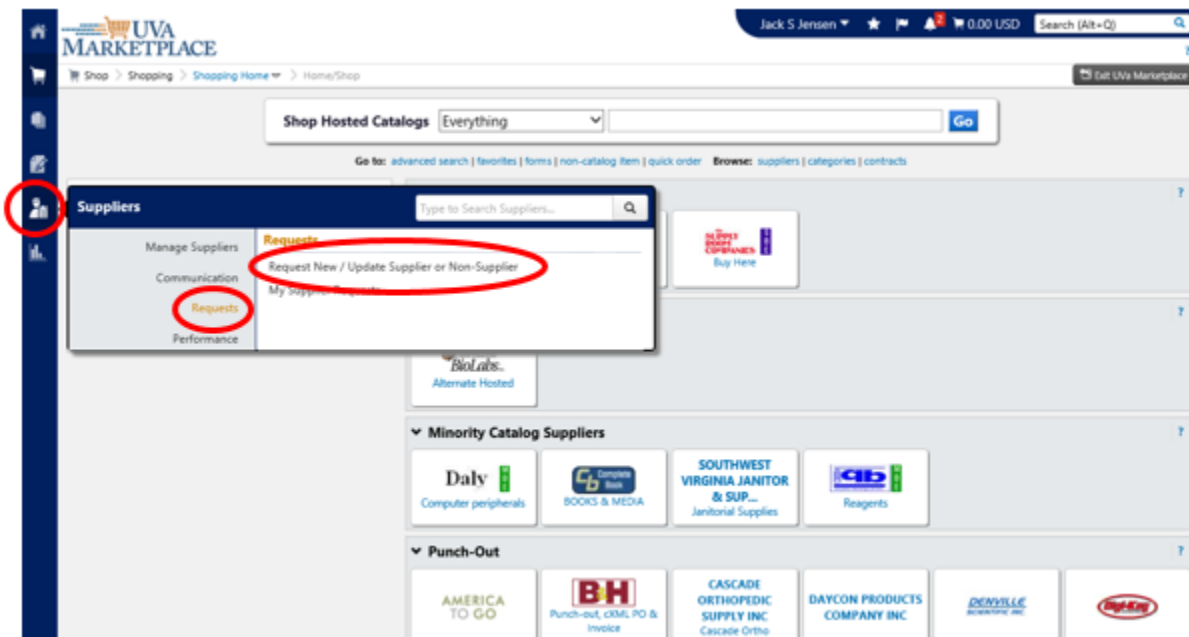
Enter the individual’s name or the supplier’s name into the search field.



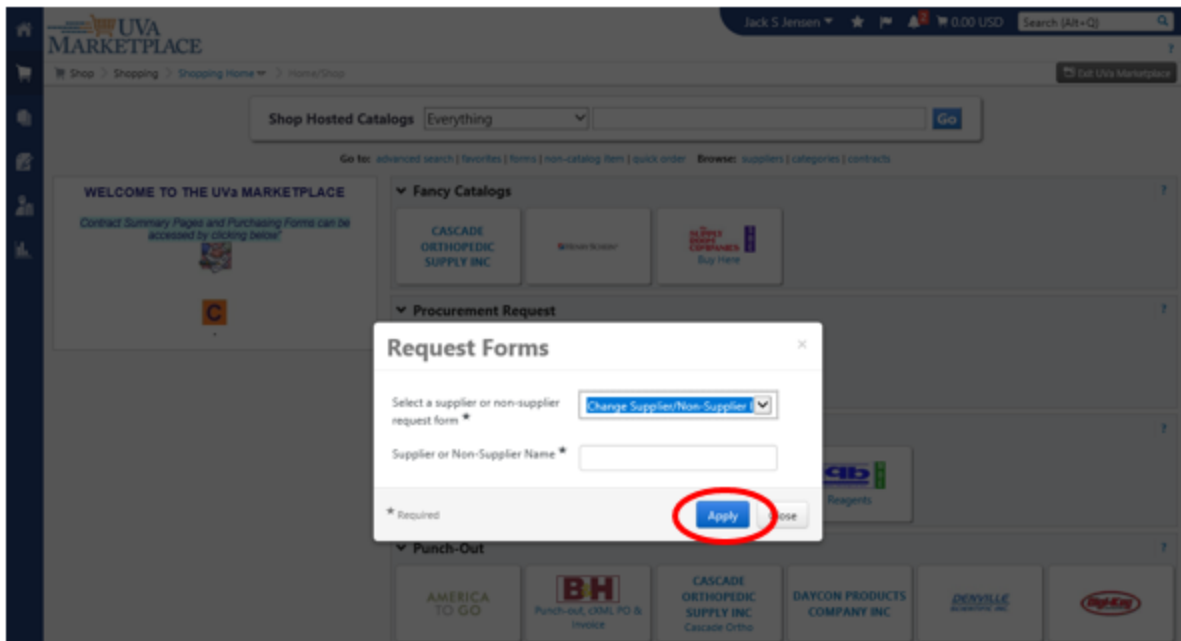
For this example, I entered the name of “NonSupplier”, which resulted in three records. The individual that I need to request an update for is “2UVA, NonSupplier”, whose Supplier Number is shown as 272488.



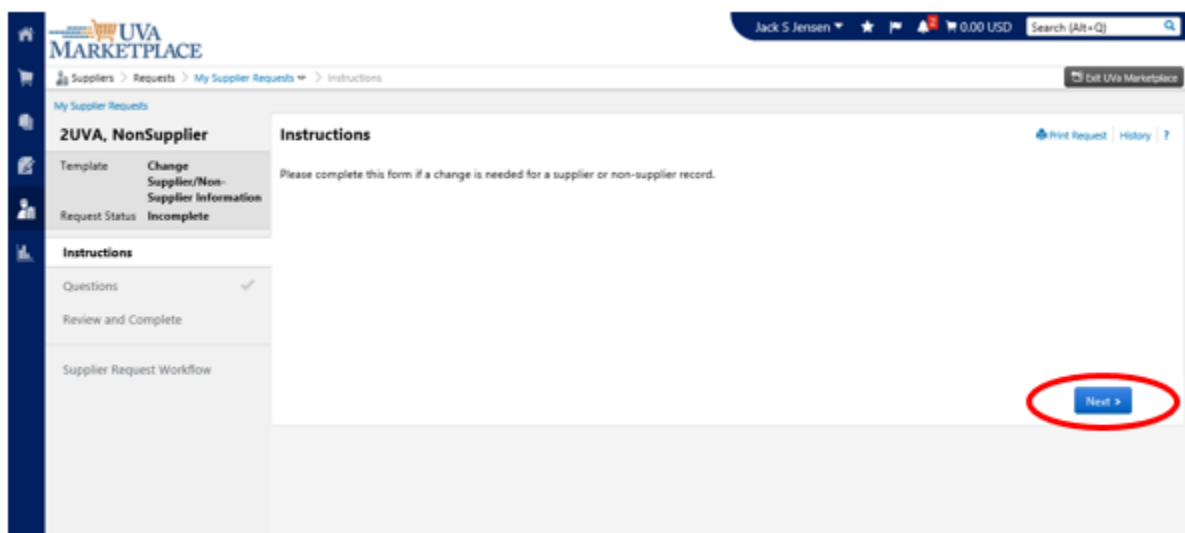
Taking note of the Supplier Number, you can then click on “Suppliers” once again, “Requests”, and “Request New / Update Supplier or Non-Supplier”.



Make sure that the selected form from the dropdown menu is set at “Change Supplier/Non-Supplier Information”, and enter the name, which in this example is “ZUVA, NonSupplier”. When done, click “Apply”.



Click “Next >”.



In the Basic Information section, which already self-populates the name that you entered, you must enter the Supplier Number, their email address if you have it, a description of what you would like changed/updated, and your user ID.

An example of a description for the change/update for an individual non-supplier may be:

“Please change the street address from 123 Main Street to 456 Oak Avenue. The city, state, and zip code will remain the same.”

An example of a description for the change/update for a supplier may be:

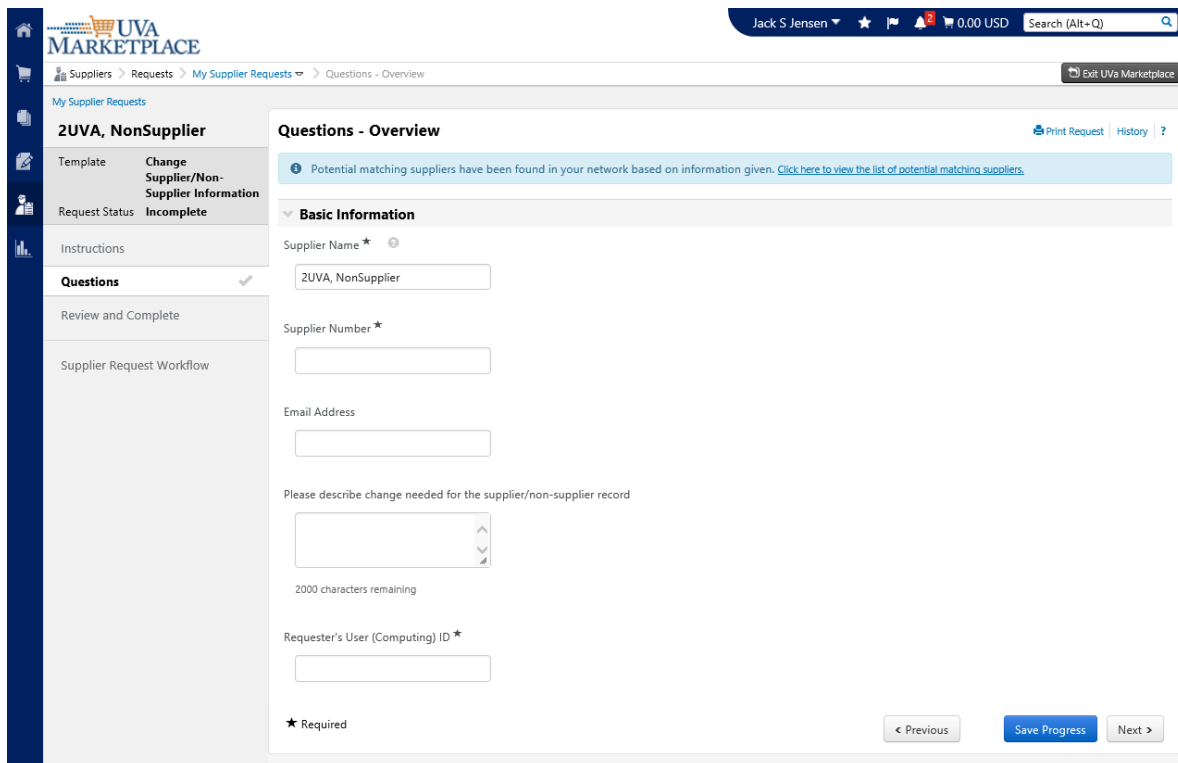
“I need to have a new purchasing site added for this supplier:

Address: 987 Industry Drive, Walnut, IL, 61376

Contact: Ms. Karen Supplier

Email: [ksupplier@supplierrus.com](mailto:ksupplier@supplierrus.com)

Phone: (815)379-2309”



The screenshot shows the UVA Marketplace interface. The top navigation bar includes the user name 'Jack S Jensen', a search bar with 'Search (Alt+Q)', and a currency indicator '0.00 USD'. The breadcrumb trail is 'Suppliers > Requests > My Supplier Requests > Questions - Overview'. The left sidebar contains a navigation menu with options: '2UVA, NonSupplier', 'Template Change Supplier/Non-Supplier Information', 'Request Status Incomplete', 'Instructions', 'Questions', 'Review and Complete', and 'Supplier Request Workflow'. The main content area is titled 'Questions - Overview' and features a message: 'Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)' Below this is a 'Basic Information' section with the following fields: 'Supplier Name \*' (filled with '2UVA, NonSupplier'), 'Supplier Number \*' (empty), 'Email Address' (empty), and a text area for 'Please describe change needed for the supplier/non-supplier record' (with a '2000 characters remaining' indicator). The 'Requester's User (Computing) ID \*' field is also empty. At the bottom right, there are three buttons: '< Previous', 'Save Progress', and 'Next >'. A legend indicates that an asterisk (\*) denotes a required field.

Here is an example of a completed Change/Update Request Form. When done, click “Next >”.

UVA MARKETPLACE

Jack S. Jensen 0.00 USD Search (Alt+Q)

Suppliers > Requests > My Supplier Requests > Questions - Overview

My Supplier Requests

**2UVA, NonSupplier**

Template: Change Supplier/Non-Supplier Information  
Request Status: Incomplete

Instructions

**Questions** ✓

Review and Complete

Supplier Request Workflow

**Questions - Overview** Print Request History

Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)

**Basic Information**

Supplier Name \* ZUVA, NonSupplier

Supplier Number \* 272488

Email Address NonSupplierZUVA@gmail.com

Please describe change needed for the supplier/non-supplier record

Please change the street address from 123 Main Street to 456 Oak Avenue. The town,

1881 characters remaining

Requester's User (Computing) ID \* jgfb

\* Required

Previous Save Progress **Next**

You will be required to confirm that the information you have submitted is true and correct by clicking on the certification checkbox. When done, click “Complete Request”.

UVA MARKETPLACE

Jack S. Jensen 0.00 USD Search (Alt+Q)

Suppliers > Requests > My Supplier Requests > Review and Complete

My Supplier Requests

**2UVA, NonSupplier**

Template: Change Supplier/Non-Supplier Information  
Request Status: Incomplete

Instructions

Questions ✓

**Review and Complete**

Supplier Request Workflow

**Review and Complete** Print Request History

Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)

Required fields complete

Section	Progress
Instructions	No Required fields
Questions	Required fields complete

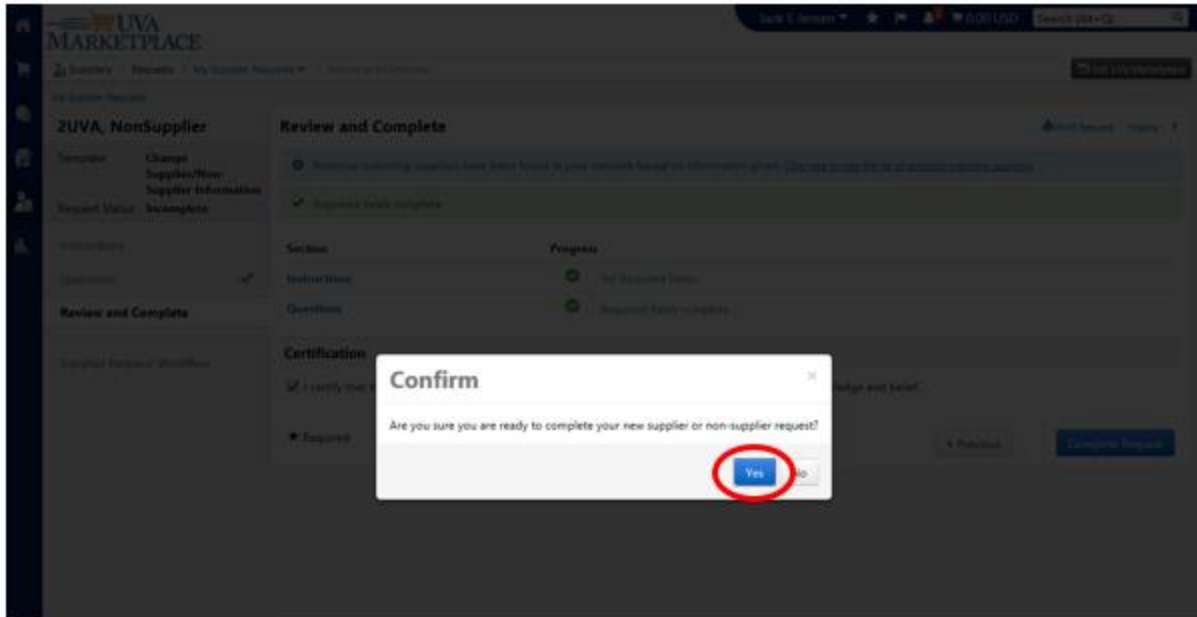
**Certification**

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

\* Required

Previous **Complete Request**

Confirm your submission by clicking “Yes”



Your request will be sent to Accounts Payable and will be acted upon within 24-48 hours.