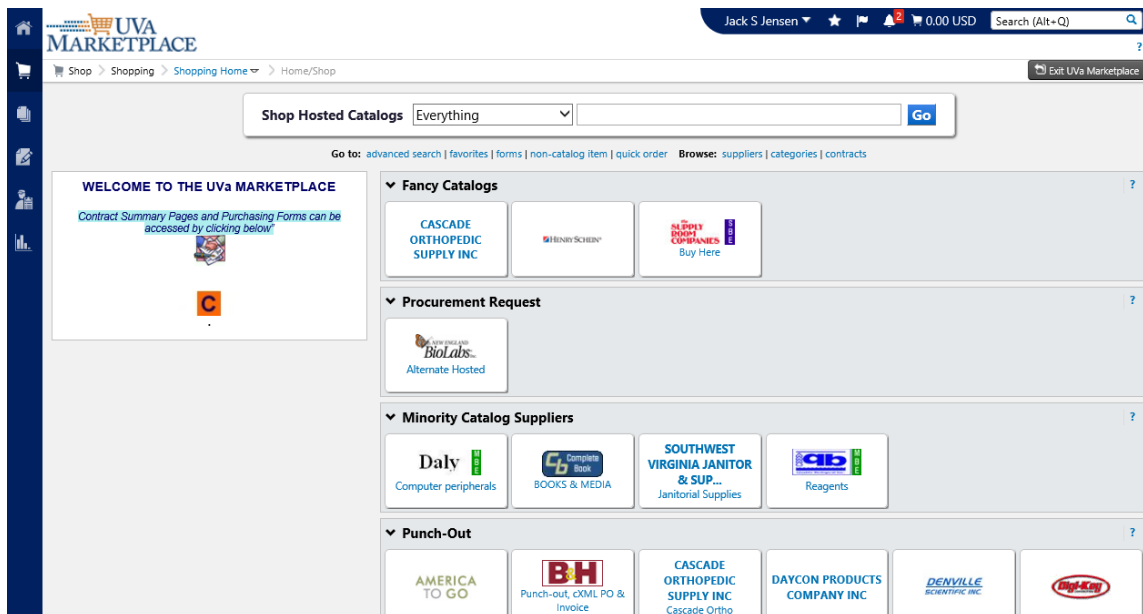# Change / Update Information Request Form

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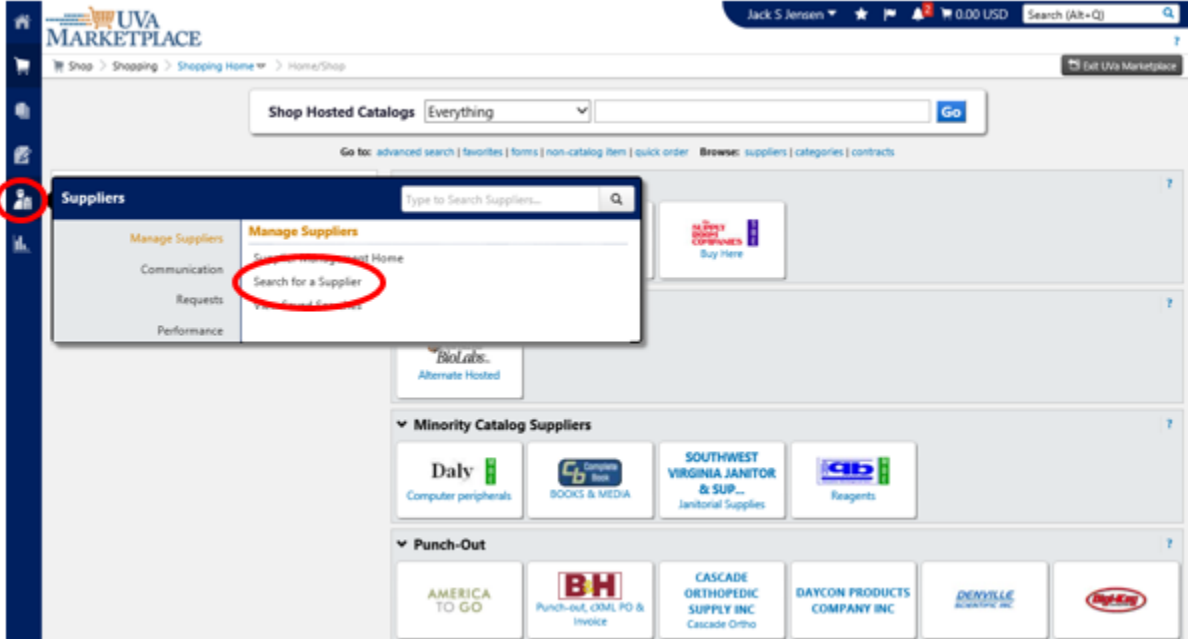
One of the needed bits of information that is required on this form is the Supplier Number. If you do not already know this information, you can get it by doing a Supplier Search. To do so, first log into the UVA Marketplace.
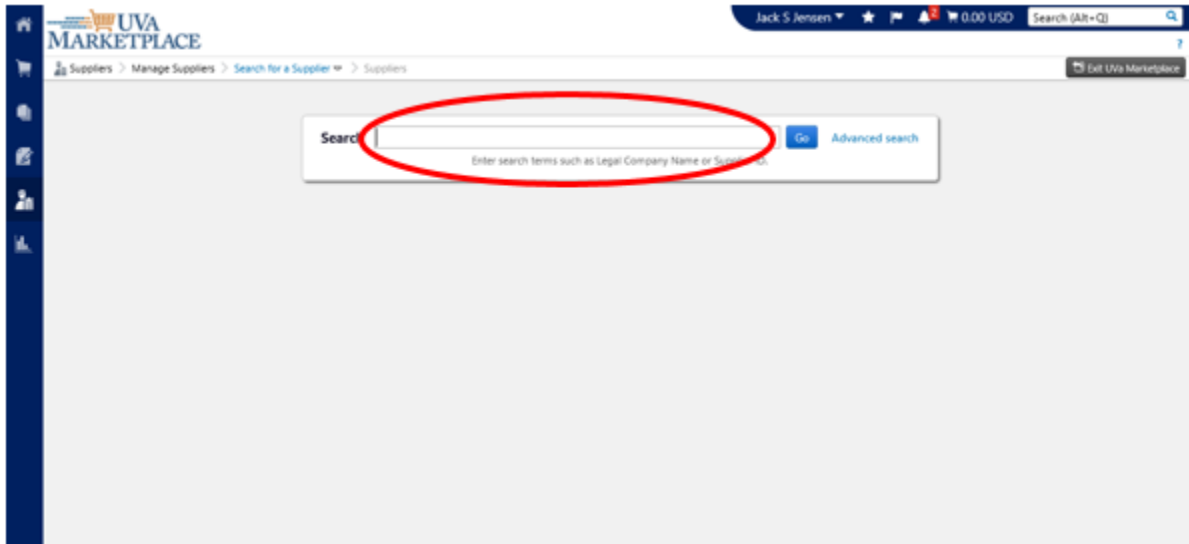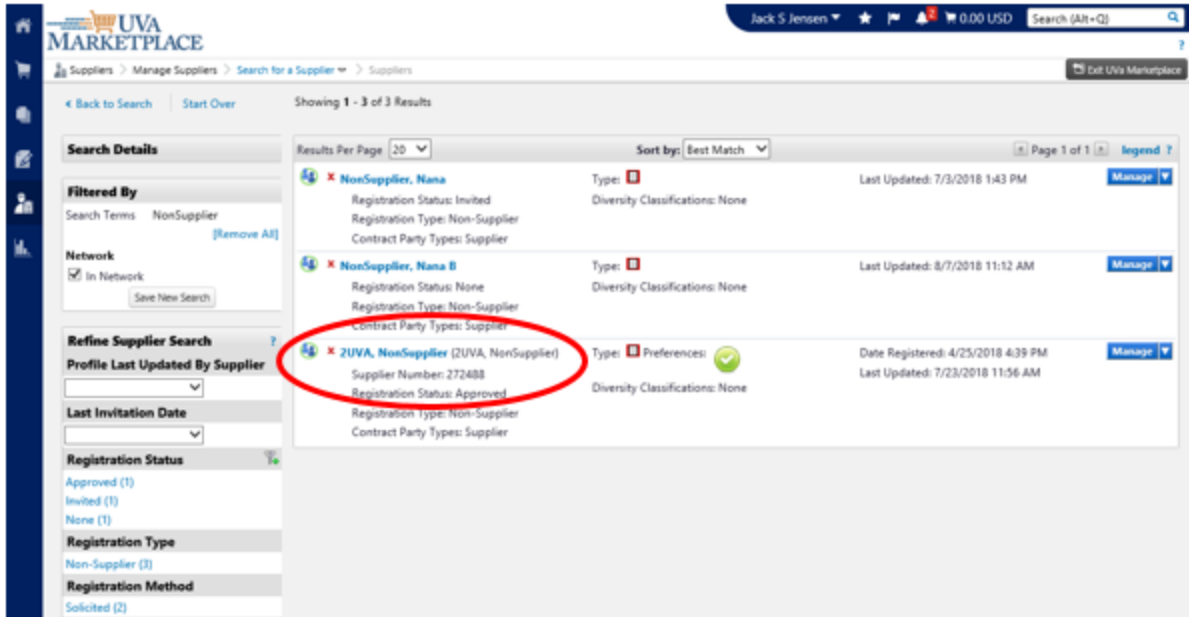
On the left hand, click on "Suppliers", then on "Search for a Supplier".

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.
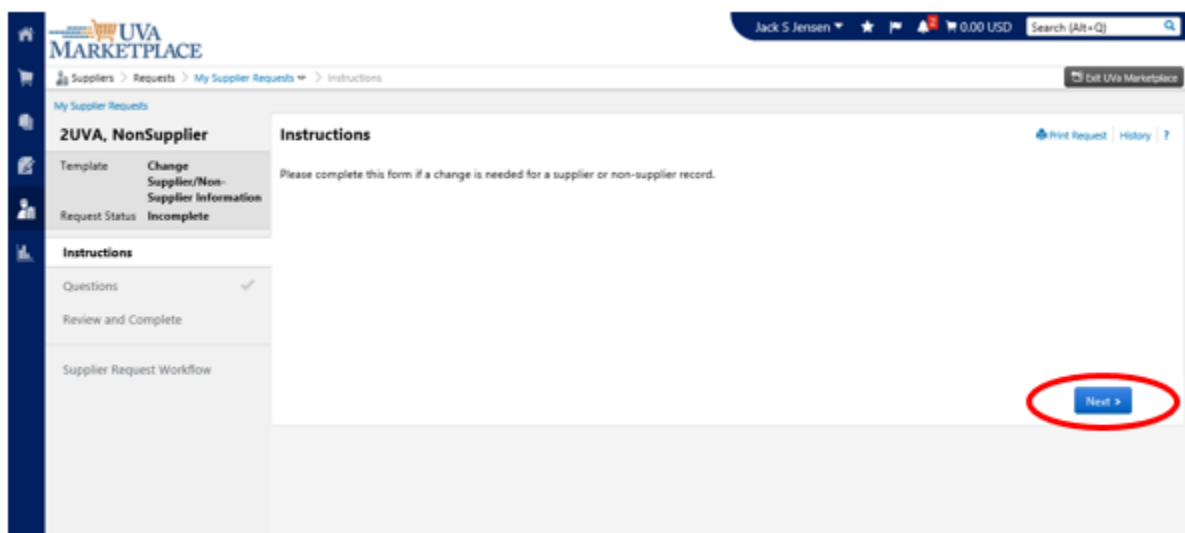
Taking note of the Supplier Number, you can then click on "Suppliers" once again, "Requests", and "Request New / Update Supplier or Non-Supplier".
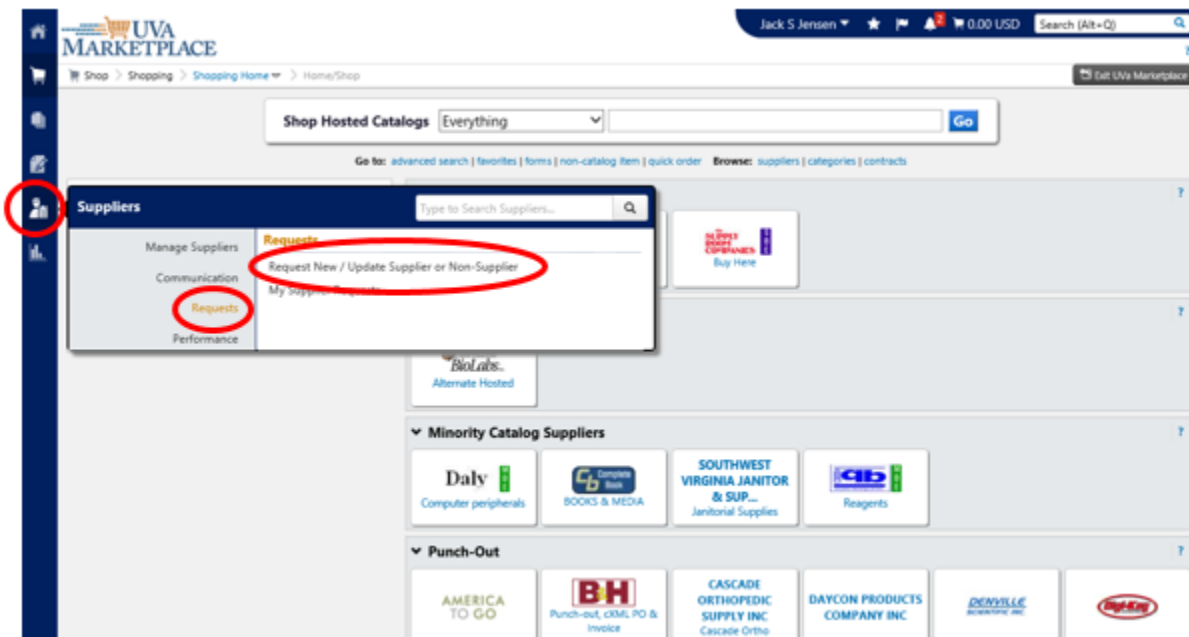
Make sure that the selected form from the dropdown menu is set at "Change Supplier/Non-Supplier Information", and enter the name, which in this example is "2UVA, NonSupplier". When done, click "Apply".
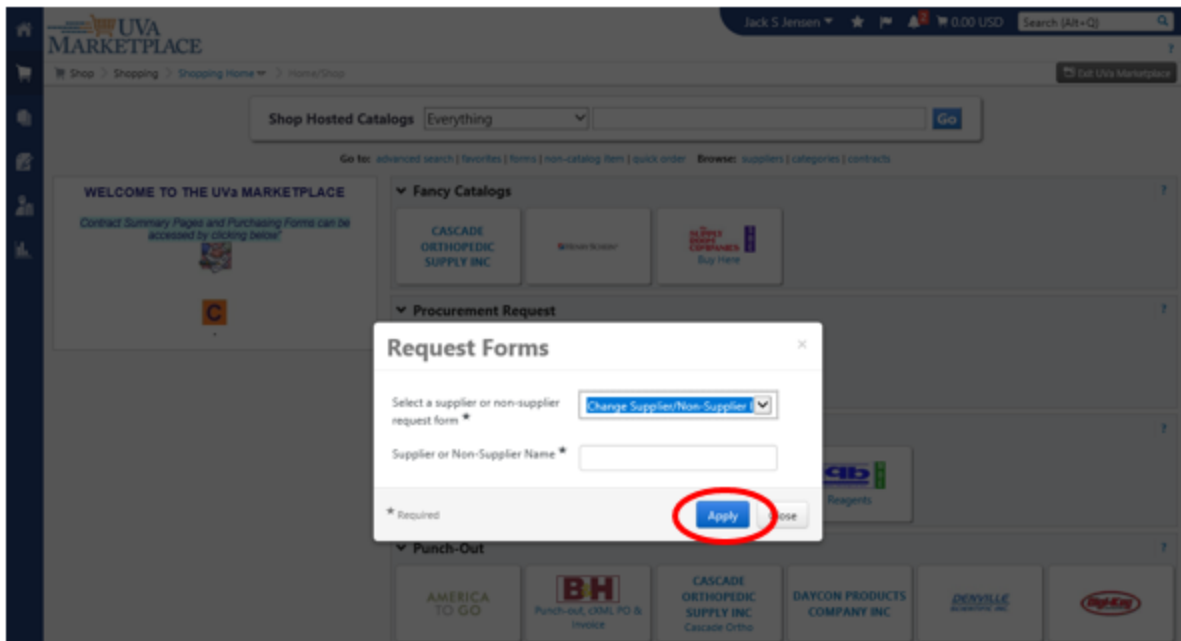
Click "Next >".

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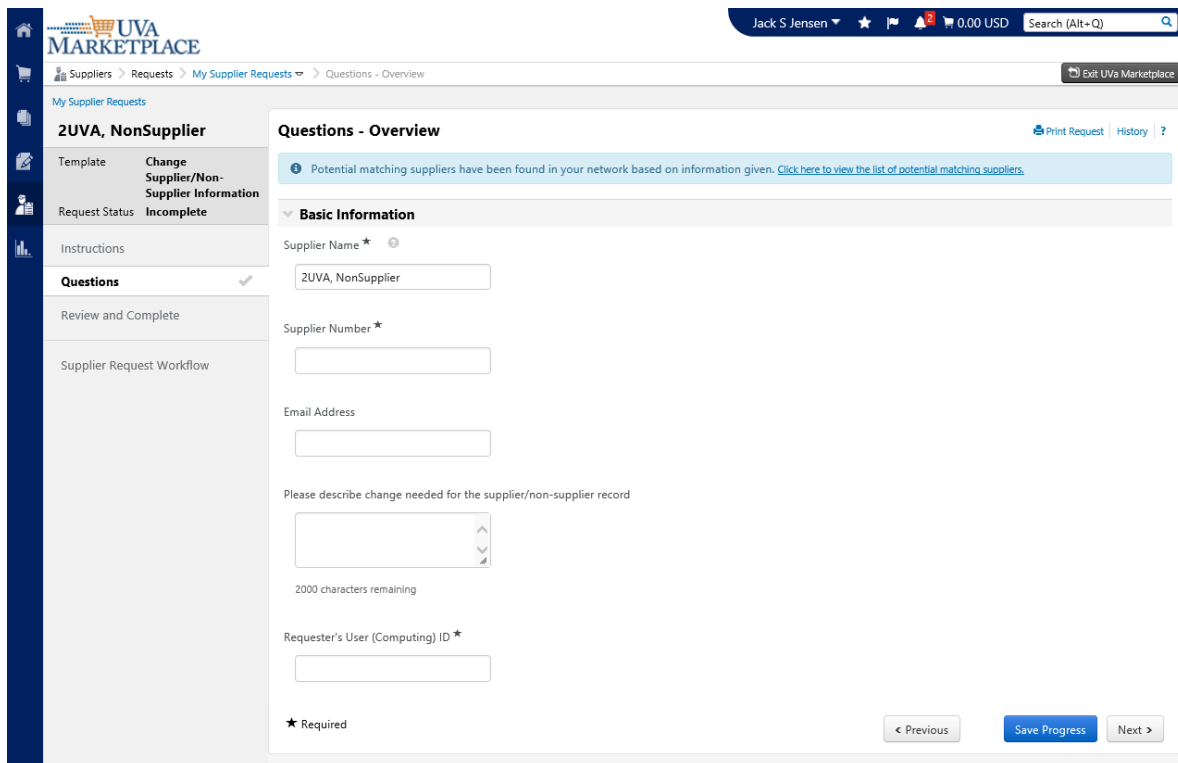
"I need to have a new purchasing site added for this supplier:

Address: 987 Industry Drive, Walnut, IL, 61376
Contact: Ms. Karen Supplier
Email: ksupplier@supplierrus.com
Phone: (815)379-2309"

Here is an example of a completed Change/Update Request Form. When done, click "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".

Confirm your submission by clicking "Yes"
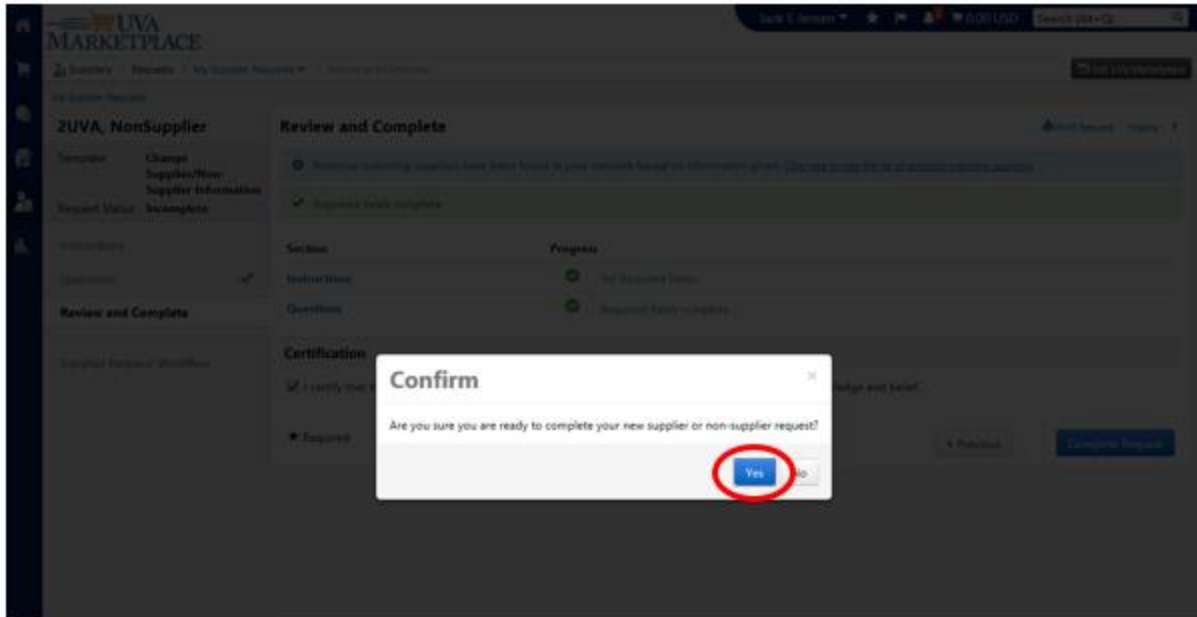
Your request will be sent to Accounts Payable and will be acted upon within 24-48 hours.