Submitting a Supplier Change Request

If a supplier is already registered, but has changed its address or name, or needs to be reactivated, a WVU employee needs to complete the Update an Existing Supplier form and submit it to the PCPS Supplier Registration team.


2. Select Update an Existing Supplier from the Supplier Request Forms region.

3. Read the instructions and click Next.

4. In the Details screen Form Name field, enter the existing name of the supplier. Click Next.
5. Complete the fields in Questions—Page 1.
   a. Check the box verifying you entered the supplier’s name.
   b. Enter the name of the supplier contact.
   c. Enter the email address of the supplier contact.

6. Four types of changes can be made to the record of a registered supplier.
   a) Address Maintenance.
   b) Name Maintenance
   c) Activation Status Change
   d) Other

Selecting one of these options will reveal further questions. Enter the required information for the change type requested. Questions that require answers have been marked with an asterisk (*).

Please note: You can select any combination of these supplier changes if you need to have multiple changes made.

Choose the funding.
a) Supplier Address Maintenance.
   i. Choose the type of address update.
   ii. Choose the correct radio button for the Remit To Address button.
   iii. Upload supporting documentation.
   iv. Provide an explanation.
   v. Upload additional documentation, if available.

b) Supplier Name Maintenance.
   i. Provide the new name for the supplier.
   ii. Upload supporting documentation.
   iii. Provide an explanation.
   iv. Upload additional documentation, if available.
c) Supplier Activation Status Change.
   i. Type of change – choose to activate or deactivate.
   ii. Provide an explanation
   iii. Upload supporting documentation.
   iv. Provide any additional information.

d) Other
   i. Describe the change needed.
   ii. Provide an explanation for the change.
   iii. Upload supporting documentation.
7. After you have provided the information for one of the above types of changes, click **Next** in the lower right corner.

8. Review and Submit shows that all sections are complete. You can click a section to review the details and make any necessary changes.

   Click **Submit**.

9. The PCPS Supplier Registration team will review the request and will contact you for any issues or further information.