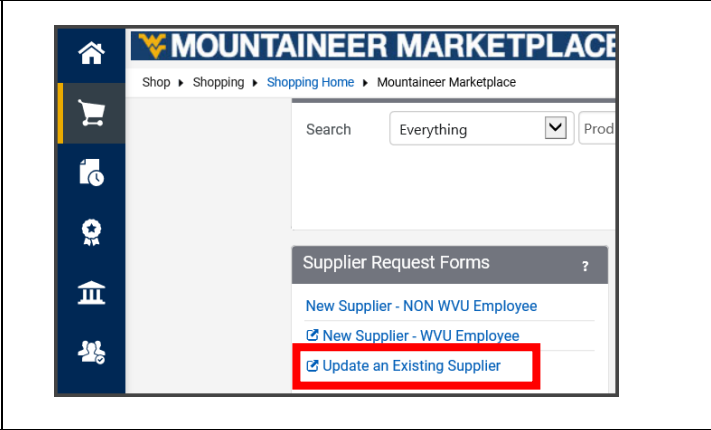


Submitting a Supplier Change Request

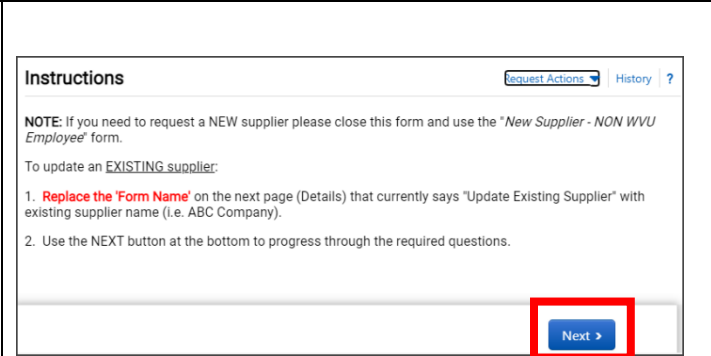
If a supplier is already registered, but has changed its address or name, or needs to be reactivated, a WVU employee needs to complete the **Update an Existing Supplier** form and submit it to the PCPS Supplier Registration team.

1. Access Mountaineer Marketplace.

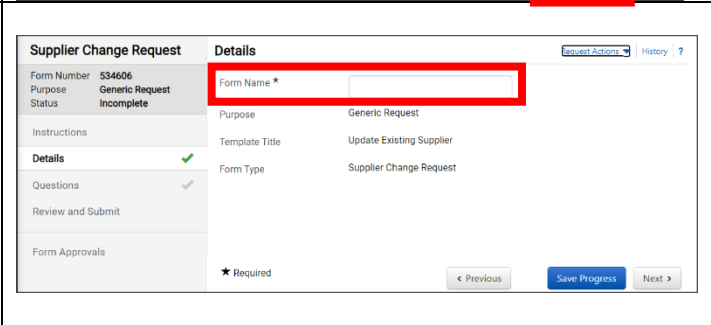
2. Select **Update an Existing Supplier** from the Supplier Request Forms region.



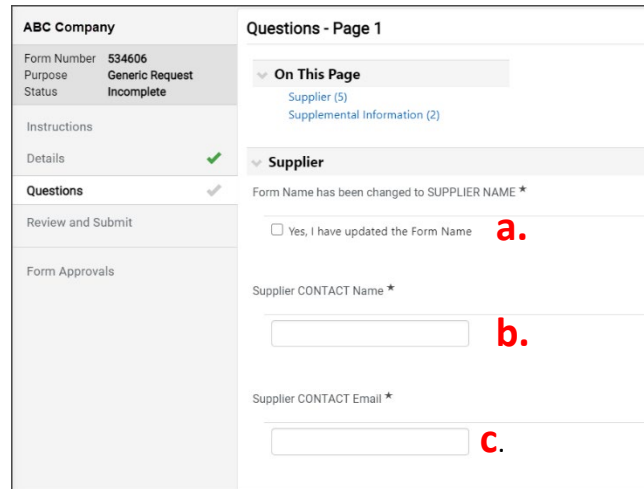
3. Read the instructions and click **Next**.



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.



ABC Company

Form Number 534606
 Purpose Generic Request
 Status Incomplete

Instructions
 Details

Questions

Review and Submit

Form Approvals

Questions - Page 1

On This Page

Supplier (5)
 Supplemental Information (2)

Supplier

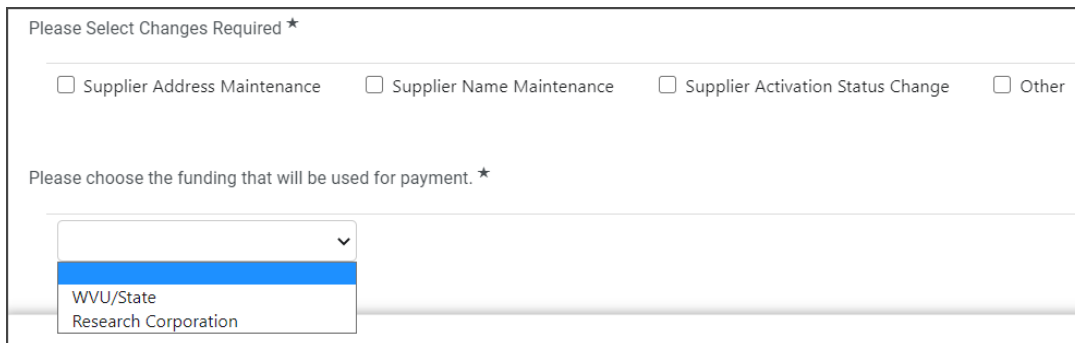
Form Name has been changed to SUPPLIER NAME *

Yes, I have updated the Form Name **a.**

Supplier CONTACT Name * **b.**

Supplier CONTACT Email * **c.**

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



Please Select Changes Required *

Supplier Address Maintenance Supplier Name Maintenance Supplier Activation Status Change Other

Please choose the funding that will be used for payment. *

WVU/State
 Research Corporation

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.

Supplier Address Maintenance

Type of Update *

Add Address
 Remove Address
 Edit Existing Address

i.

Is this a Remit To Address? *

Yes No **ii.**

Official Supporting Document (i.e. Invoice, Quote, Supplier Letterhead, etc.) *

No File Attached **iii.**

Supplemental Information

Feel free to use this section for any details that may help our Supplier Registration team process your request more efficiently.

Additional Information

2000 characters remaining

iv.

Additional Supporting Documentation

No File Attached **v.**

- 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.

Supplier Name Maintenance

Supplier NEW Name *

2000 characters remaining

i.

Official Supporting Document (i.e. Invoice, Quote, Supplier Letterhead, etc.)

No File Attached **ii.**

Supplemental Information

Feel free to use this section for any details that may help our Supplier Registration team process your request more efficiently.

Additional Information

2000 characters remaining

iii.

Additional Supporting Documentation

No File Attached **iv.**

- 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.

Supplier Activation Status Change

Type of Change Required *

Supplier Activation
 Supplier Deactivation

i.

Please Provide Reason for Supplier Requiring Activation Status Change. *

2000 characters remaining

ii.

Attach Available Supporting Documentation

No File Attached

iii.

Supplemental Information

Feel free to use this section for any details that may help our Supplier Registration team process your request more efficiently.

Additional Information

2000 characters remaining

iv.

- d) Other
 - i. Describe the change needed.
 - ii. Provide an explanation for the change.
 - iii. Upload supporting documentation.

Other

Describe the change needed? *

2000 characters remaining

i.

Reason for this change request? *

2000 characters remaining

ii.

Please attach support documentation if available.

No File Attached

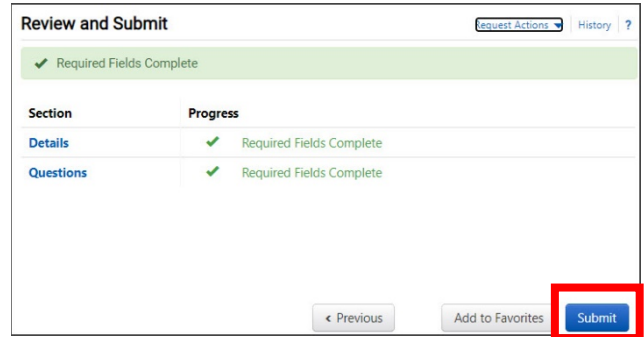
iii.

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