**** **Supplier Authorization Form: Changes to an Existing Supplier UM 1679B**

Use this form to request changes to an existing supplier record in EFS. If the supplier’s tax ID number has changed, a new supplier request (UM 1679A) must be completed instead. Attach invoice or supplier notification of changes if available.

***Type*** your responses in the fields. Handwritten requests will not be accepted.

|  |  |
| --- | --- |
|  Supplier name |  |
| EFS supplier ID number |  |
| What needs to be updated? |  |
| Which type of address/location needs to be updated or added? Select all that apply. | [ ]  Ordering (PO) [ ]  Remit (payment) [ ]  Order/remit [ ]  1099 |
| Address to be changed | [ ]  new address [ ]  Update existing address #: |
| Location name to be changed | [ ]  new location [ ]  Update existing location name: |
| Supplier address line 1Supplier address line 2CityStateZip codeIf foreign, list province and country |  |
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|  |
| Supplier contact’s name, email, and phone |  |
| Supplier’s PO (ordering) email address |  |
| U of MN departmental contact’s email |  |
| Department of person completing form |  |

**Instructions:**

1. Verify the supplier’s information in EFS to make sure what you want changed doesn’t already exist by navigating to: **Suppliers > Supplier Information > Add/Update > UM Review Suppliers**.
2. A ***signed*** updated version of the supplier’s W-9 is required if you are requesting the following changes:
3. Changes to their payment or banking information.
4. Legal name change or reactivation of the supplier record (yet tax ID number remains the same).

All fields, including the tax classification (LLC), *must* be completed on the W-9. A tax identification number (TIN) *OR* a social security number (SSN) *must* be typed on the W-9: do *not* list both of them. Signature must be from the supplier, *not* a University employee.

1. Send the completed request to vndrimg@umn.edu. This address is a Perceptive Content drawer that is used only for imaging, ***not*** for correspondence. It is ***not*** monitored for messages.
Requests sent to that address are automatically imaged and sent to the EFS Supplier Maintenance team. **IMPORTANT:** The imaging system (Perceptive Content) will automatically reject your request if the following aren’t correct:
* **Email’s subject must be the ten digit EFS supplier ID number.** The system will reject *anything* and *everything* else.
* If there are multiple attachments associated to your request, **each form must be its own file**. Do ***not*** combine this form and the W-9 together into one file. Combined attachments cannot be accepted and will be returned to the requester.
* Do ***not*** use hyphens, symbols, or special characters in your file names. The system will reject those.

Questions? Contact the University Financial Helpline at (612) 624-1617 or controller@umn.edu.