

Supplier Name Change - No TIN Change

This document is a quick reference guide for contract managers who wish to change a supplier name in the Arizona Procurement Portal (APP). If you have any questions or require assistance, please reach out to your agency support team. The list of agency support team contacts is located at <https://spo.az.gov/app/grgs>.

When a procurement manager is notified of a supplier name change request, it is their responsibility to approve that request.

This document explains the standard process of completing a supplier name change when the Tax ID Number (TIN) does not change, after notification is received.

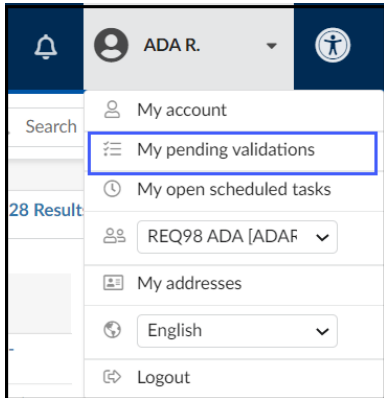
NOTE: If the TIN does change, follow the process in the Standard Work Procedures #2320 Supplier Consent to Assignment QRG.

Request

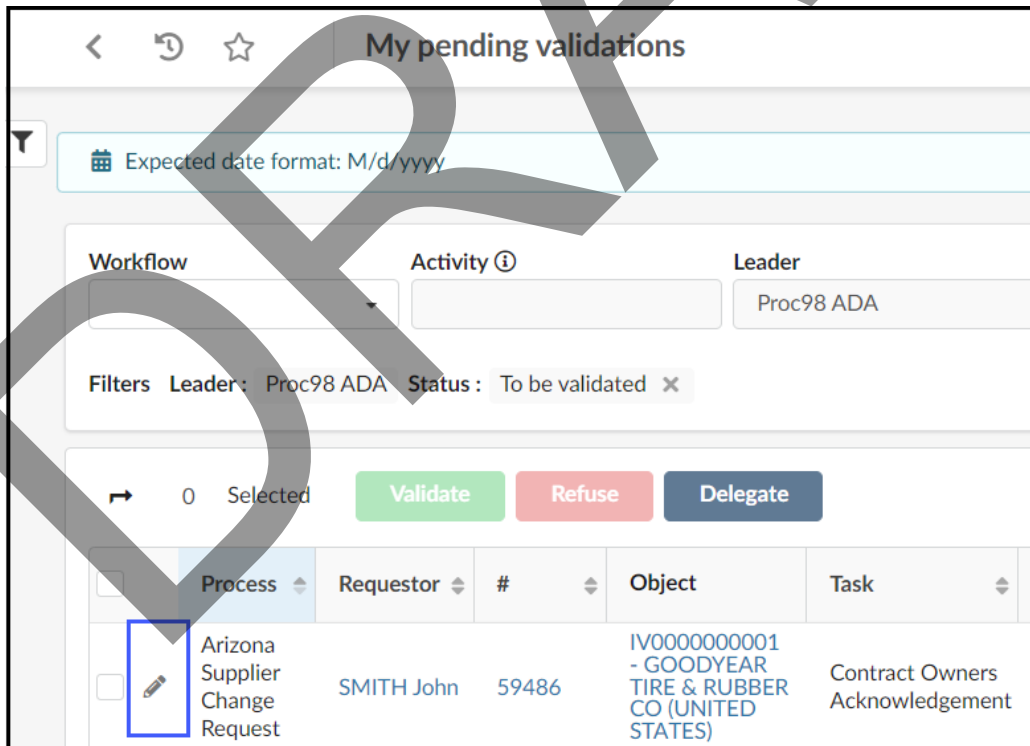
1. When contacted directly by a supplier, advise the supplier to enter a change request through APP.
2. When contacted through APP, advise to send the name change request on company letterhead advising of the name change identifying the new legal entity name, Tax ID number (TIN) and include the new Certificate of Insurance (COI).
3. Check to see if there are other contracts with this supplier.
Note: If other agencies have contracts with this supplier, contact all contract owners and determine who will complete this task to eliminate duplication of work.
4. Verify the supplier is in good standing by checking with their State's Corporation Commission.
Note: The supplier name change is subject to verification with the IRS to ensure it matches with the name and TIN registered with the IRS.

Approval Process

1. Click the dropdown arrow next to your login.
2. Select **My Pending Validations**.



3. Click the **pencil** next to Arizona Supplier Change Request.



4. Click the **I Acknowledge This Change** button to complete the change.

The screenshot displays the ARIZONA Procurement Portal interface. At the top, the navigation menu includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Invoicing', and 'Analytics'. The current page title is 'Supplier change request: IV0000059486 - GOODYEAR TIRE & RUBBER CO'. A green button labeled 'I Acknowledge This Change' is highlighted with a blue box, and a blue arrow points to it from the bottom right. The form contains several sections: 'Change request' with a 'Supplier under edition' field, 'Change Request Type' dropdown, 'Legal Name Change' input, 'Original Supplier ID' (GOODYEAR TIRE & RUBBER CO), and 'Reason for change request' (Legal Name Change). Below this is 'Supplier Information' with fields for Status, External Code, Registration Type (Non-US/US), Supplier Name (GOODYEAR TIRE & RUBBER CO), DBA, State of Incorporation, and Web Site. To the right is 'Main Address' with a map and 'Address Type' dropdown. Further right is 'Additional Information' with 'Tax Information' (TIN Type: EIN, Foreign Tax#, SSN/ITIN/ATIN) and 'Corporate Information' (Legal Form).

Document

1. Upload the name change request letter and good standing with the State's Corporation Commission document in the SPO Team Supplier Name Change File.
2. Upload the COI as an Insurance Document in the Exhibit tab of the contract.

Note: See information on this in QRG #2307 Unilateral Amendment.

3. If the contract is a single agency contract and not a Co-Op contract, notify the agency of the name change.
4. If the contract is a Statewide and/or Co-Op contract, send out a SPO Alert regarding the name change.

NOTE: If the supplier has multiple contracts with the State, each contract owner will receive notification that a name change is requested. The name on each contract will not change until all contract owners approve the name change request.