

# 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). Please contact your agency support team if you have any questions or require assistance. The list of agency support team contacts is located at <https://spo.az.gov/app/qrgs>.*

When a procurement manager is notified of a supplier name change request, they must approve it. This document explains the standard process of completing a supplier name change when the Tax ID Number (TIN) does not change after receiving notification. If the TIN changes, follow the Supplier Consent to Assignment QRG process.

## 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.



*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.



*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.

## 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** left margin tab of the contract.



*For more information on this topic, review the Unilateral Amendment QRG.*

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, send out a SPO Alert regarding the name change.



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

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## Resources

Click the link below for more information on the contract creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>