

PA Supplier Portal Change Request Form

The PA Supplier Portal is a vendor self-managed site. This form is only to be used to request assistance when:

1. The administrative user(s) are no longer with the company. Or
2. The only administrative user's info (i.e. e-mail) is not valid and they are unable to reset the password.

Note: After adjustment is made Requestor will be required to finish step 4 of the registration, and create a new user.

All fields are REQUIRED and must be completed. Incomplete forms will not be processed.

Company Name/Legal Name

Tax Identification Number

Requestor's First & Last Name

Requestor's Title

Area Code & Phone Number Ext.

Requestor's Direct E-mail Address

Username, mark UK if unknown

Vendor number, mark UK if unknown

Reason for Request- Choose one of the following. Any other request DO NOT submit this form.

Specify Name(s) of Current Administrative User(s) Listed on the PA Supplier Portal and/or Incorrect E-mail Address

CERTIFICATION: By submitting and signing this PA Supplier Portal Change Request form, you certify that (1) you are authorized to submit the information for or on behalf of, the person or entity identified; and (2) all of the information is true and correct to the best of your knowledge, information, and belief. Any false statements made by you on the PA Supplier Portal Change Request Form are subject to the penalties on 18 Pa.C.C 4904 (relating to unsworn falsification to authorities).

Certification Acknowledgement/Signature

Date

Please allow 3-5 business for validation and processing.