

Overview

When requesting a new campus vendor or requesting a change to an existing campus vendor, you must choose the correct vendor class. The four vendor classes are as follows:

- **Employee** - An active employee of the University with a Person ID Number or PID.
- **Student** - Students with a PID. In addition to active students, students with the following statuses belong in this class: Applicant, Admitted, Pre-Matriculated, and Matriculated.
- **Affiliate with PID** - A person who is affiliated with the University with a PID. UNC hospital employees are affiliates, for example.
- **Other** - A person or company that isn't an affiliate, employee or student with a PID. Independent contractors are technically affiliates, but you use the "Other" classification in the campus vendor request system. These vendors require a Tax Identification Number or TIN.

For employees, students and affiliates, you **cannot** change the name, address, phone number, or email information through the vendor request system. This information is fed from the student administration system in ConnectCarolina and must be changed there. You also cannot change banking information for an employee vendor.

When you attempt to create a vendor request using a PID (employees, students, affiliates), the PID must be active for the vendor class you choose. Generally, the preferred hierarchy for classifying a vendor is employee, then student, then affiliate. So, if a person is both an employee and a student, choose employee for the vendor class.

See the table below for choosing the appropriate procedure for a given vendor request.

Vendor Request Procedures

Vendor Class	Request	What to Do
Employee	Need to change address, phone number, or email address.	Employee should change this via self-service in the ConnectCarolina portal. If this is not possible, the employee should contact their HR Facilitator.
	Need to change name.	Employee should contact their HR Facilitator.
	Need to change ACH (direct deposit) banking information.	Employee should contact the Payroll office at payroll@unc.edu.
	Home address or Social Security Number (SSN) is missing or incomplete.	Employee should contact their HR Facilitator.

Vendor Request Procedures (cont.)

Vendor Class	Request	What to Do
Student	Need to change address, phone number, or email address.	Student should change this via self-service in the ConnectCarolina portal. If this is not possible, the student should contact the Registrar's office at (919) 962-3954.
	Need to change name.	Student should contact the Registrar's office at (919) 962-3954.
	Need to change ACH (direct deposit) information or switch between check and ACH.	Submit a change request through the campus vendor request system.
	Home address or Social Security Number (SSN) is missing or incomplete.	Student should contact the Registrar's office at (919) 962-3954.
Affiliate with PID	Need to change address, phone number, or email address.	Affiliate should change this via self-service in the ConnectCarolina portal. If this is not possible, the affiliate should contact their HR Facilitator.
	Need to change name.	Affiliate should contact their HR Facilitator.
	Need to change ACH (direct deposit) information or switch between check and ACH.	Submit a change request through the campus vendor request system.
	Home address or Social Security Number (SSN) is missing or incomplete.	Affiliate should contact their HR Facilitator.
Other	Need to change address, phone number, or email address.	Submit a change request through the campus vendor request system.
	Need to change name.	Contact the vendor coordinator at vendor_coordinator@unc.edu .
	Need to change ACH (direct deposit) information or switch between check and ACH.	Submit a change request through the campus vendor request system.
	Need to add an additional vendor address.	Submit a change request through the campus vendor request system.