

Overview

When requesting a new campus supplier or requesting a change to an existing campus supplier, you must choose the correct supplier class. The four supplier 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 supplier request system. These suppliers 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 supplier 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 supplier.

When you attempt to create a supplier request using a PID (employees, students, affiliates), the PID must be active for the supplier class you choose.

NOTE: Generally, when choosing a class for a supplier first use employee, then student, then affiliate. So, if the person is a student that is working part-time for the University, choose employee for the supplier class. However, if the student is working part-time at UNC Hospital, choose student for the supplier class.

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

Supplier Request Procedures

If the supplier is ...	And you need to...	Then ...
Employee	change address, phone number, or email address.	the employee needs to change this via self-service in the ConnectCarolina portal. If this is not possible the employee needs to contact their HR Facilitator.
	change name.	the employee needs to contact their HR Facilitator.
	change ACH (direct deposit) banking information.	the employee needs contact the Payroll office at payroll@unc.edu.
	add a home address or Social Security Number (SSN).	the employee needs to contact their HR Facilitator.

Supplier Request Procedures

If the supplier is...	And you need to...	Then ...
Student	change address, phone number, or email address.	the student needs change this via self-service in the ConnectCarolina portal. If this is not possible the employee needs to contact the Registrar's office at (919) 962-3954.
	change name.	the student needs contact the Registrar's office at (919) 962-3954.
	change ACH (direct deposit) banking information.	you need to submit change request through the campus supplier request system.
	add a home address or Social Security Number (SSN).	the student needs contact the Registrar's office at (919) 962-3954.
Affiliate with PID	change address, phone number, or email address.	the affiliate needs change this via self-service in the ConnectCarolina portal. If this is not possible, the affiliate needs to contact their HR Facilitator.
	change name.	the affiliate needs to contact their HR Facilitator.
	change ACH (direct deposit) banking information.	you need to submit change request through the campus supplier request system.
	add a home address or Social Security Number (SSN).	the affiliate needs contact their HR Facilitator.
Other	change address, phone number, or email address.	you need to submit change request through the campus supplier request system.
	change name.	contact the supplier coordinator at vendor_coordinator@unc.edu .
	change ACH (direct deposit) banking information.	you need to submit a change request through the campus supplier request system.
	add a home address or Social Security Number (SSN).	you need to submit a change request through the campus supplier request system.