

Individual suppliers (employees, students, affiliates with a PID, independent contractors and outside party individuals) need to have only one address in the system. This address is in the Main-1 field.

Employees, students, and affiliates are required to make any address changes or updates via self-service in ConnectCarolina.

If you're notified that an independent contractor or outside party supplier has moved to a new address, you

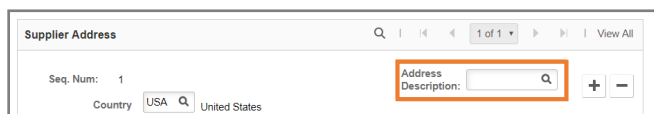
need to submit a change request through the Campus Supplier system. Likewise, if a supplier has new banking information, you need to submit a change request as well; unless the supplier is registered in the supplier portal.

**IMPORTANT:** To make changes to a foreign supplier, contact the vendor coordinators at [vendor\\_coordinators@unc.edu](mailto:vendor_coordinators@unc.edu) before submitting any requests.

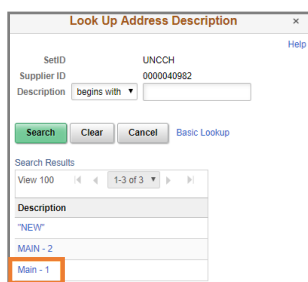
## Changing an Address

When you update a supplier's address, you also need to re-enter the banking information for the supplier, even if it's not changing. Follow these steps to update a supplier address:

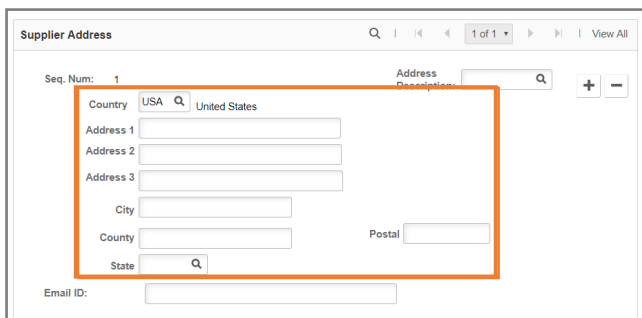
1. Click the search icon for the Address Description field.



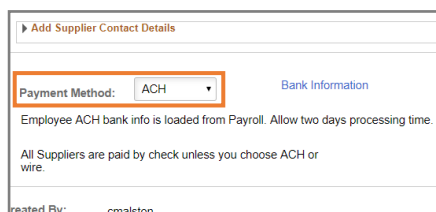
2. Select **Main-1** to update the main address.



3. Enter the new address in the empty fields.



4. In the Payment Method dropdown, select **ACH** to begin updating the banking information.



5. Click the Bank Information link and complete at least the required fields:

- Account Type (typically: Checking Account)
- Bank ID Qualifier: 001
- Bank ID (Bank Routing Number)
- Bank Account Number
- DFI Qualifier: 01

6. Click the **OK** button to return to the Supplier Data page.

7. Click the **Submit** button.

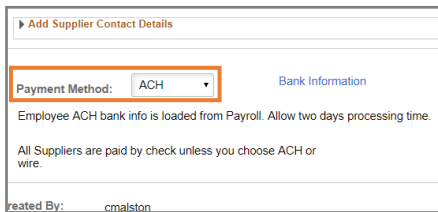
Once the change request is approved, the previous address will be inactive and the new address becomes active.

**Keep in Mind:** Selecting "New" creates an additional address for the supplier, it doesn't update the primary address. Choose "New" only when adding an extra address such as a PO Box number or a physical address.

## Changing Banking Information

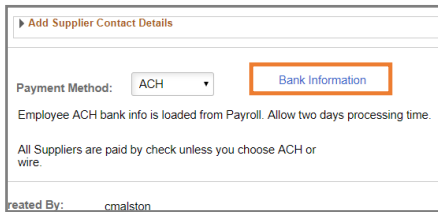
When you're changing the banking information for a supplier, you need to enter the address information, even if it's not changing. Follow these steps to update a supplier's banking information:

1. Click the search icon for the Address Description field.
2. Select the address with the banking information you need to update (for example: Main-1).
3. Re-enter the address information in the empty address fields.
4. Select **ACH** from the Payment Method dropdown box.



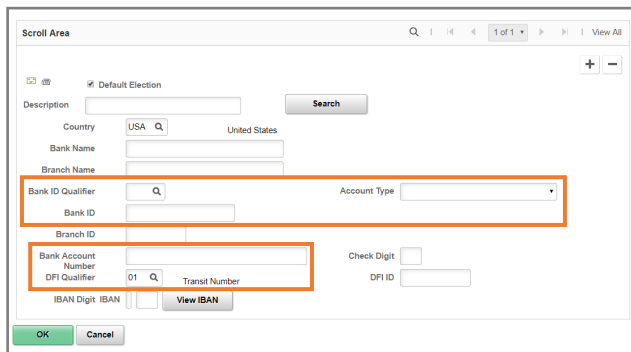
The screenshot shows the 'Add Supplier Contact Details' form. The 'Payment Method' dropdown is set to 'ACH' and is highlighted with a red box. Below it, there is a note: 'Employee ACH bank info is loaded from Payroll. Allow two days processing time.' and another note: 'All Suppliers are paid by check unless you choose ACH or wire.' The 'Created By' field shows 'cmalston'.

5. Click the **Bank Information** link.



The screenshot shows the 'Add Supplier Contact Details' form. The 'Bank Information' link is highlighted with a red box. The 'Payment Method' dropdown is still set to 'ACH'.

6. Complete the required fields.
  - Account Type (most likely Checking Account)
  - Bank ID Qualifier: 001
  - Bank ID (Bank Routing Number)
  - Bank Account Number
  - DFI Qualifier: 01



The screenshot shows the 'Bank Information' form. The 'Bank ID Qualifier' field is set to '01' and is highlighted with a red box. The 'Bank ID' field is highlighted with a red box. The 'Bank Account Number' field is highlighted with a red box. The 'DFI Qualifier' field is set to '01' and is highlighted with a red box. The 'Account Type' dropdown is set to 'Checking Account' and is highlighted with a red box. The 'Check Digit' field is empty. The 'DFI ID' field is empty. The 'IBAN Digit' field is empty. The 'View IBAN' button is visible. The 'OK' and 'Cancel' buttons are at the bottom.

7. Click the **OK** button.

**Result:** You will return to the Supplier Data page.

8. Click the **Submit** button.

Once the change is approved, the previous banking information will be archived and the new banking information will become active.