Texas Instruments

Supplier Training
Change Request

Change Request

What is Change Request?

The TI Supplier portal enable suppliers to maintain critical information for their company. A **Change Request** is an action done by the supplier whenever there is an information that needs to be changed.

There are many types of changes that can be performed:

I. *Company Information*
- *Company Name*
- *Address*
- *Tax ID*

III. Contact Information
- *Email to receive PO*
- *AR Recipient*

IV. Banking Data

V. New Document or Certifications

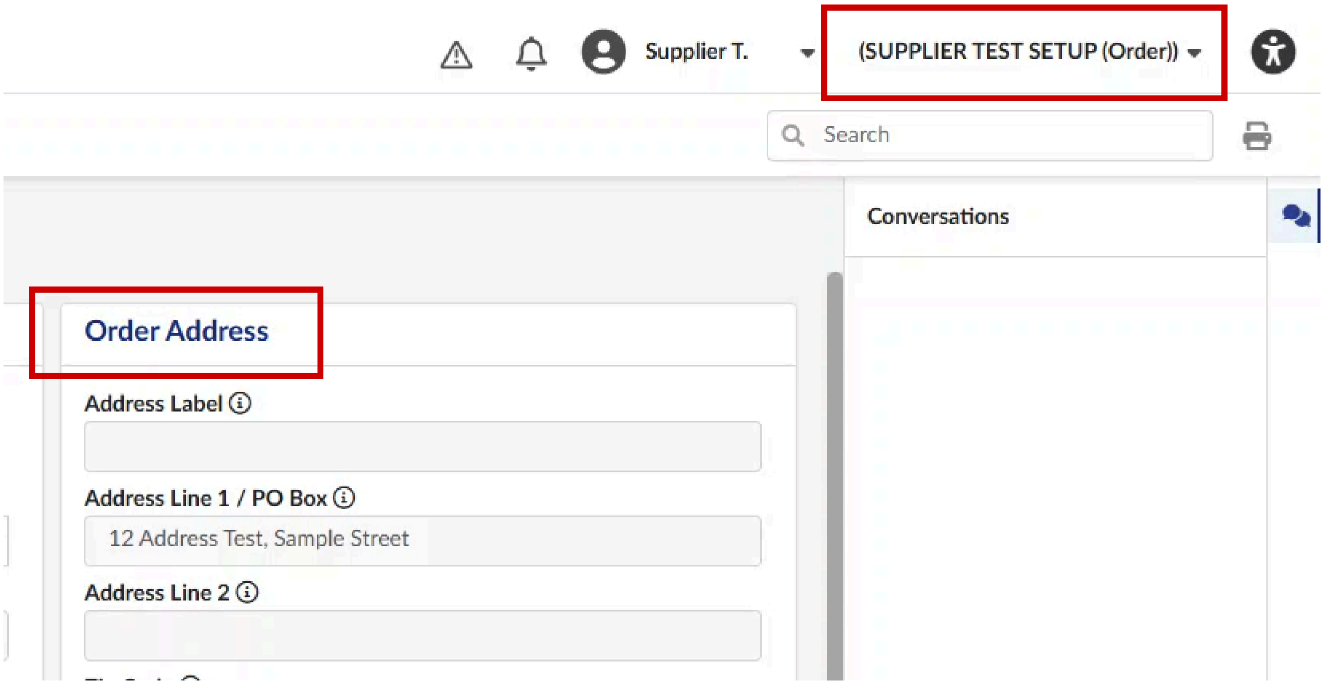
Order Account vs Payment Account

Types of Account

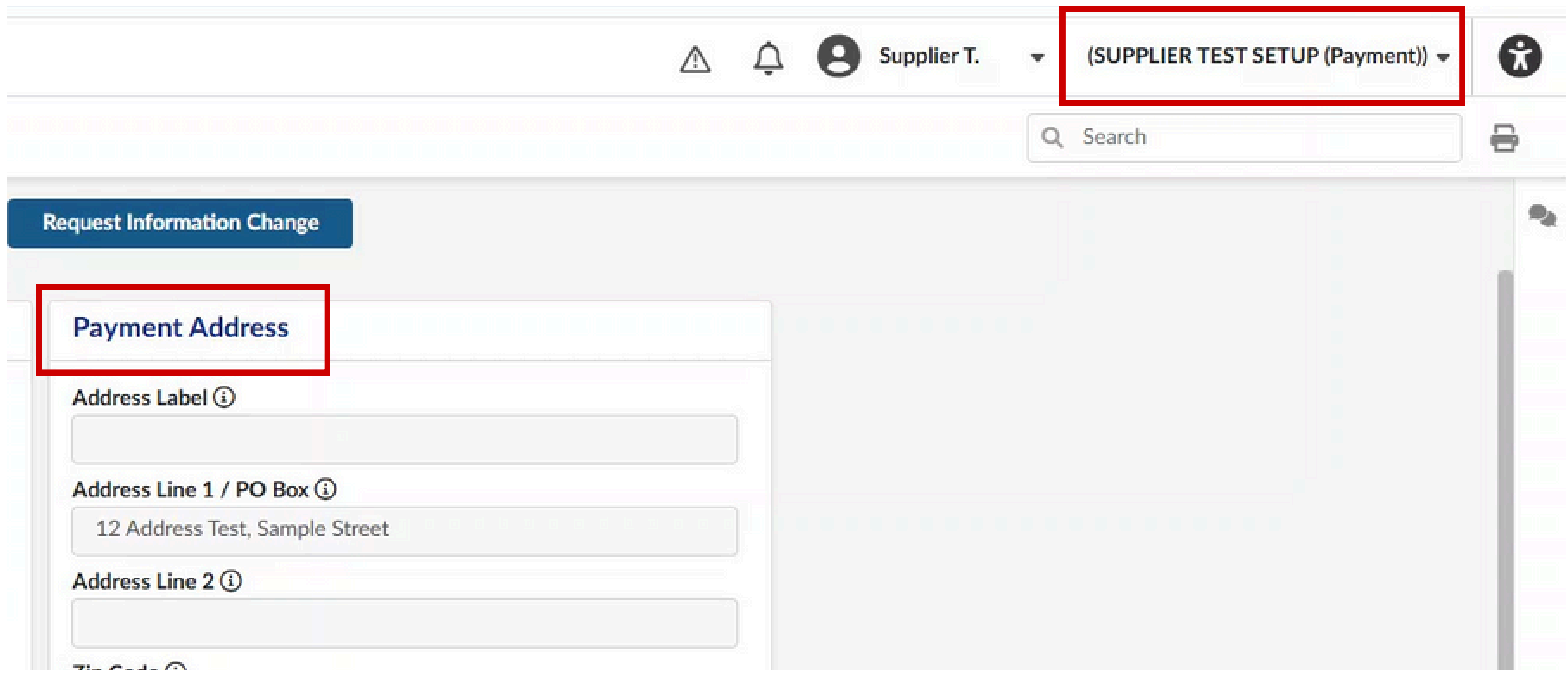
- ***Order Accounts*** - determines who TI will place an order with (applicable for suppliers with PO only)
- ***Payment Accounts*** - determines where TI will make payments

You can determine the type of account by reviewing the title of the address section (Order Address/ Payment Address) under Company Information tab or, if you have access to both type of accounts, you will have a drop down list beside your company's name in the top right corner of the screen.

Order Account



Payment Account



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Company Information

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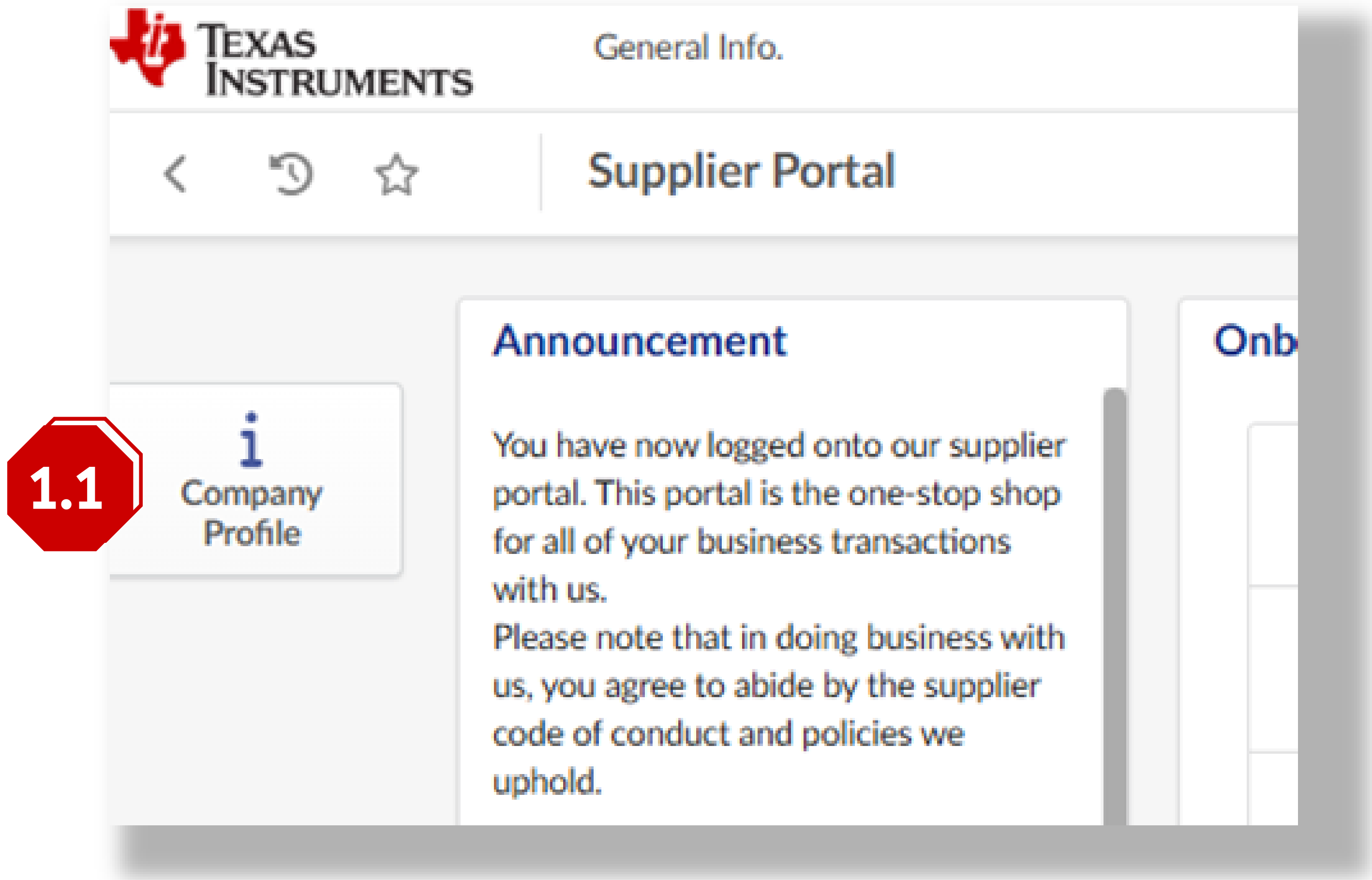
Company Information Change

When it comes to the Company Information change, details regarding **Company Name**, **Address, Tax ID, AR Recipient, and email to receive PO** have the same change request process.

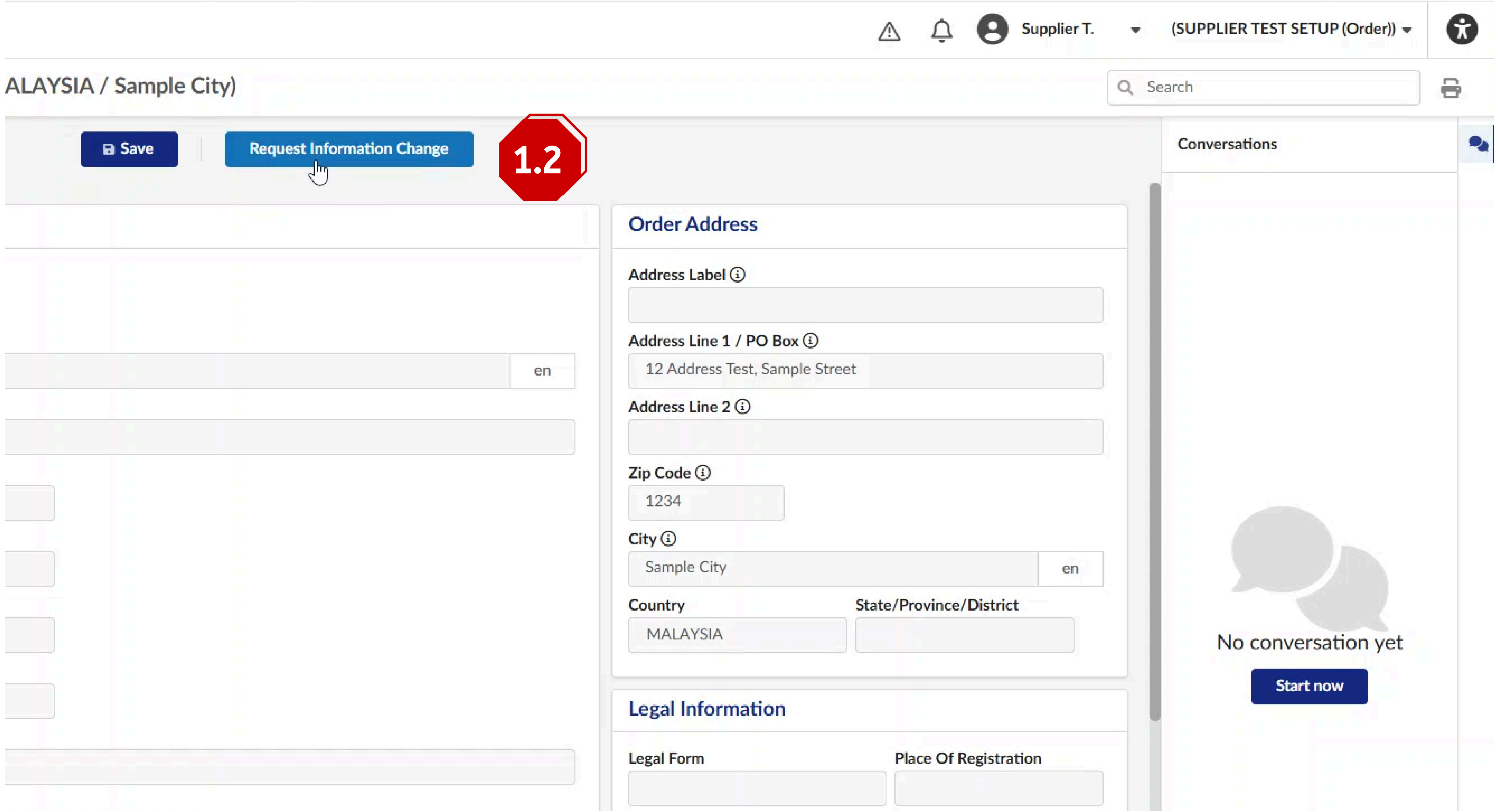
1.1 Starting from the Home Page, click the Company Profile button.



Change Request

I. Company Information Change

1.2 Click the **Request Information Change** button.



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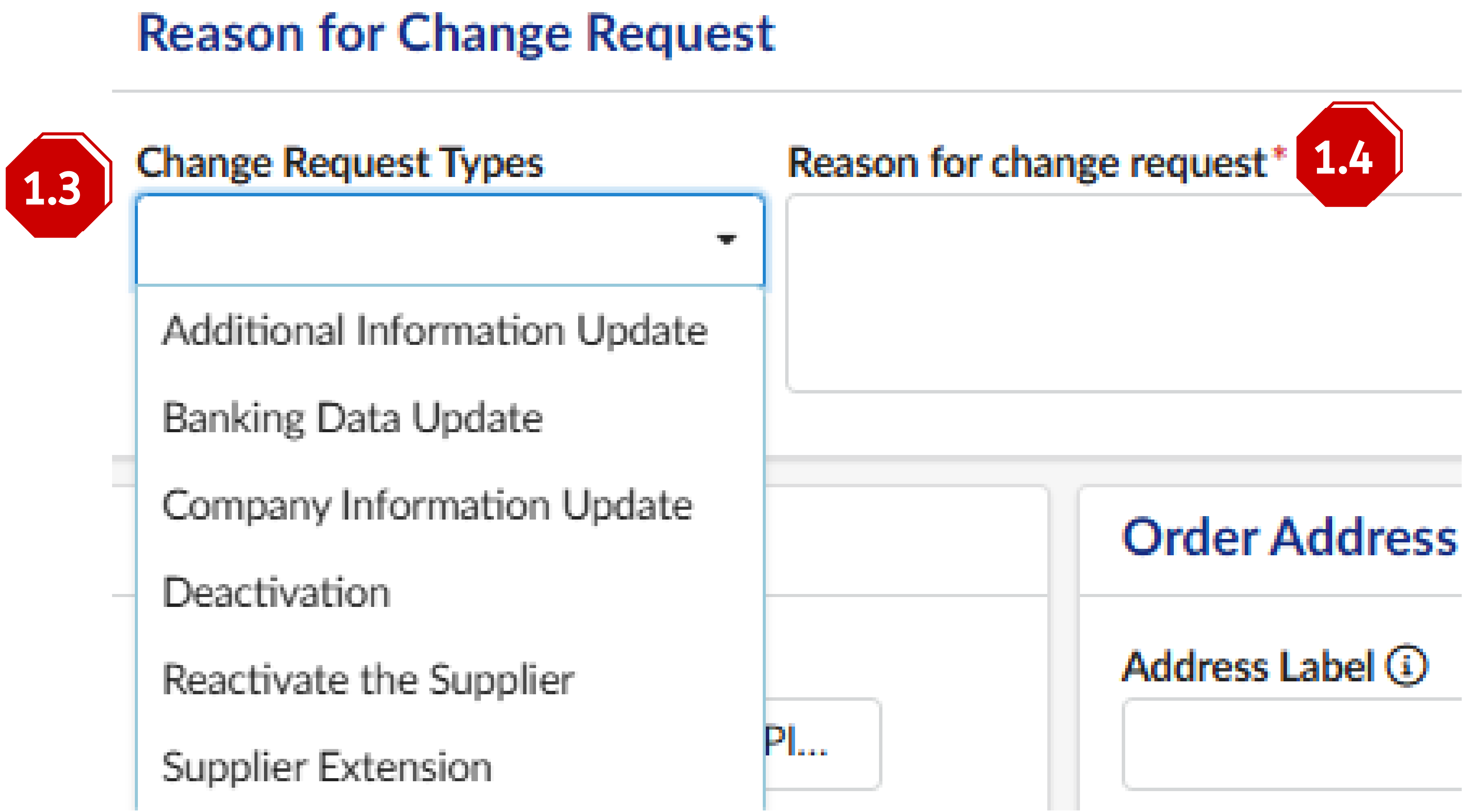
Company Information Change

1.3 Select a Change Request Type.

1.4 Enter a reason for the change request. (What changes are to be made and justification for that change).



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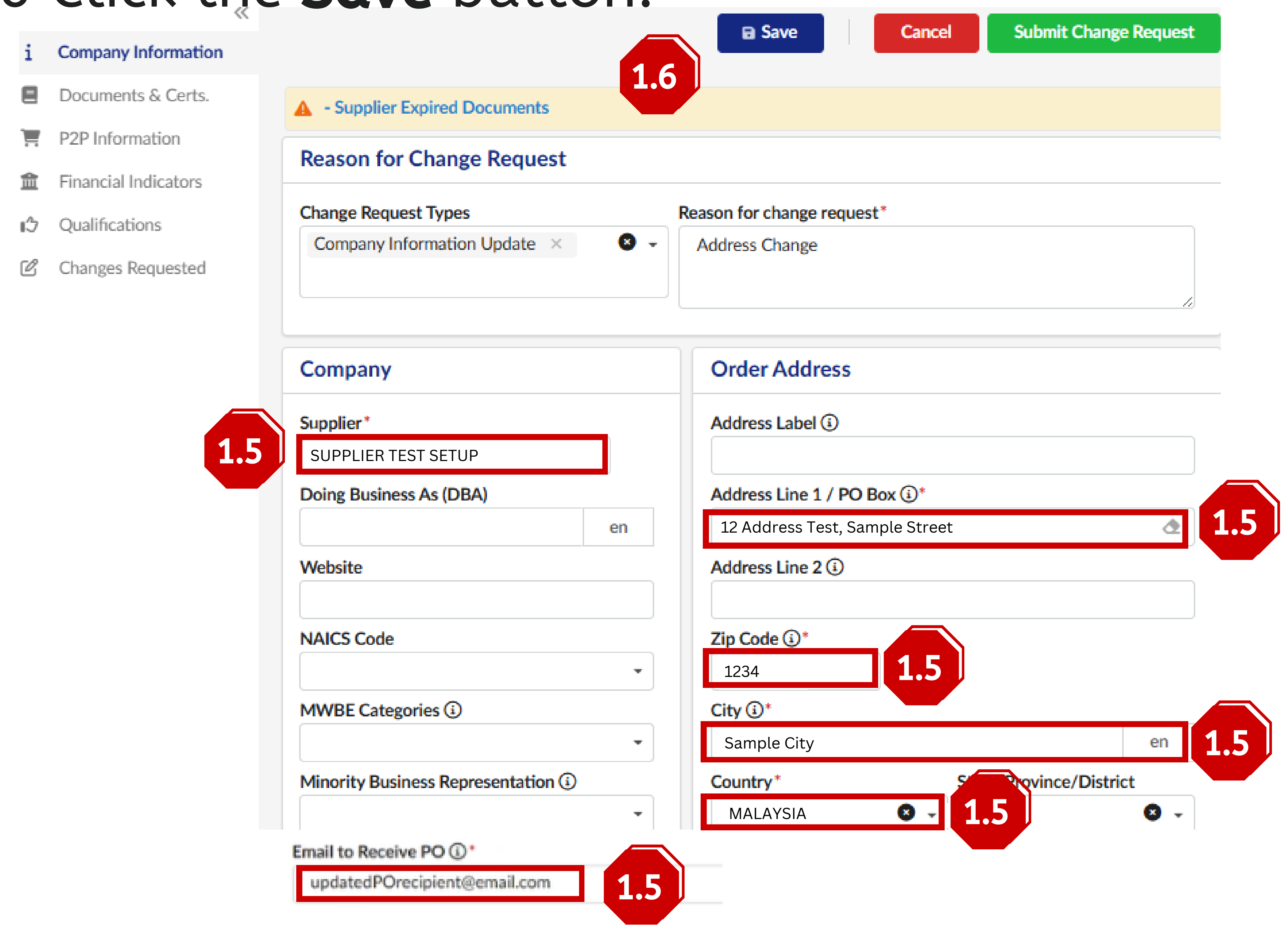
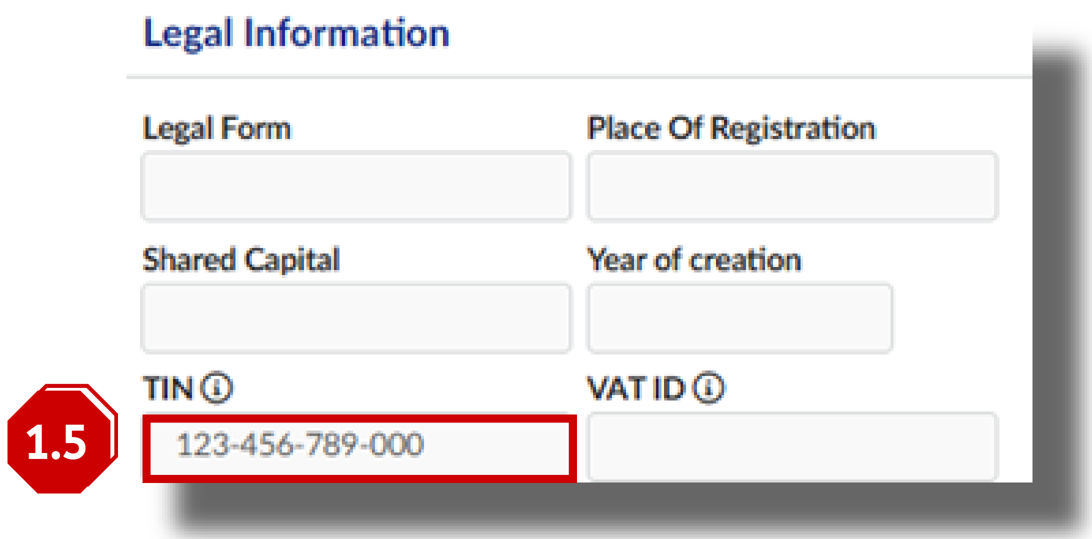
Company Information Change

1.5 Update the fields with the necessary changes in the Company Information tab. *(it can be either the Company Name, Address, Tax ID etc.)*

1.6 Click the **Save** button.





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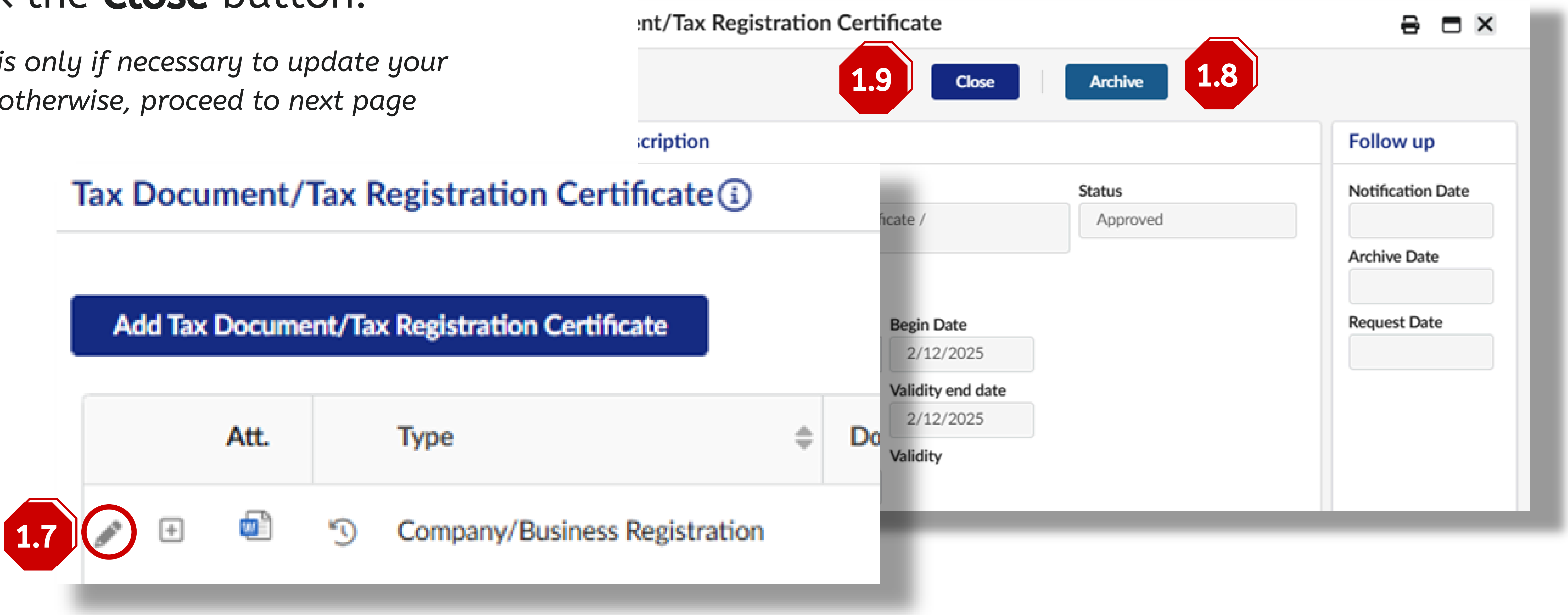
Company Information Change

1.7 Go to the Documents & Certs. and delete the current file by clicking the **Pencil Icon.**

1.8 Click the **Archive** button to delete the current document.

1.9 Click the **Close** button.

Note: *Do this only if necessary to update your documents otherwise, proceed to next page*

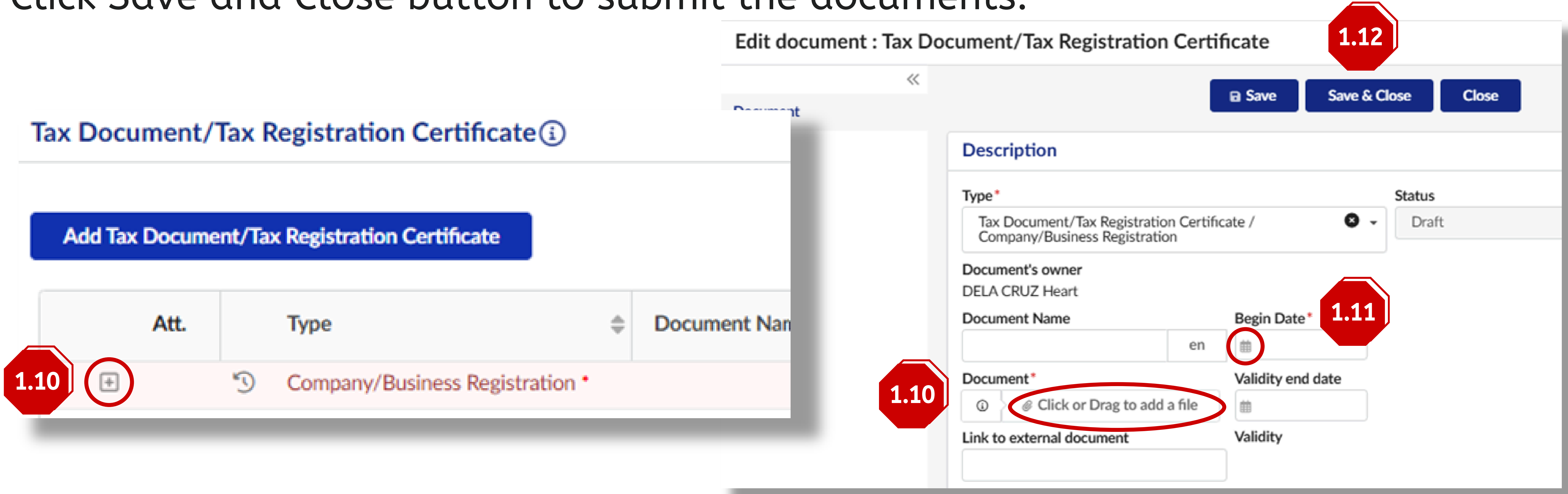


TEXAS INSTRUMENTS

Change Request

Company Information Change

1.10 Click the Documents & Certs. tab. Then click the **'+'** icon, then upload document.
(This applies for documents that needs to be replaced based from the information change)
1.11 Enter Begin Date for the document. (This is the effective date for the document being provided and end date if applicable.)
1.12 Click Save and Close button to submit the documents.



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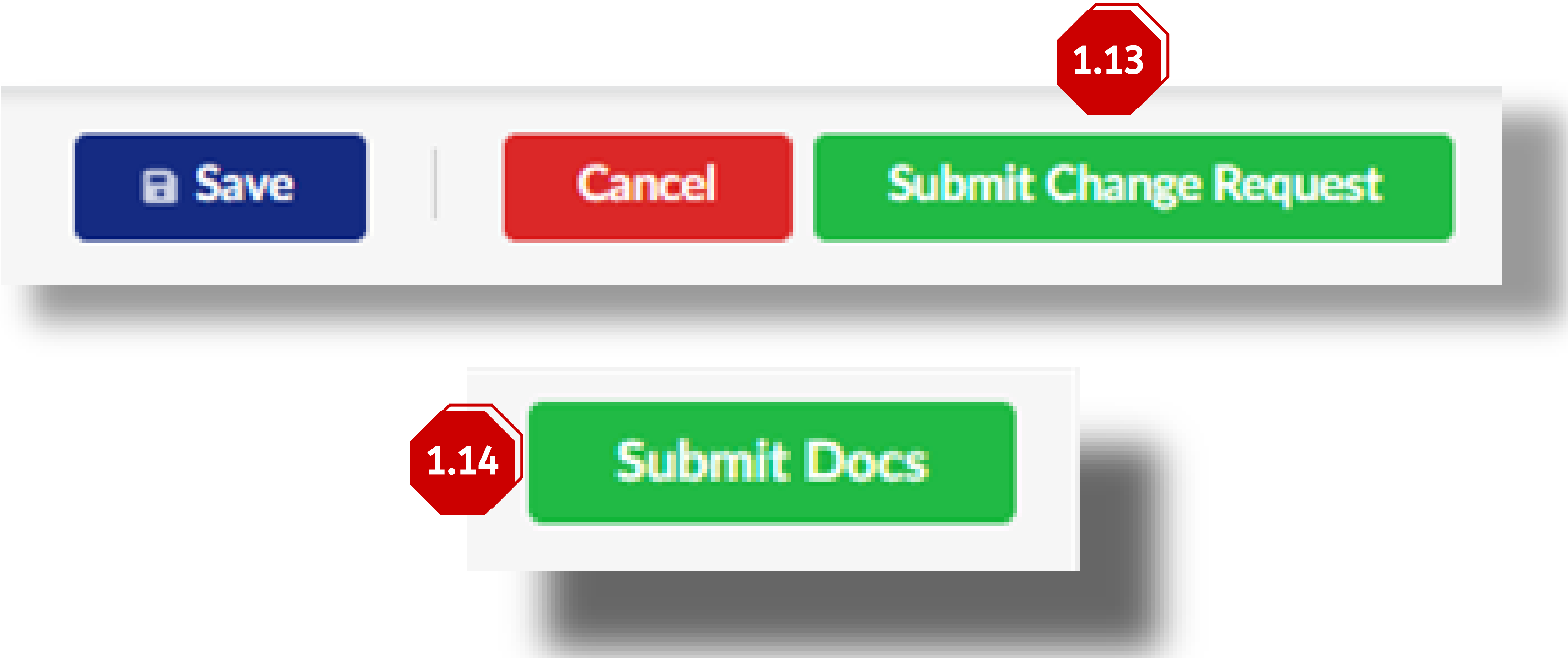
Company Information Change

1.13 Click the **Submit Change Request** button.
1.14 Click the **Submit Docs** button



After you click on "Submit Docs" button, the request will route for internal approvals. You can check the status by going to the Change Requested tab.

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Company Information Change

For suppliers with PO's: Change Requests of Company Information made in Order Account must also be done in the Payment Account and vice versa specifically for Company Name and Tax ID update.

If you have questions about what information is required, please use **Conversations** to reach your contact at TI.

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Thank you!