



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

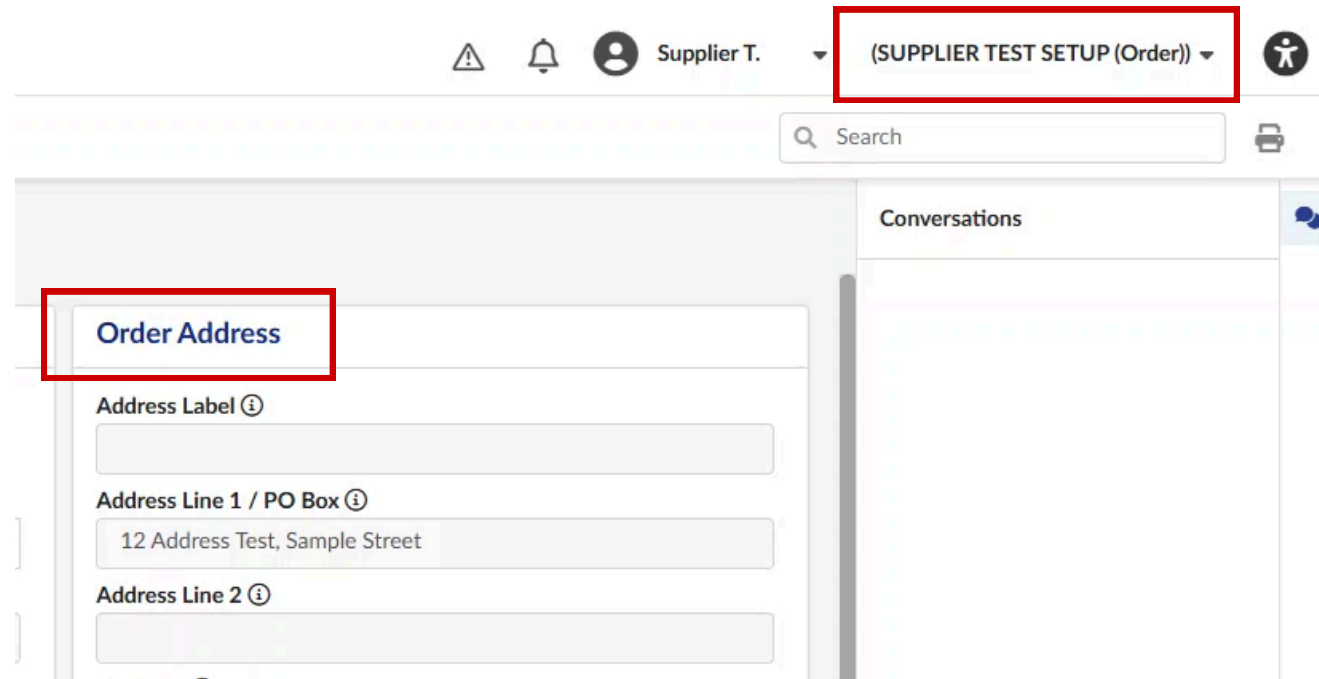
Order Account vs Payment Account

Types of Account

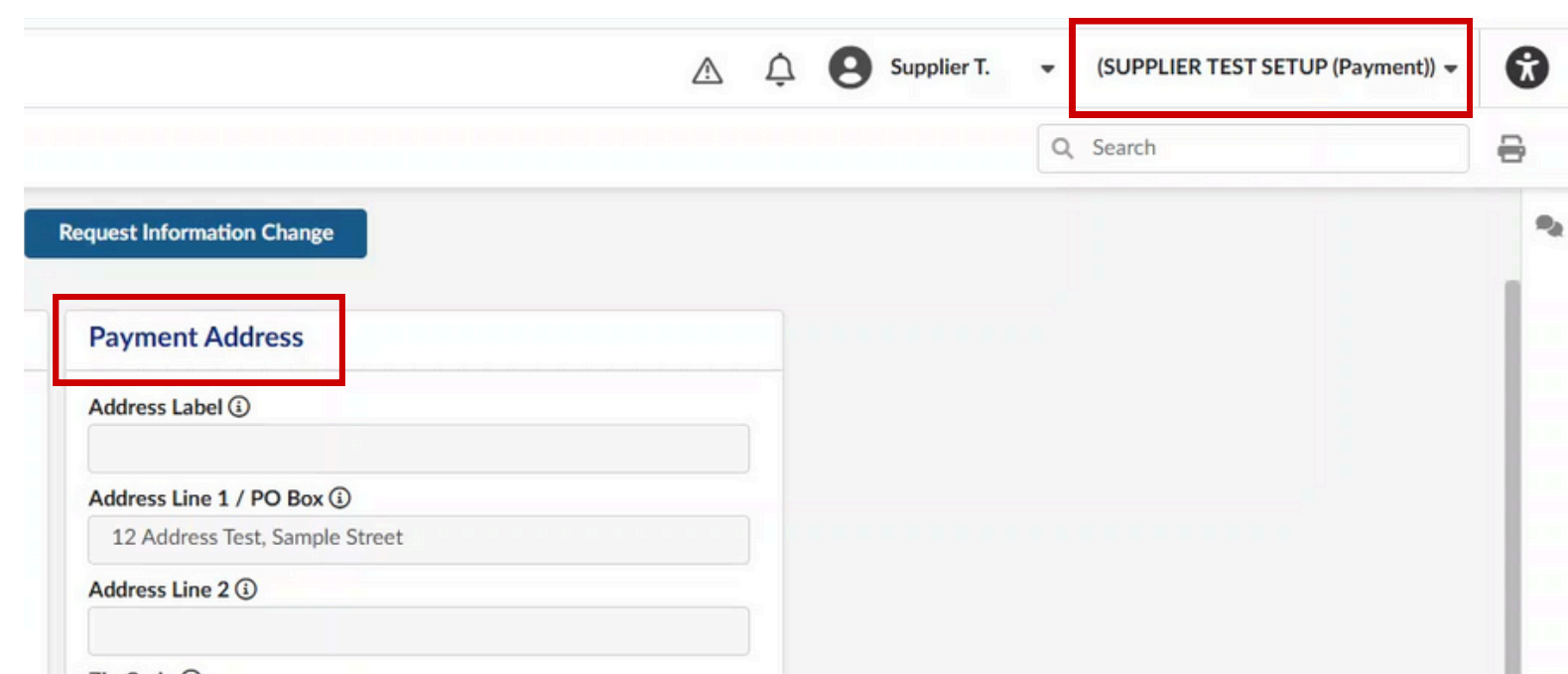
- **Order Accounts** - determines who TI will place an order with (applicable for suppliers with PO only)
- **Payment Accounts** - determines where TI will make payments

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





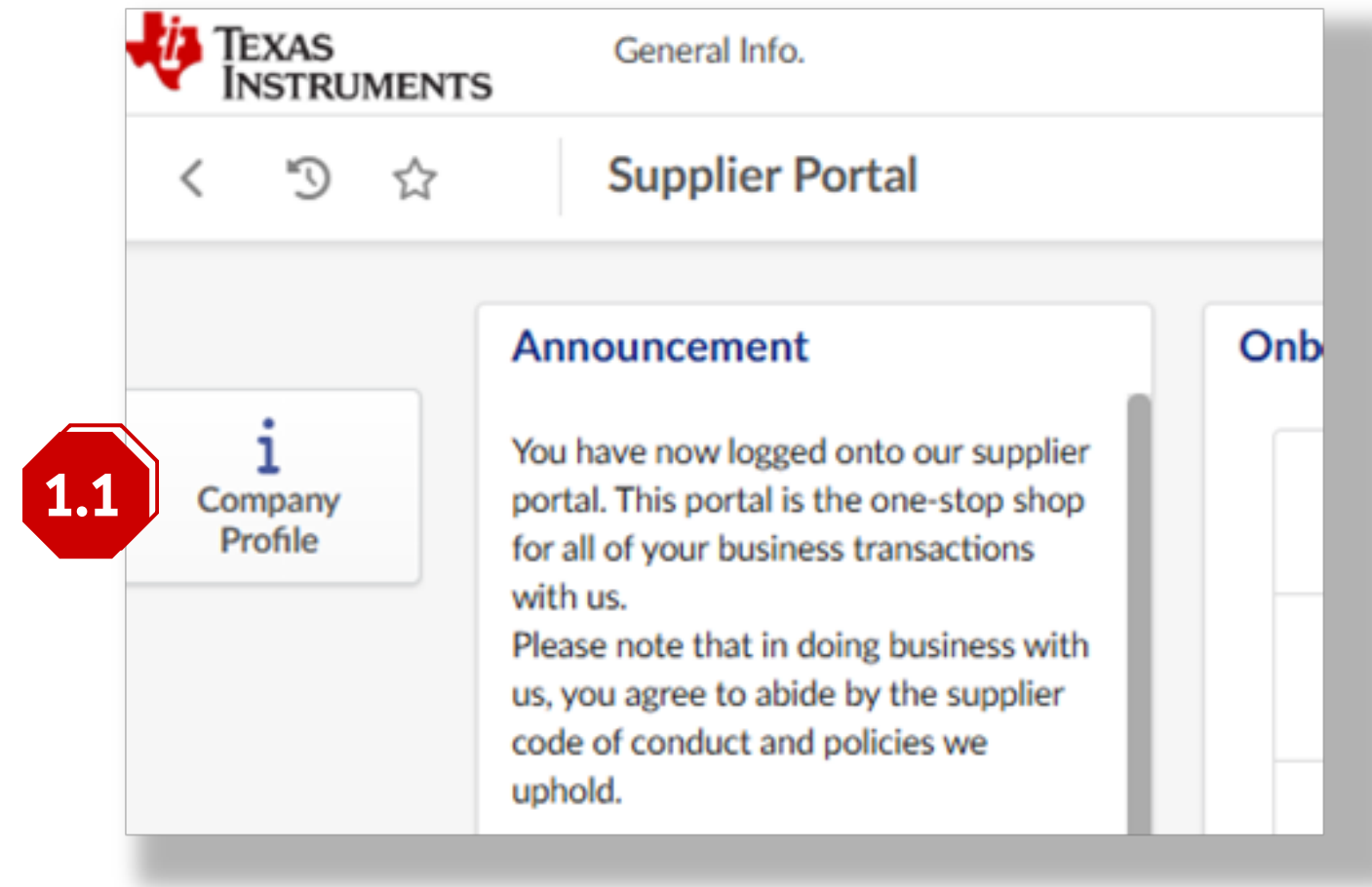
Company Information

Change Request

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.

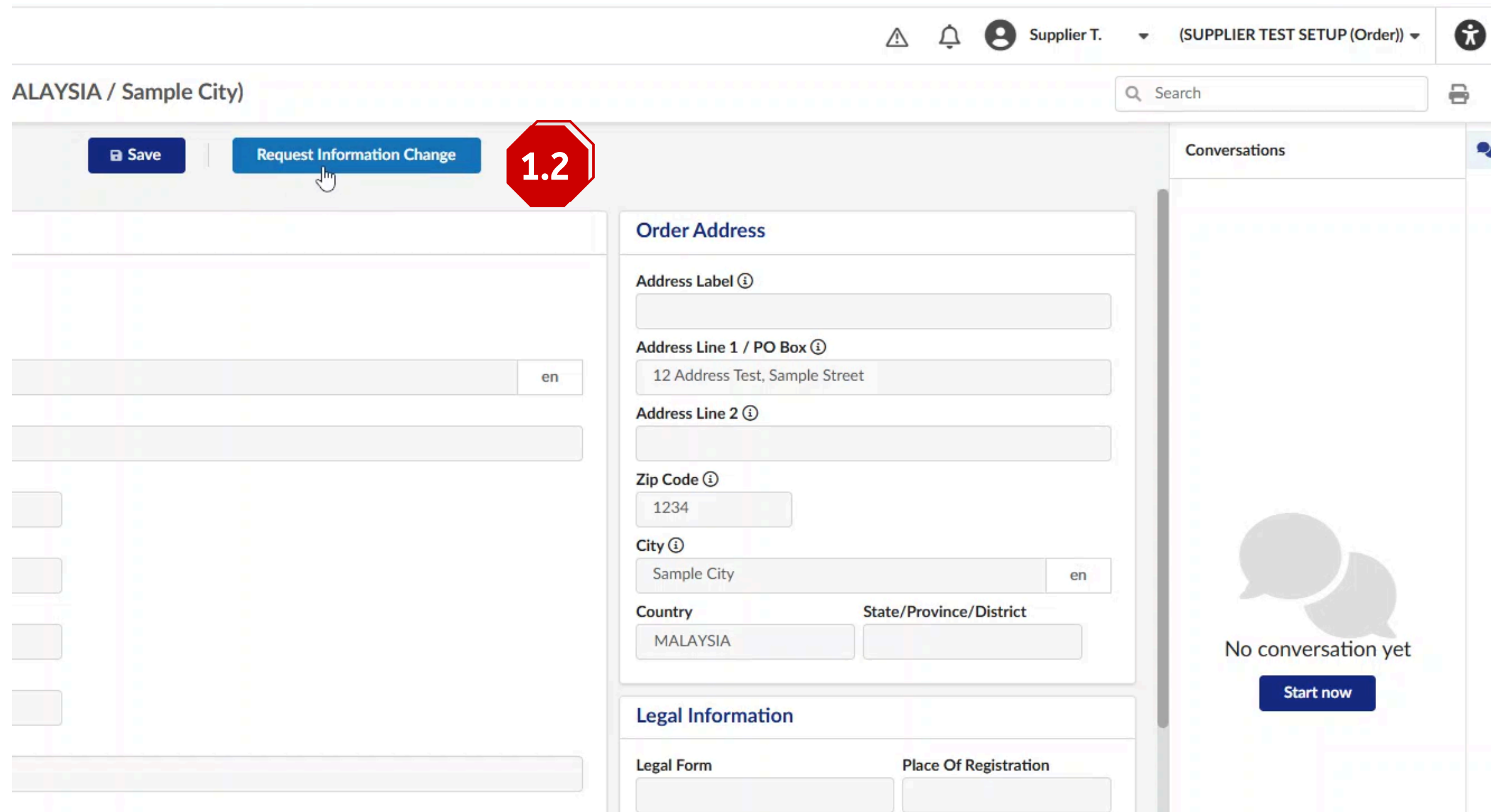
1.1 Starting from the Home Page, click the Company Profile button.



Change Request

I. Company Information Change

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



ALAYSIA / Sample City)

1.2

Order Address

Address Label ⓘ

Address Line 1 / PO Box ⓘ

Address Line 2 ⓘ

Zip Code ⓘ

City ⓘ
 en

Country State/Province/District

Legal Information

Legal Form Place Of Registration

Conversations

No conversation yet

Change Request

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).

Reason for Change Request

1.3 Change Request Types

- Additional Information Update
- Banking Data Update
- Company Information Update
- Deactivation
- Reactivate the Supplier
- Supplier Extension

Reason for change request * **1.4**

Order Address

Address Label ⓘ

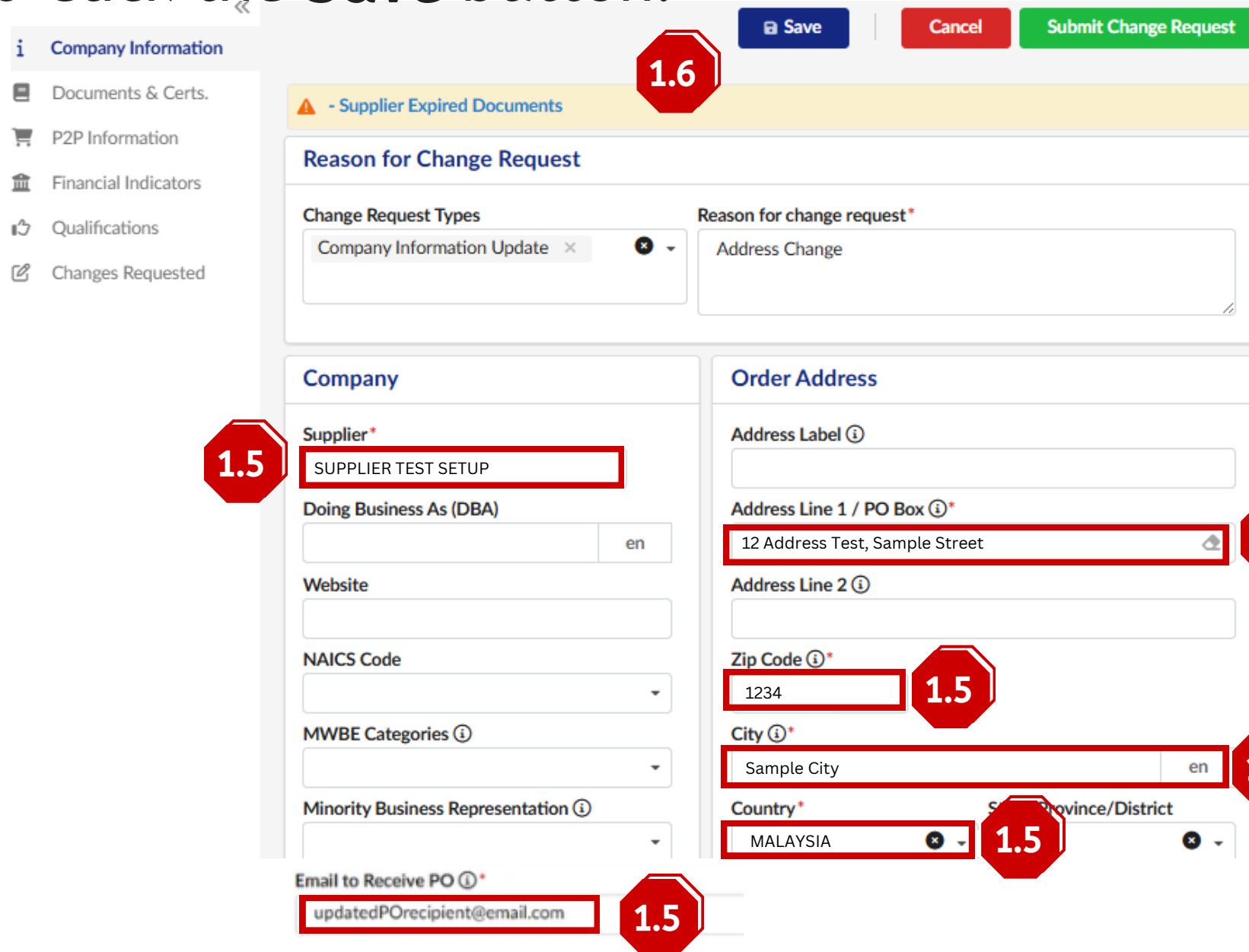
PI...

Change Request

Company Information Change

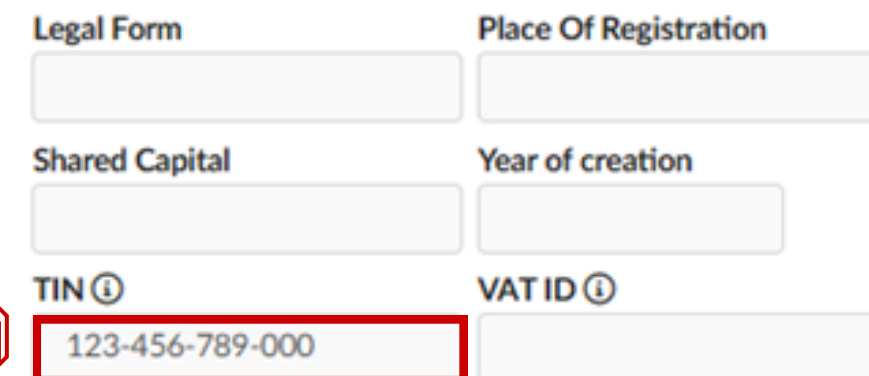
1.5 Update the fields with the necessary changes in the Company Information tab. *(it can be either the Company Name, Address, Tax ID etc.)*

1.6 Click the **Save** button.



The screenshot shows the 'Company Information' tab in a change request interface. At the top right, there are buttons for 'Save', 'Cancel', and 'Submit Change Request'. A yellow banner at the top indicates '- Supplier Expired Documents'. Below this is the 'Reason for Change Request' section, where 'Company Information Update' is selected as the request type and 'Address Change' is entered as the reason. The main form is divided into two columns: 'Company' and 'Order Address'. In the 'Company' column, the 'Supplier' field is highlighted with a red box and labeled '1.5', containing the text 'SUPPLIER TEST SETUP'. In the 'Order Address' column, the 'Address Line 1 / PO Box' field is highlighted with a red box and labeled '1.5', containing '12 Address Test, Sample Street'. The 'Zip Code' field is highlighted with a red box and labeled '1.5', containing '1234'. The 'City' field is highlighted with a red box and labeled '1.5', containing 'Sample City'. The 'Country' field is highlighted with a red box and labeled '1.5', containing 'MALAYSIA'. At the bottom of the 'Company' column, the 'Email to Receive PO' field is highlighted with a red box and labeled '1.5', containing 'updatedPOrecipient@email.com'. A red callout '1.6' points to the 'Save' button at the top of the form.

Legal Information



The screenshot shows the 'Legal Information' section of the form. It contains several input fields: 'Legal Form', 'Place Of Registration', 'Shared Capital', 'Year of creation', 'TIN', and 'VAT ID'. The 'TIN' field is highlighted with a red box and labeled '1.5', containing the value '123-456-789-000'.

Change Request

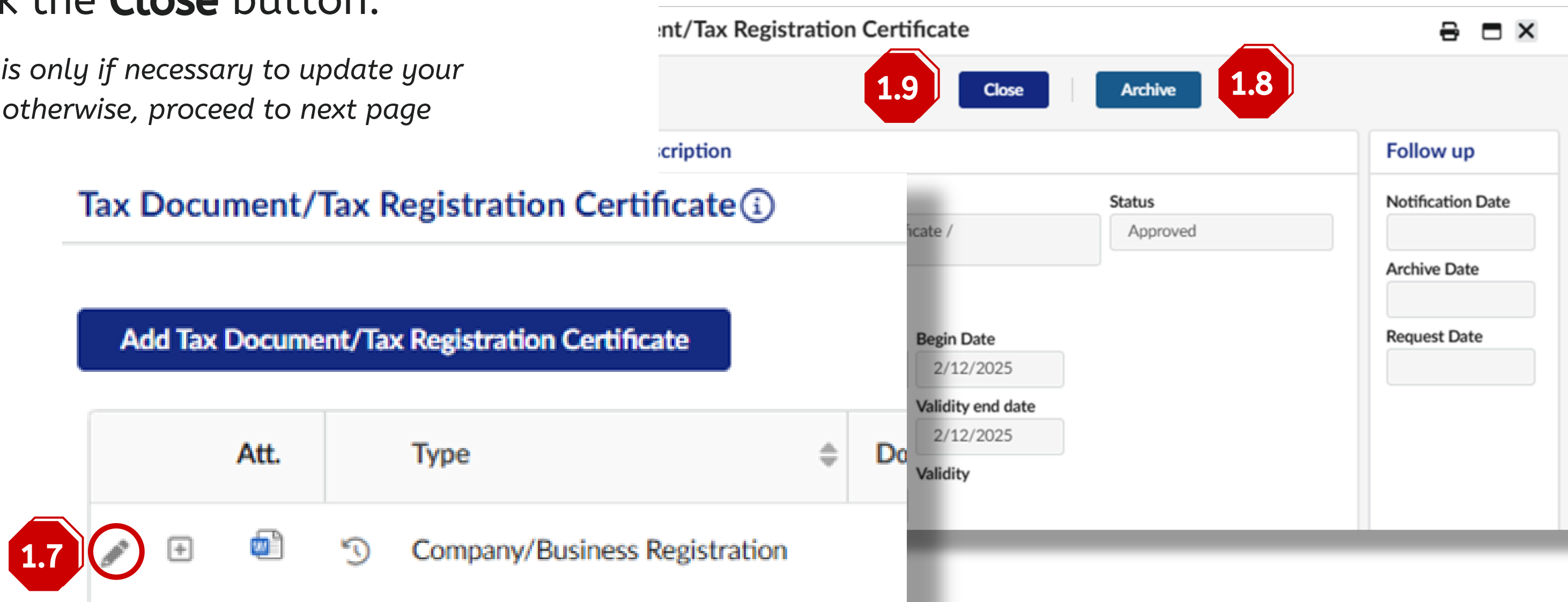
Company Information Change

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



The screenshot shows a web application window titled "nt/Tax Registration Certificate". At the top right, there are window control icons (print, maximize, close). Below the title bar, there are three buttons: "Close" (with callout 1.9), "Archive" (with callout 1.8), and a "Pencil Icon" (with callout 1.7). The main content area is divided into two sections. The left section, titled "Tax Document/Tax Registration Certificate ⓘ", contains a blue button labeled "Add Tax Document/Tax Registration Certificate" and a table with columns "Att.", "Type", and "Do". The right section, titled "Follow up", contains three input fields: "Notification Date", "Archive Date", and "Request Date". Below the table, there are several fields: "Begin Date" (2/12/2025), "Validity end date" (2/12/2025), and "Validity".

Change Request

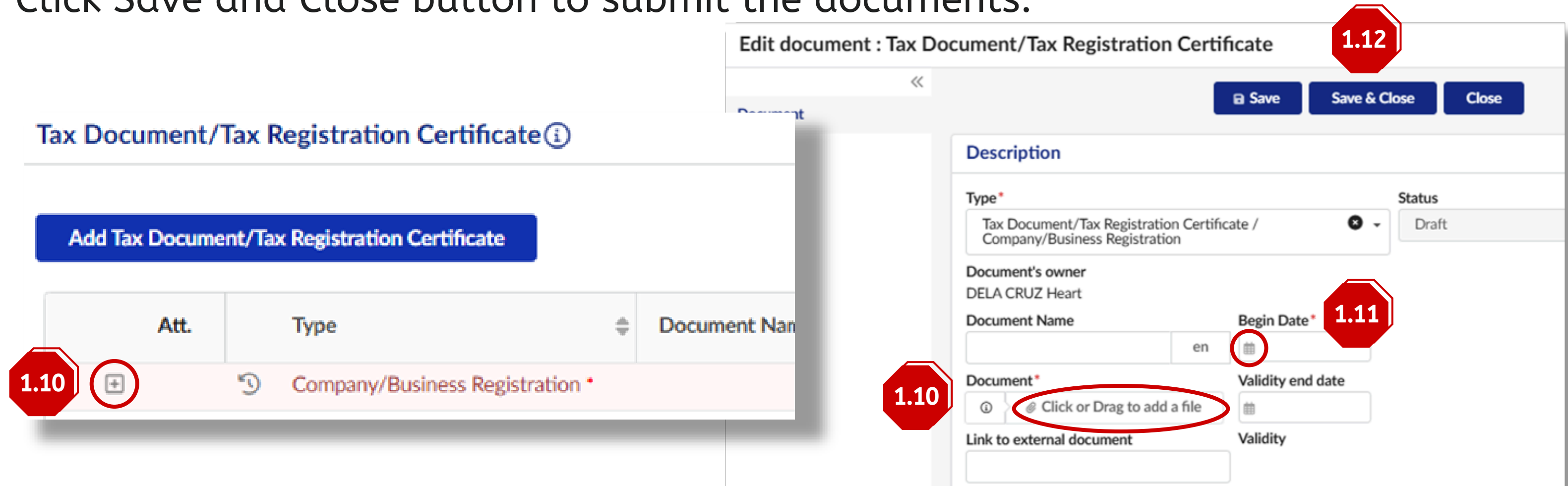
Company Information Change

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.



The screenshot shows the 'Edit document : Tax Document/Tax Registration Certificate' interface. It features a top navigation bar with 'Save', 'Save & Close', and 'Close' buttons. Below this is a 'Description' section with a 'Type' dropdown menu and a 'Status' dropdown menu. The 'Type' dropdown is set to 'Tax Document/Tax Registration Certificate / Company/Business Registration'. The 'Status' dropdown is set to 'Draft'. The 'Document's owner' is 'DELA CRUZ Heart'. The 'Document Name' field is empty, and the 'Begin Date' field is highlighted with a red circle and a callout '1.11'. The 'Document' field is highlighted with a red circle and a callout '1.10', and it contains the text 'Click or Drag to add a file'. The 'Link to external document' field is empty. A red callout '1.12' points to the 'Save & Close' button. In the bottom left corner, there is a red callout '1.10' pointing to a '+' icon in a table.

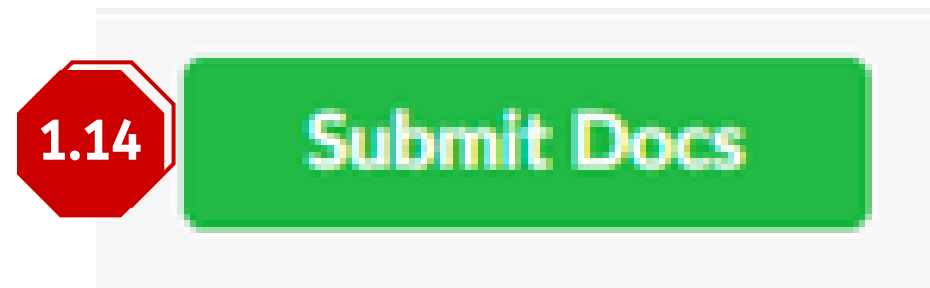
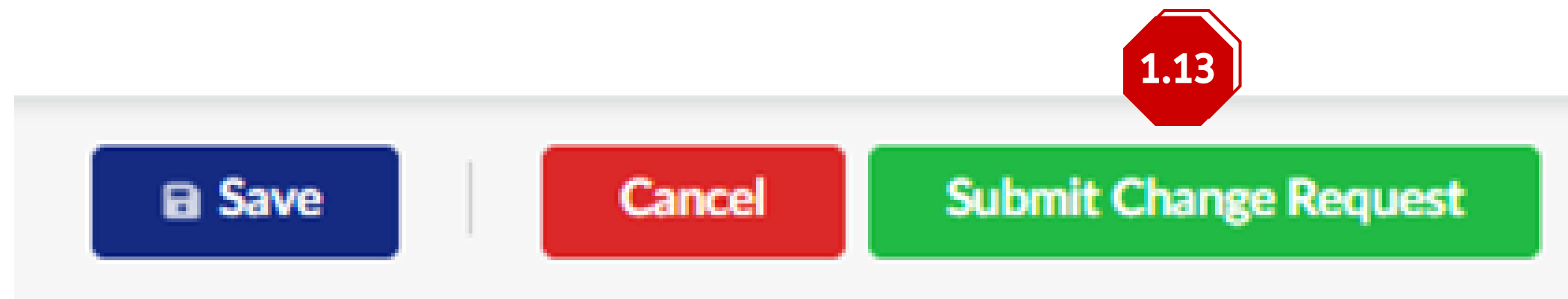
Att.	Type	Document Name
	Company/Business Registration *	

Change Request

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.

Change Request

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.



Thank you!

