

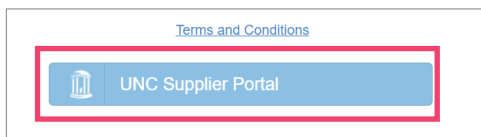
As a Portal Supplier, you are responsible for managing and maintaining your organization's contact, address, and banking information. If the address, contact information, or banking information has changed it must be updated in the Supplier Portal for invoices to be processed and paid in a timely manner. It is best practice to log in at least every six months to review your contacts, address, and banking information.

Updating Supplier Information

Before you start, you must have the smartphone with the 2FA app that you downloaded when the Supplier Portal account was initially created. Then follow these steps to update the Portal Supplier information:

1. In Google Chrome, Firefox, or Microsoft Edge, go to <https://supplier.cc.unc.edu>.

2. Click the **UNC Supplier Portal** button.



3. On the Login page, enter your email address and password and click the green **Login** button.

A screenshot of the Login page. It features two input fields: "Email" and "Password". The "Password" field is masked with asterisks. Below the fields is a green "Login" button. A link for "Forgot Password?" is located at the bottom left of the form. The entire form is highlighted with a red rectangular border.

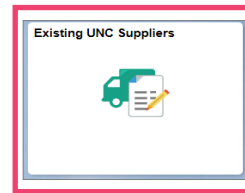
Result: The system displays the 2FA page.

4. Open the 2FA app on your smartphone and on the 2FA page, enter the 6-digit code that is displayed on your phone. This will have the name Third-Party or Cirrus.
5. Click the **Proceed** button.

A screenshot of the 2FA page. It displays the text "Enter your 2FA Code" and "Go to your smartphone app and put in the 6-digit code to proceed." Below this is a 6-digit input field with a red rectangular border. To the right of the input field is a green "Proceed" button, also highlighted with a red rectangular border.

Result: The system displays the Supplier Portal Home Page.

6. Click the **Existing UNC Suppliers** tile.



7. On the **Identifying Information** page, upload the required forms based on the information you are updating:

- Current Invoice (for a new address)
- W-9
- Direct Deposit Authorization Form (for a new ACH)
- Voided Check (for new ACH)

Notes:

- On the **Addresses page**, you can update existing addresses, remove, or add additional addresses.
- On the **Contact page**, you can add or remove a contact.
- On the **Payment Information page**, you can update your banking information and remove an old account.

8. Click the **Next** button.

Result: The Submit page will appear.

9. Click the **Terms of Agreement** link.
10. Mark the checkbox after reviewing the Terms of Agreement.
11. Click the **Submit** button.

Note: Once submitted and approved the updates will be changed in the database.