

Creating Supplier Change Requests in SCPro



Your screen in SCPro may differ slightly from this training, but the steps to complete the activity will be the same.



This icon indicates there are further **policy or business process details** relating to a step.

1. Navigate to the SCPro Public Supplier Portal at: **scpro.sc.gov** and log in using your credentials.
2. Navigate to the **General Info** header in the Main-Menu Navigation Bar and select **Company Profile** from the drop-down menu.
3. Click **Request Information Change**.

Request Information Change

4. Enter additional details about the cause for the change request in the **Reason for Change Request** field. When you are finished, click **Save**.

Reason for change request *

We are moving our corporate headquarters to 1 W. 34th St.

5. Complete the updates required in the change request. Note that certain fields, such as your Registration Type, TIN Type, and TIN Number, cannot be updated as part of a change request. If your TIN Type and/or TIN Number need to be updated, you must submit a new supplier registration request. When you are finished, click **Save**. Then click **Submit Change Request**.

Submit Change Request



When completing a supplier change request that includes a 1099 Legal Address Change that requires a new W8/W9, **please upload the updated documentation on your original supplier record**. There will not be a place to upload attachments on the change request itself. These documents can be added on the **Documents & Certs.** tab of your company profile.

The State will review your requested change, including any updated documentation that requires approval. If your change request is rejected, you will receive a notification with a comment explaining the reason for the rejection.



Congratulations! You have successfully submitted a supplier change request.