



**SUPPLIER MERGE REQUEST  
AND/OR  
SUPPLIER SITE MERGE REQUEST**

Date: \_\_\_\_\_  
Requestor Name (Supplier File User): \_\_\_\_\_  
Campus Location Code: \_\_\_\_\_

NOTE: A request to merge companies/organizations must also include a copy of the W-9 as well as other documentation received from the organization announcing the name change.

**ALL APPLICABLE FIELDS MUST BE ENTERED**

**SUPPLIER MERGE**

REASON FOR MERGE: \_\_\_\_\_  
\_\_\_\_\_

**MERGE:**

Supplier Name (as listed in supplier file) \_\_\_\_\_  
Supplier Number \_\_\_\_\_

**INTO:**

Supplier Name (as listed in supplier file): \_\_\_\_\_  
Supplier Number \_\_\_\_\_

Notes/Other Information: \_\_\_\_\_  
\_\_\_\_\_

**ALL APPLICABLE FIELDS MUST BE ENTERED**

**SITE MERGE**

REASON FOR MERGE \_\_\_\_\_  
\_\_\_\_\_

Site Name \_\_\_\_\_  
Supplier Name (as listed in supplier file) \_\_\_\_\_  
Supplier Number \_\_\_\_\_

**INTO:**

Site Name \_\_\_\_\_  
Supplier Name (as listed in supplier file) \_\_\_\_\_  
Supplier Number \_\_\_\_\_  
Notes/Other Information \_\_\_\_\_  
\_\_\_\_\_

**ALL APPLICABLE FIELDS MUST BE ENTERED**

**Internal Use for Central Office Staff**  
Completed by: \_\_\_\_\_ Date \_\_\_\_\_ Confirmed to Campus \_\_\_\_\_