

Supplier Tax ID Number Change

Suppliers often obtain a new Tax ID Number when the name of business entity changes, a business is reformed, etc.

Run **OH_AP_CHECK_VENDOR_TRANS** Query

 Refer to the "[Check Open Supplier Transactions](#)" topic to determine if there are any open invoice(s) associated with the supplier.

 If there are open invoices for the supplier:

- Notify SO Coach and provide a snippet of the report reflecting the open invoice(s).
- Proceed to create a new supplier record.
- Do **not** obsolete the current supplier record.
- Wait for notification from the SO Coach that the transaction(s) is clear before obsoleting.

 If there are no open invoice(s) for the supplier, proceed to the next step for creating a new supplier record and obsoleting the current supplier record.

Once all updates have been made to the supplier record, review the **Summary** tab to verify that the record was modified.

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