Add/Update Supplier: Roles and Responsibilities Matrix

Add supplier service facilitates creation of new suppliers and updates to existing suppliers in ConnectCarolina

Process Name	Department Responsibility	SCE Responsibility	Central Office Responsibility

Add/Update Supplier	• Gather supporting documentation:
	  ✓ W9
	  ✓ Vendor Masterfile Record Data (HUB) form
	  ✓ Supplier Deposit Authorization Form (banking information)
	• Submit service request to Add/Update Supplier via Service Management System (SMS) and attach required documentation
		• Work with department, if additional information is needed
		• Work with Supplier if additional documentation is needed
		• Create supplier in ConnectCarolina
		• Provide customer with approved supplier identification number
			• Approve/ deny supplier creation in Connect Carolina
			• Send automated supplier approval email to SCE