

**Purpose of this Form:** To submit a request to copy a supplier site to a new ledger.

**Note:** If there are changes to the current site information, a new [Supplier Information Form - US \[.pdf\]](#) or [Supplier Information Form - International \[.pdf\]](#) should be completed.

Ledger where supplier site is currently located: \_\_\_\_\_

New ledger where supplier site should also be located: \_\_\_\_\_

Current Supplier Name: \_\_\_\_\_

Current Supplier Number: \_\_\_\_\_

Current Supplier Site Name: \_\_\_\_\_

Current Supplier Site Payment/Invoice Currency: \_\_\_\_\_

**Authorization**

Buyer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**Finance Division Use Only**  
Processed: \_\_\_\_\_  
Date: \_\_\_\_\_

Please submit this form to Accounts Payable  
at [ap-supplier-doc@andrew.cmu.edu](mailto:ap-supplier-doc@andrew.cmu.edu).