Dear **Supplier**,

We at VIVA USA INC are reaching out to you on behalf of the University of Chicago, and we understand that you currently are a supplier to the university. We have been requested by their procurement team to collect more information about your organization to help update the profiles on their system.

It is requested that you log into our portal complete the necessary information by March 8, 2019.

Please login using the following information:

**Portal Link:** <https://sourcing.starssmp.com>

**User Name:** supplier@abc.com

**Link to reset password:** https://sourcing.starssmp.com/PasswordReset.

**Please note this password reset link can be used only once and will expire in 72 hours.**

**For any assistance with this portal, call or email** Ms. Judy Wilson at 847-368-0860 x 221 or support@starssmp.com

If you do have any questions or clarifications about this request please do not hesitate to reach out to our University of Chicago contact, **Lauren Bautista** - lbautista1@uchicago.edu

Sincerely,

VIVA USA INC on behalf of University of Chicago Supplier Diversity Team