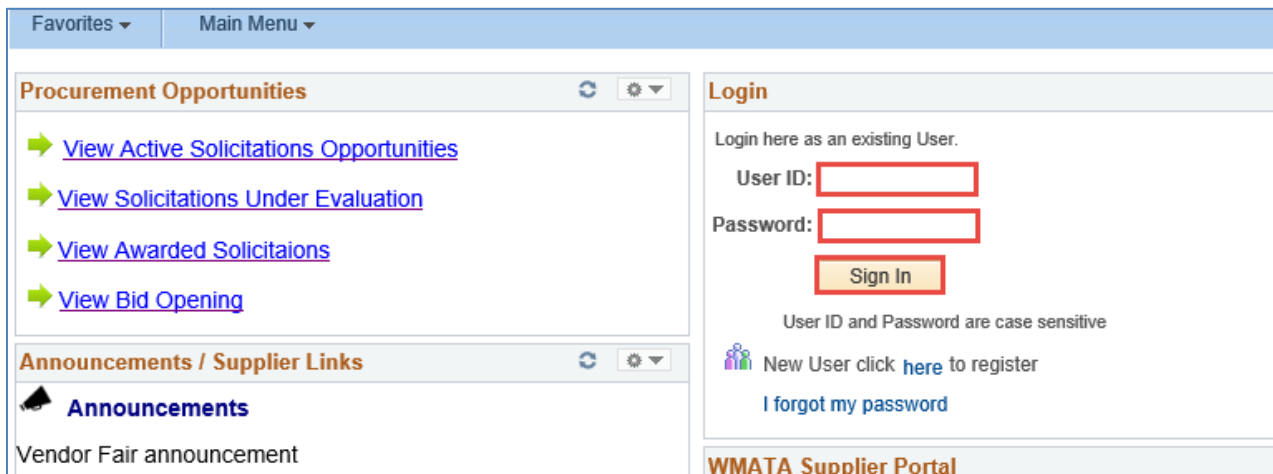


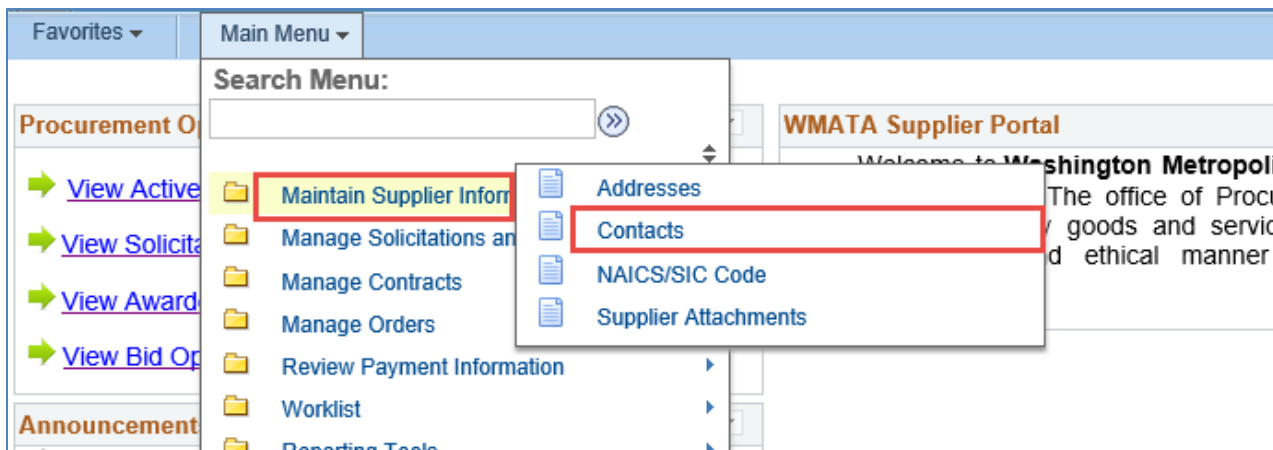
Maintain Supplier Contact Information

User Guide





Step	Action
1.	Enter your User ID in the User ID field.
2.	Enter your password in the Password field.
3.	Click the Sign In button.



Step	Action
4.	Navigate to the Contacts page using the following menu path: <i>Main Menu > Maintain Supplier Information > Contacts</i>



Maintain Contacts
Current Contacts

Current Contacts Personalize | Find | [Print] | [Calendar] First 1-5 of 5 Last

Description	Name		
Business	Pernell Williams	Edit	Delete
Order	Pernell J. Williams	Edit	Delete
Remit	Pernell J. Williams	Edit	Delete
Business	Pernell J. Williams	Edit	Delete
General	Pernell J. Williams	Edit	Delete

Add a New Contact

Step	Action
5.	Click the Edit button. Note: Use the Delete button to delete a contact. Use the Add a New Contact button to

Maintain Contacts

Contact Information

Description:

Name:



Email ID:

URLID:

Location:

Role:

Status:

Telephone Information Personalize | Find |  |  First Last

*Type	Prefix	Phone	Ext		
<input type="text" value="Business Phone"/>	<input type="text"/>	<input type="text" value="301/440-8972"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
<input type="text" value="FAX"/>	<input type="text"/>	<input type="text" value="410/721-2077"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

[Return to Contact List](#) [Future Contacts](#)

Step	Action
6.	Update/complete the fields on the Contact Information page as appropriate to update your supplier contact information.
7.	Click the Save button. End of procedure.