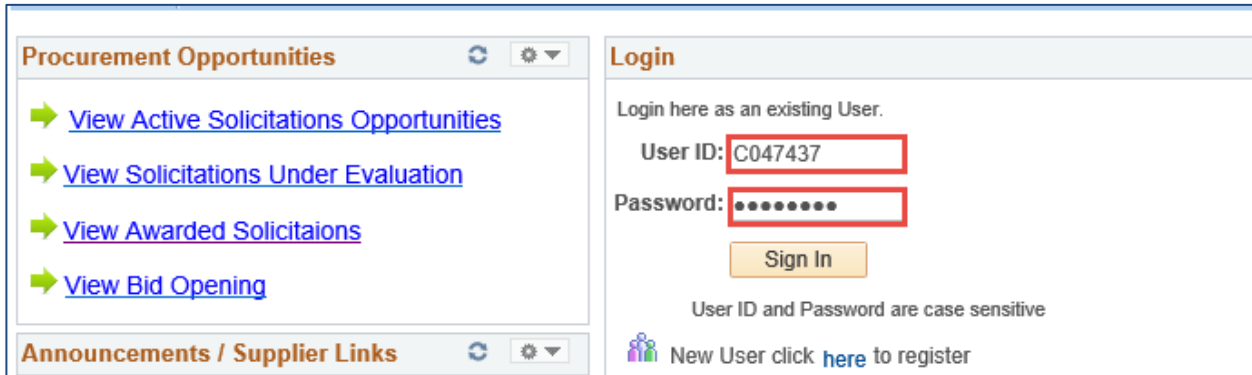




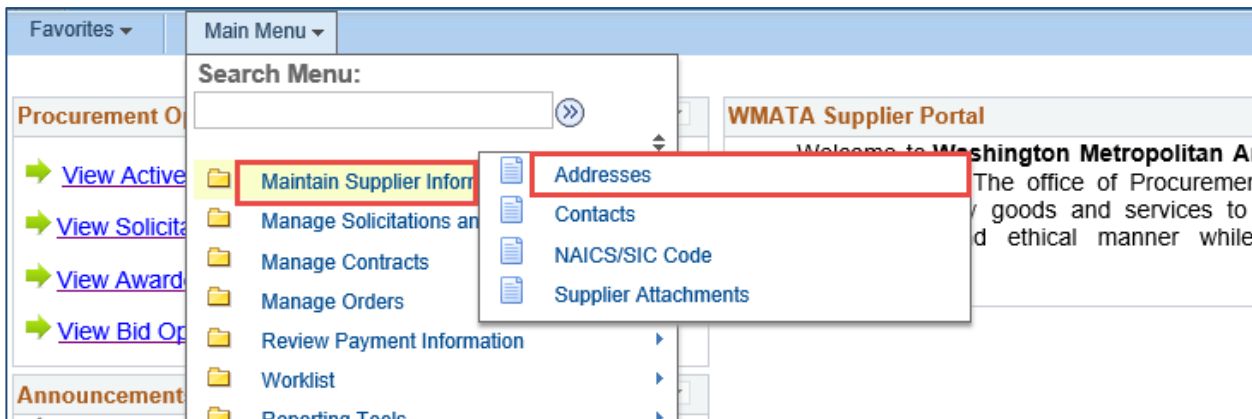
Maintain Supplier Address Information

Job Aid





| 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 Addresses page using the following menu path: <i>Main Menu > Maintain Supplier Information > Addresses</i> |



Maintain Addresses

Current Addresses

DHC Supply

Address List Personalize | Find | | First 1-3 of 3 Last

| Addresses | Address Use | | |
|-------------|--------------|-------------|--------|
| Description | Address Type | | |
| Business | Business | Edit | Delete |
| Remit | Business | Edit | Delete |
| New Remit | Business | Edit | Delete |

[Add a New Address](#)

| Step | Action |
|------|--|
| 5. | Click the Edit button. Note: Use the Delete button to delete an address. Use the Add a New Address button to add a new address. |



Maintain Addresses

Address Information

DHC Supply

Description:

Address Type: Business

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State: Maryland

Email ID:

Telephone Information Personalize | Find | | First 1-2 of 2 Last

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

Date Change Will Take Effect: (example: 12/31/2000)

[Return to Current Addresses](#) [Future Address](#)

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