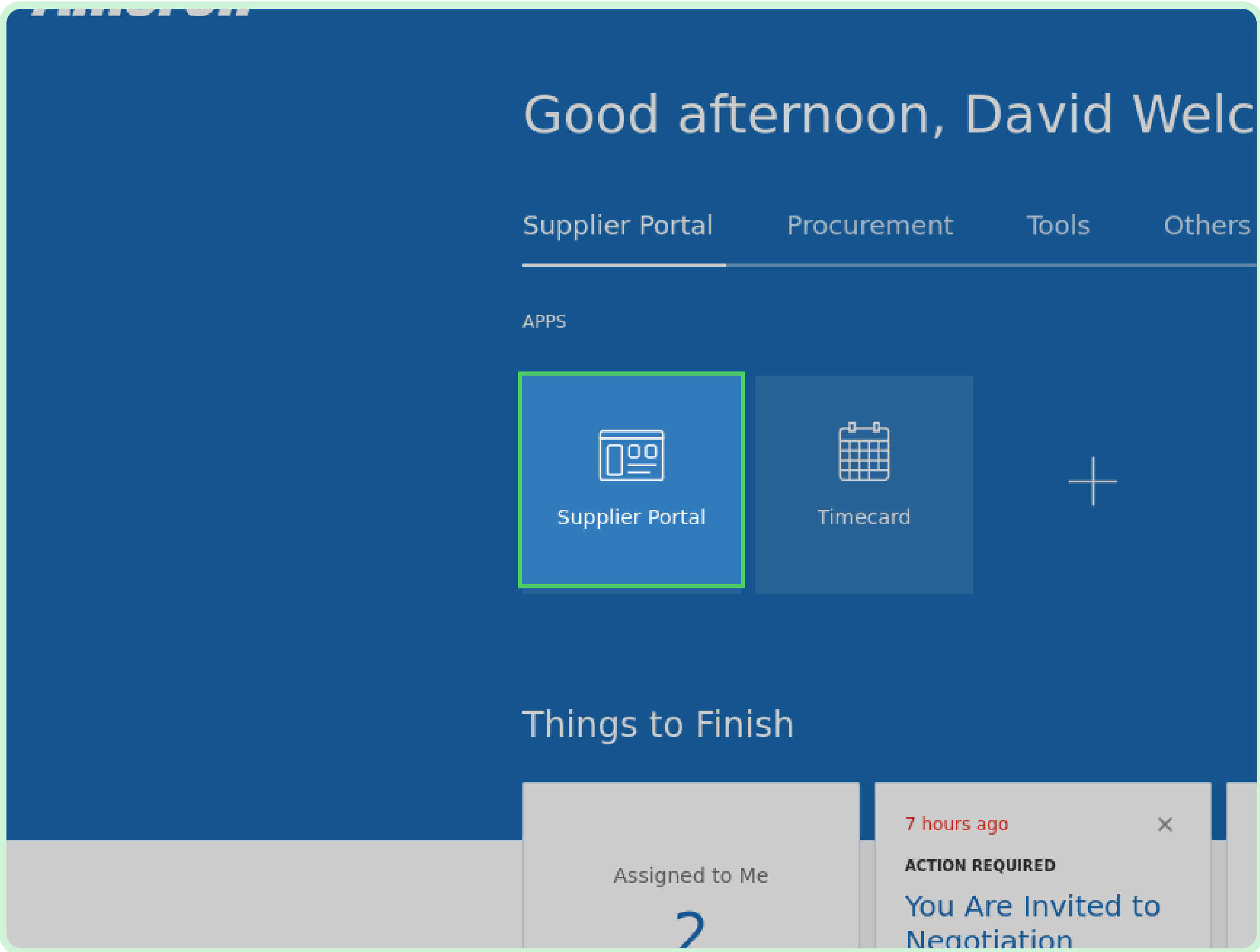
Suppliers - Add or Update Contact Details for Supplier

Time to Completion: **6 minutes**

You will learn to make changes to the contact details of a supplier.

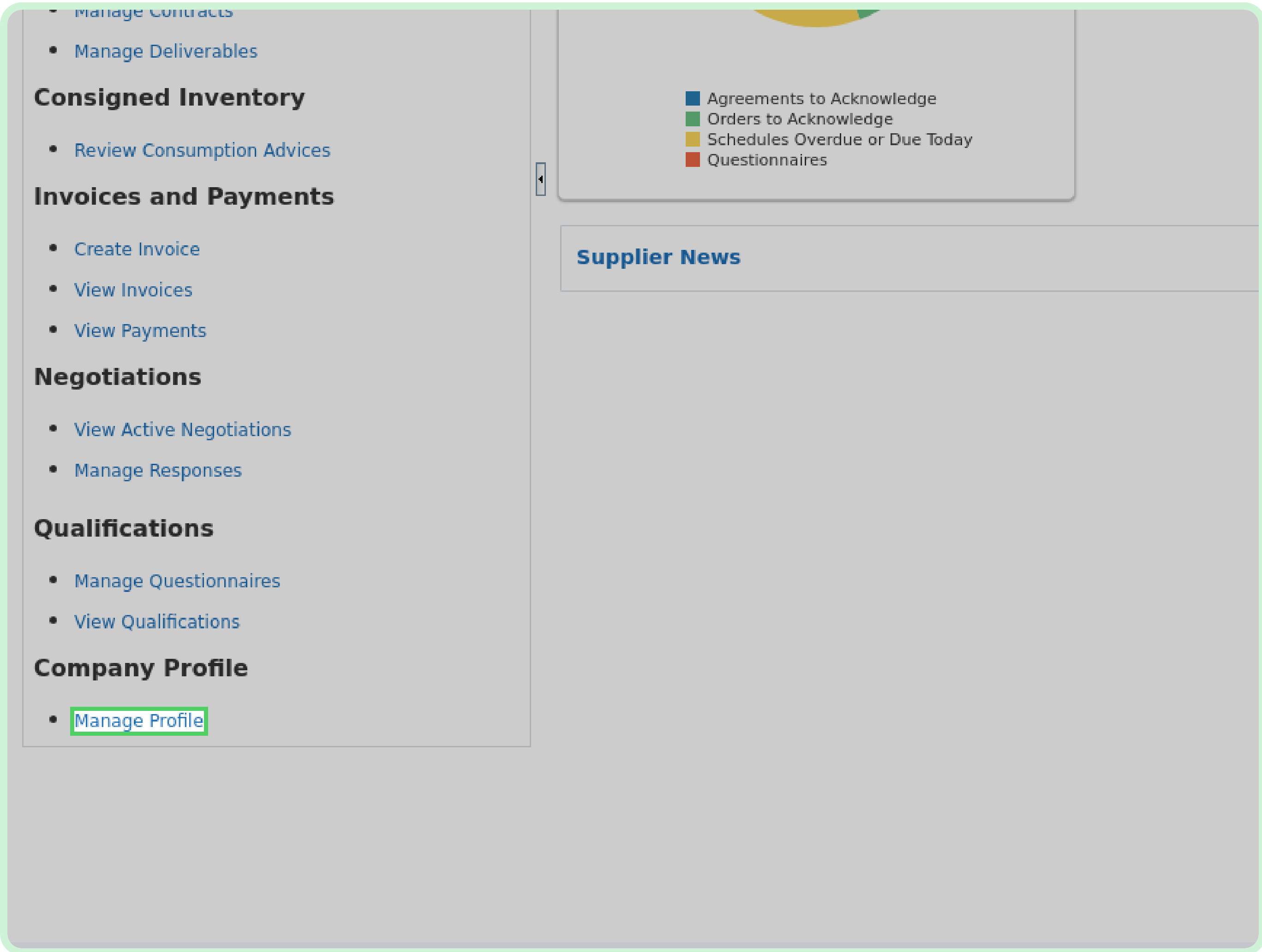
Step 1

Select **Supplier Portal**.



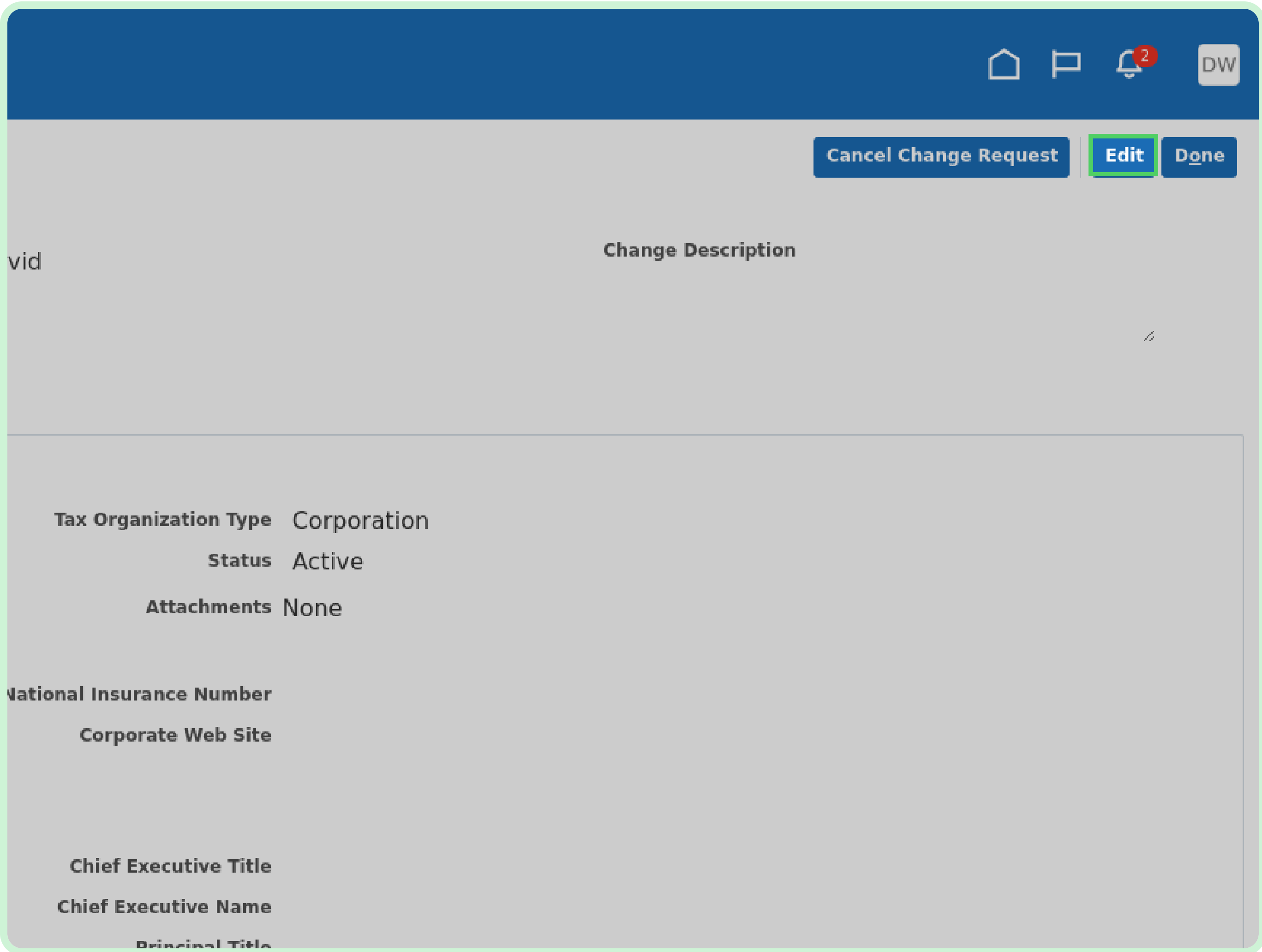
Step 2

Select **Manage Profile**.



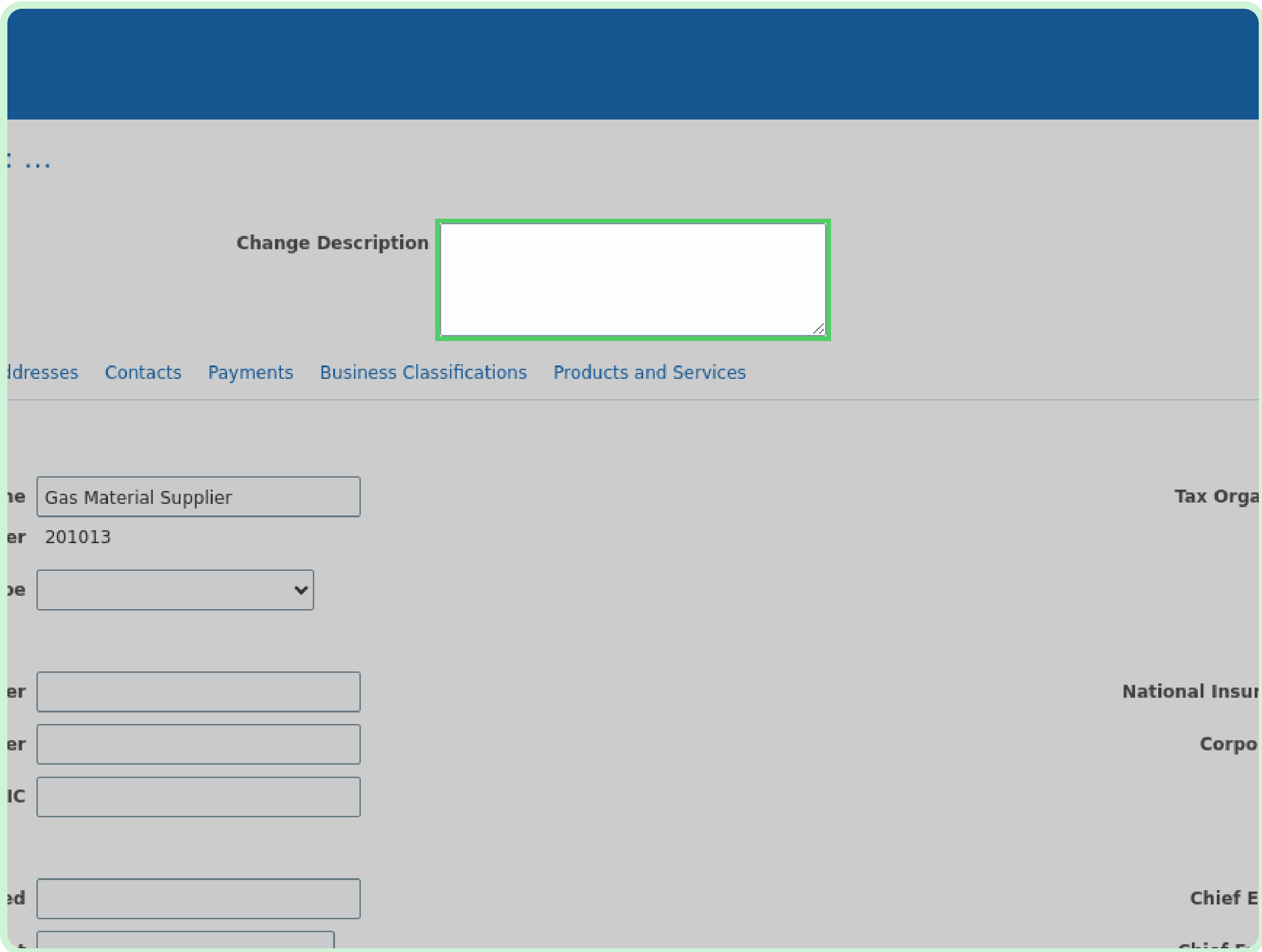
Step 3

Select **Edit**.



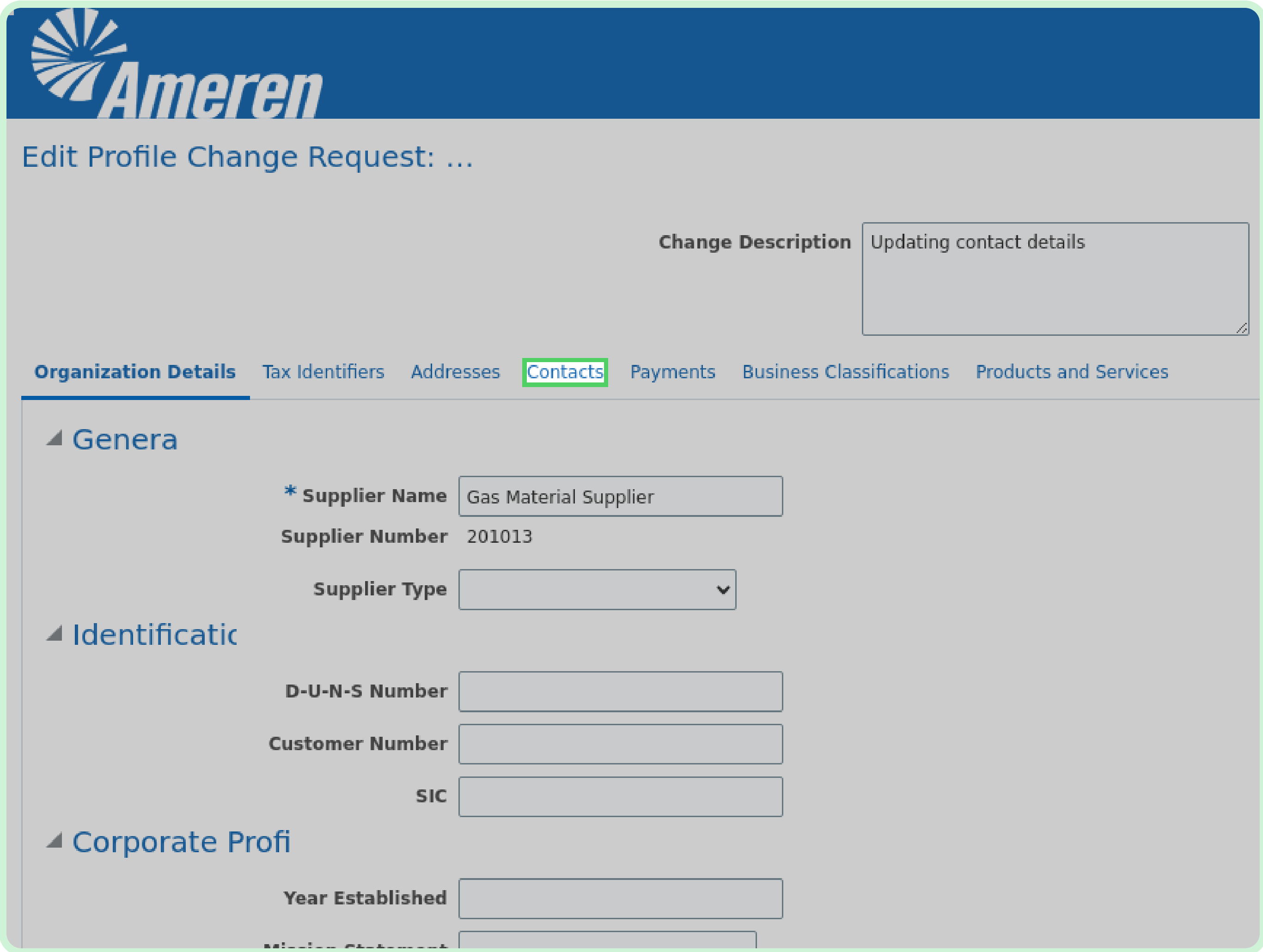
Step 4

In the **Change Description** field, type **Updating contact details**.



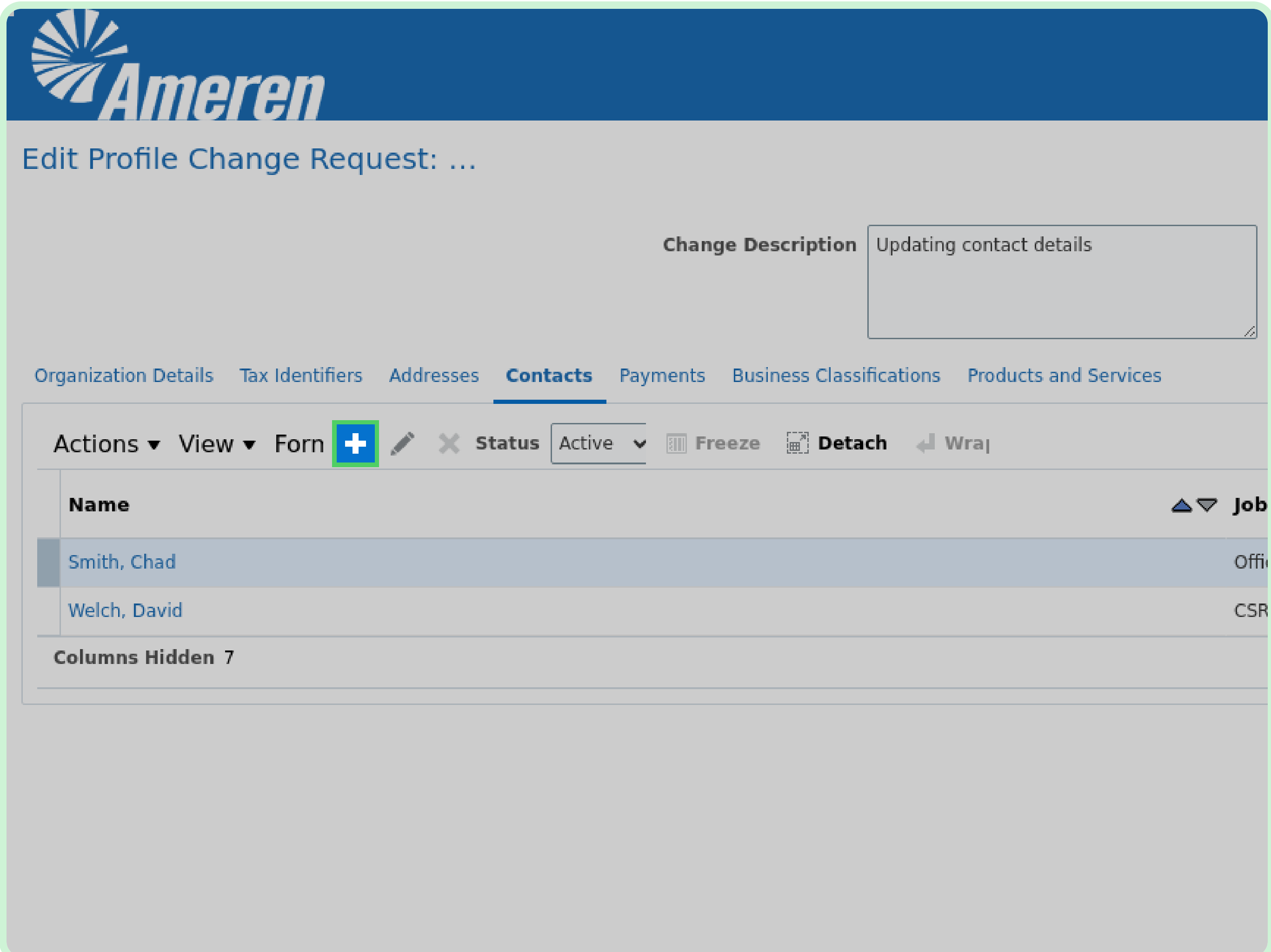
Step 5

Select **Contacts**.



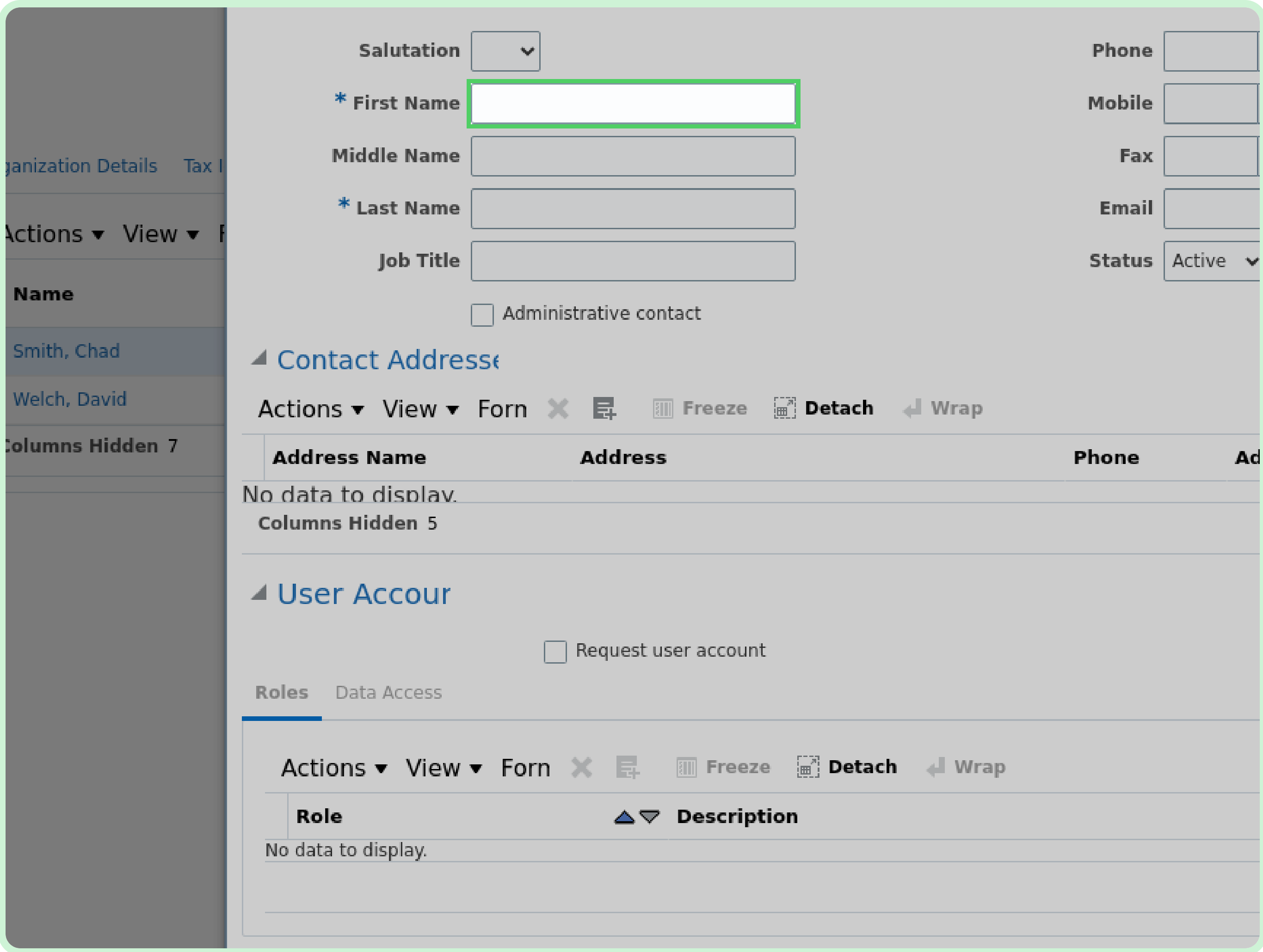
Step 6

Select **Create**.



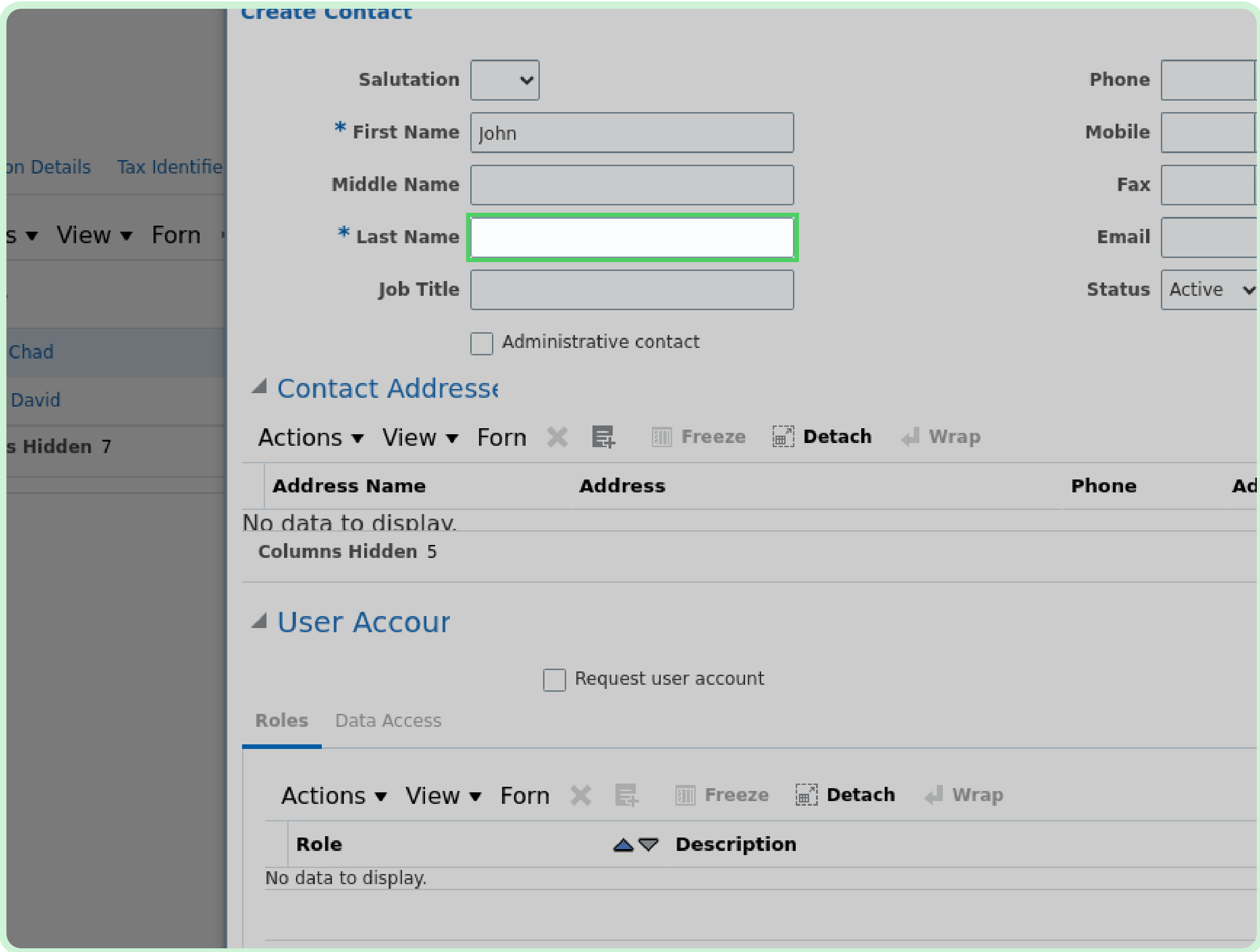
Step 7

In the **First Name** field, type **John**.



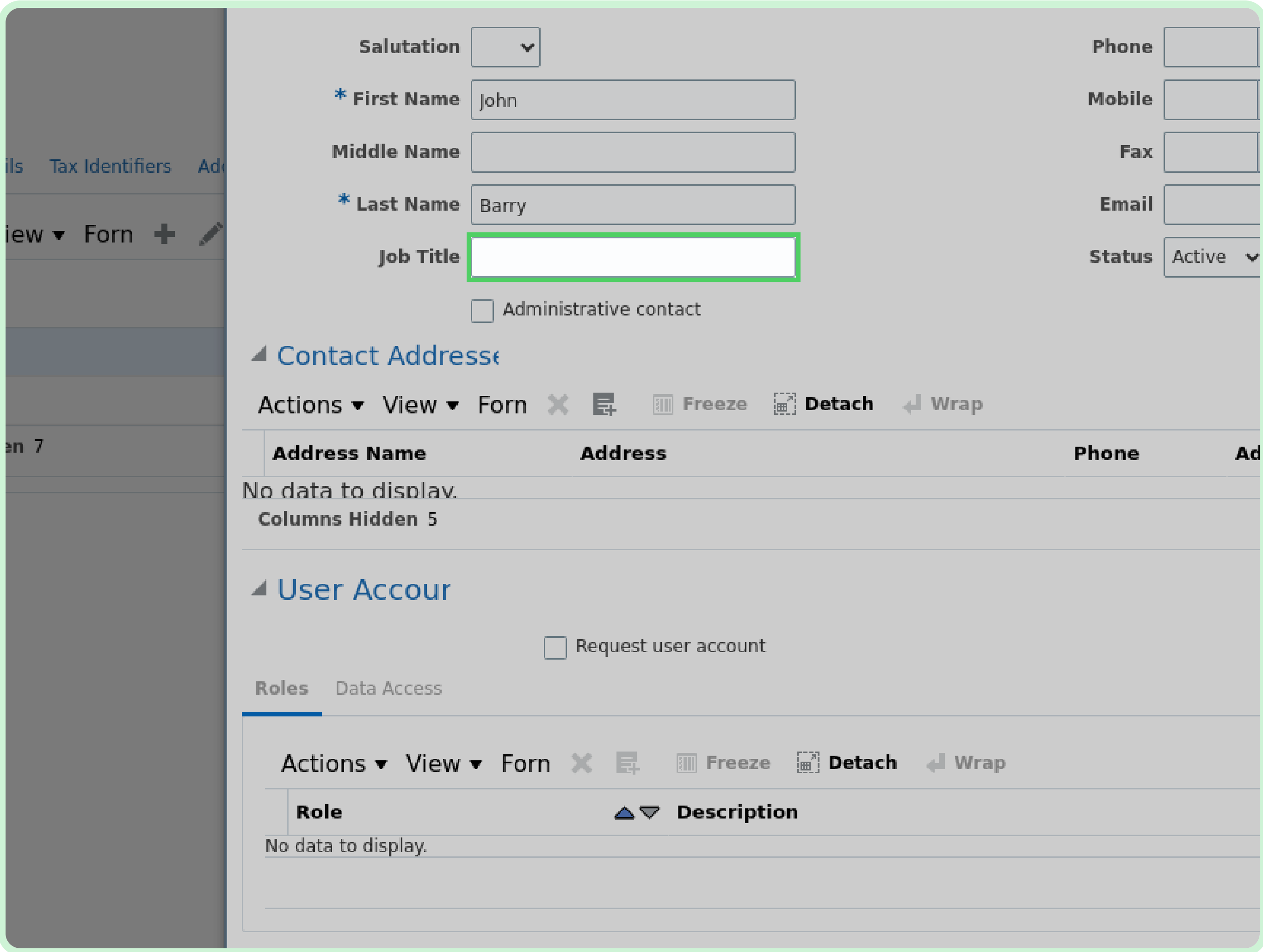
Step 8

In the **Last Name** field, type **Barry**.



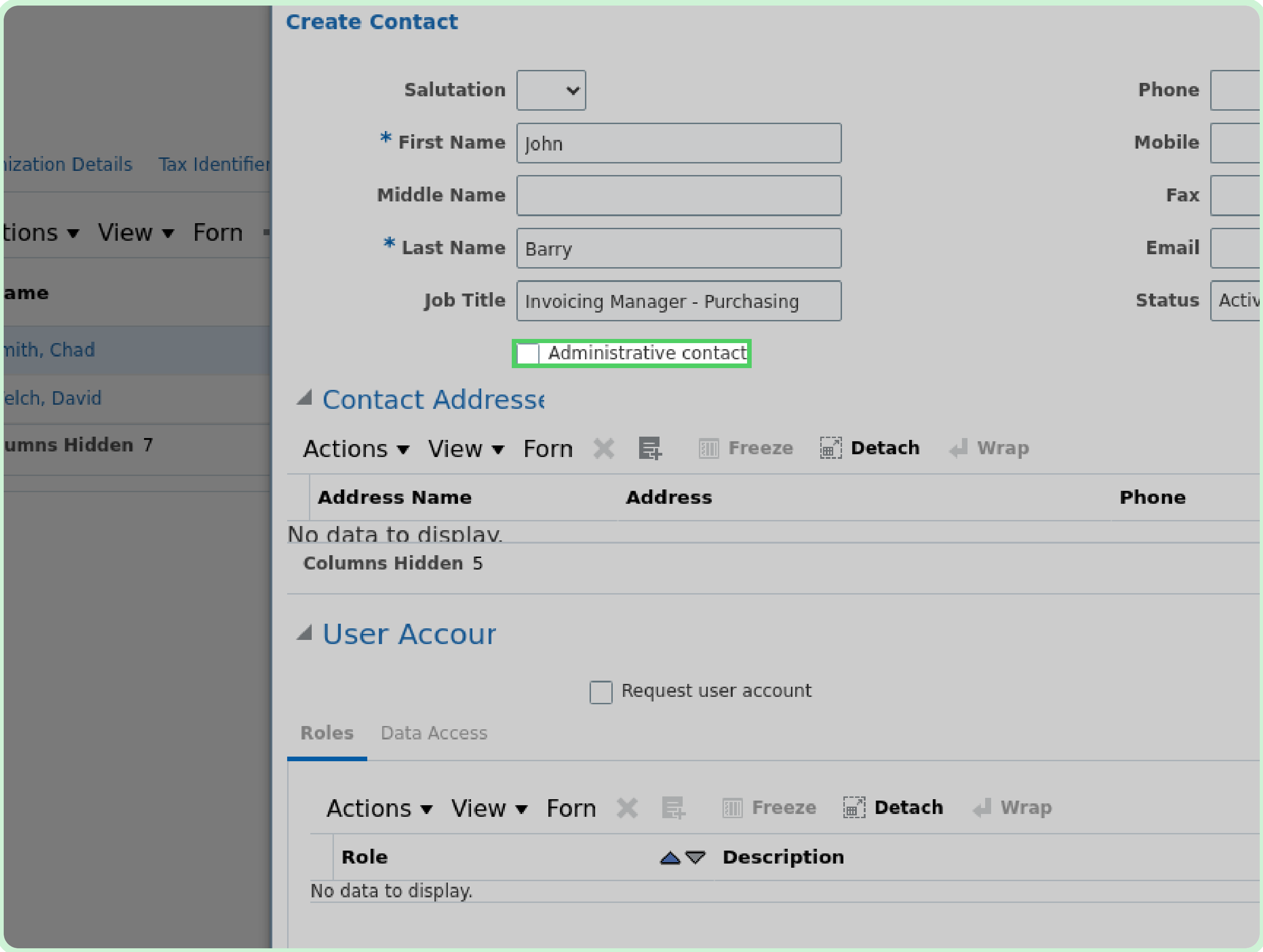
Step 9

In the **Job Title** field, type **Invoicing Manager - Purchasing**.



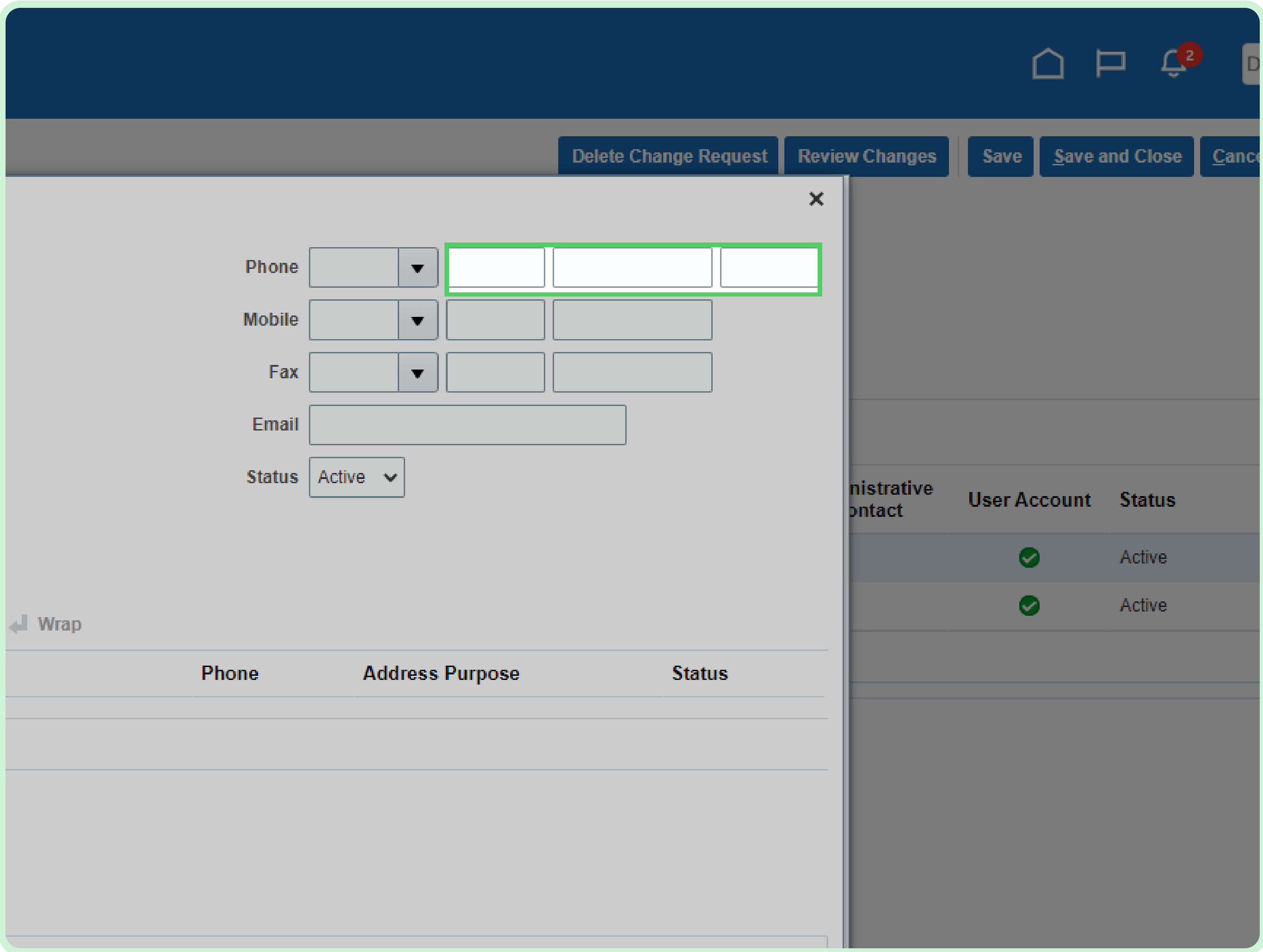
Step 10

Select the **Administrative contact** checkbox.



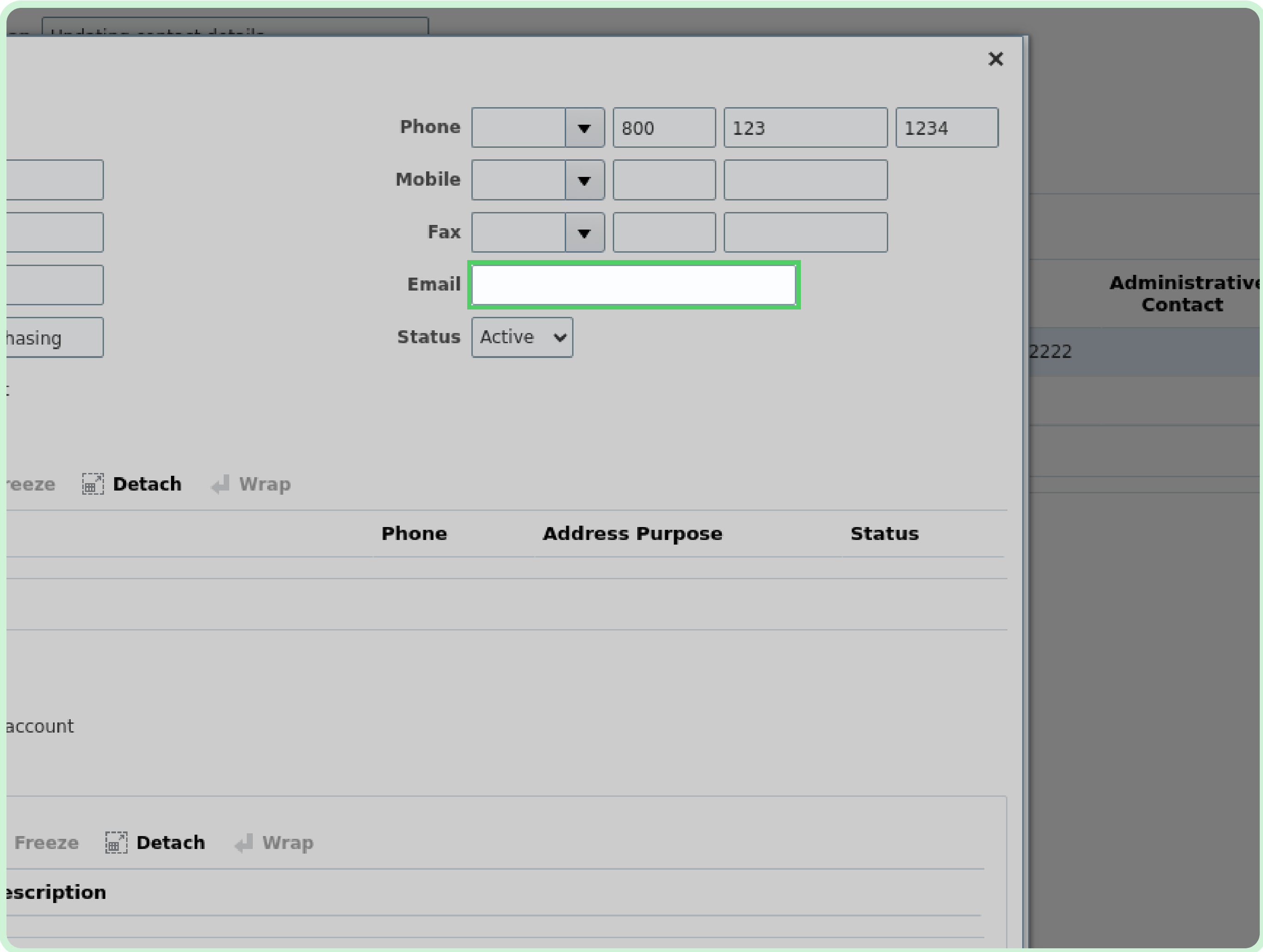
Step 11

In the **Phone** field, type **800 123 1234**.



Step 12

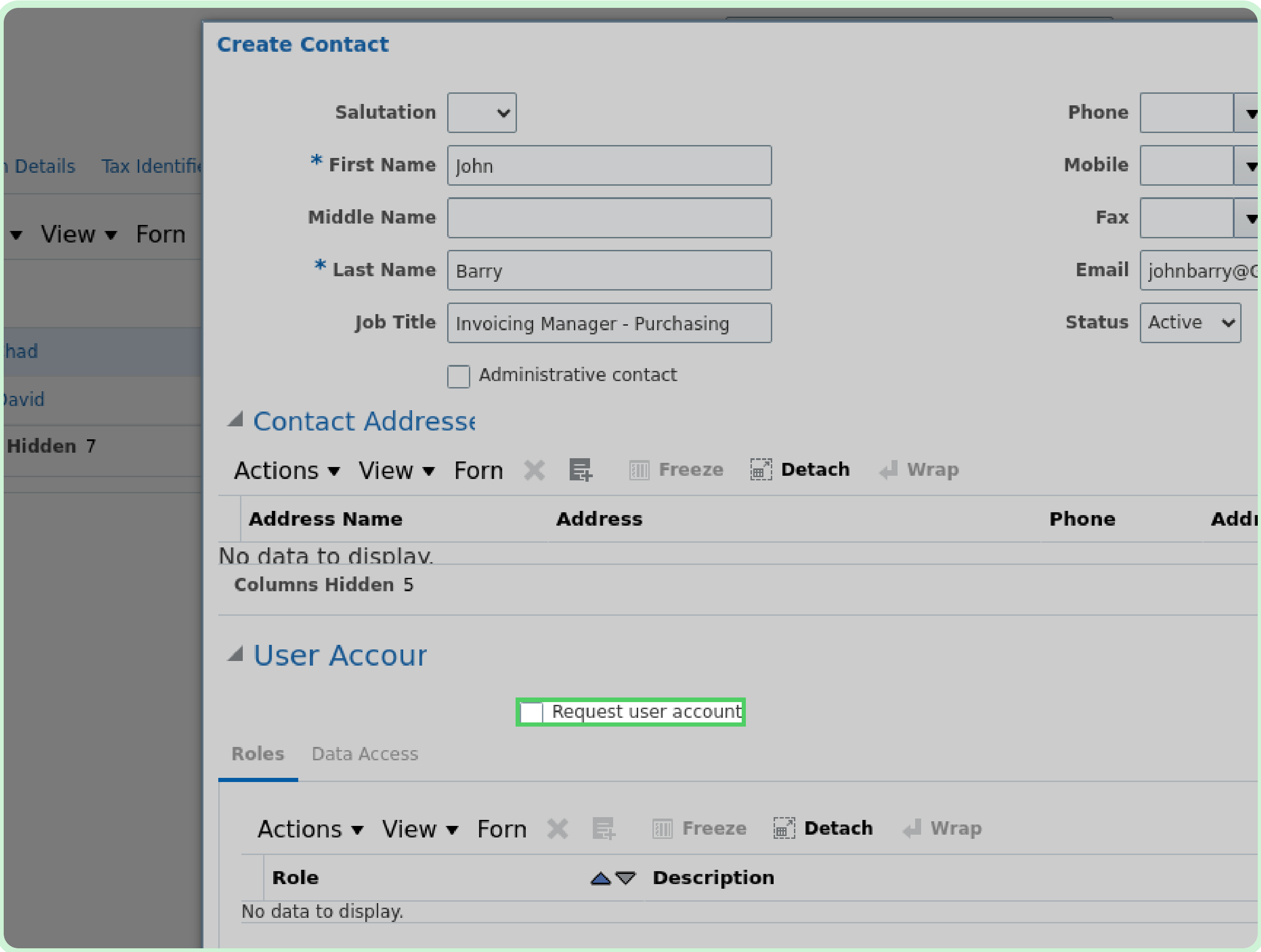
In the **Email** field, type **johnbarry@GMS.com**.



Step 13

Select the **Request user account** checkbox.

Note
Selecting the **Request user account** checkbox will auto-populate the ***User Account*** section with the relevant roles.

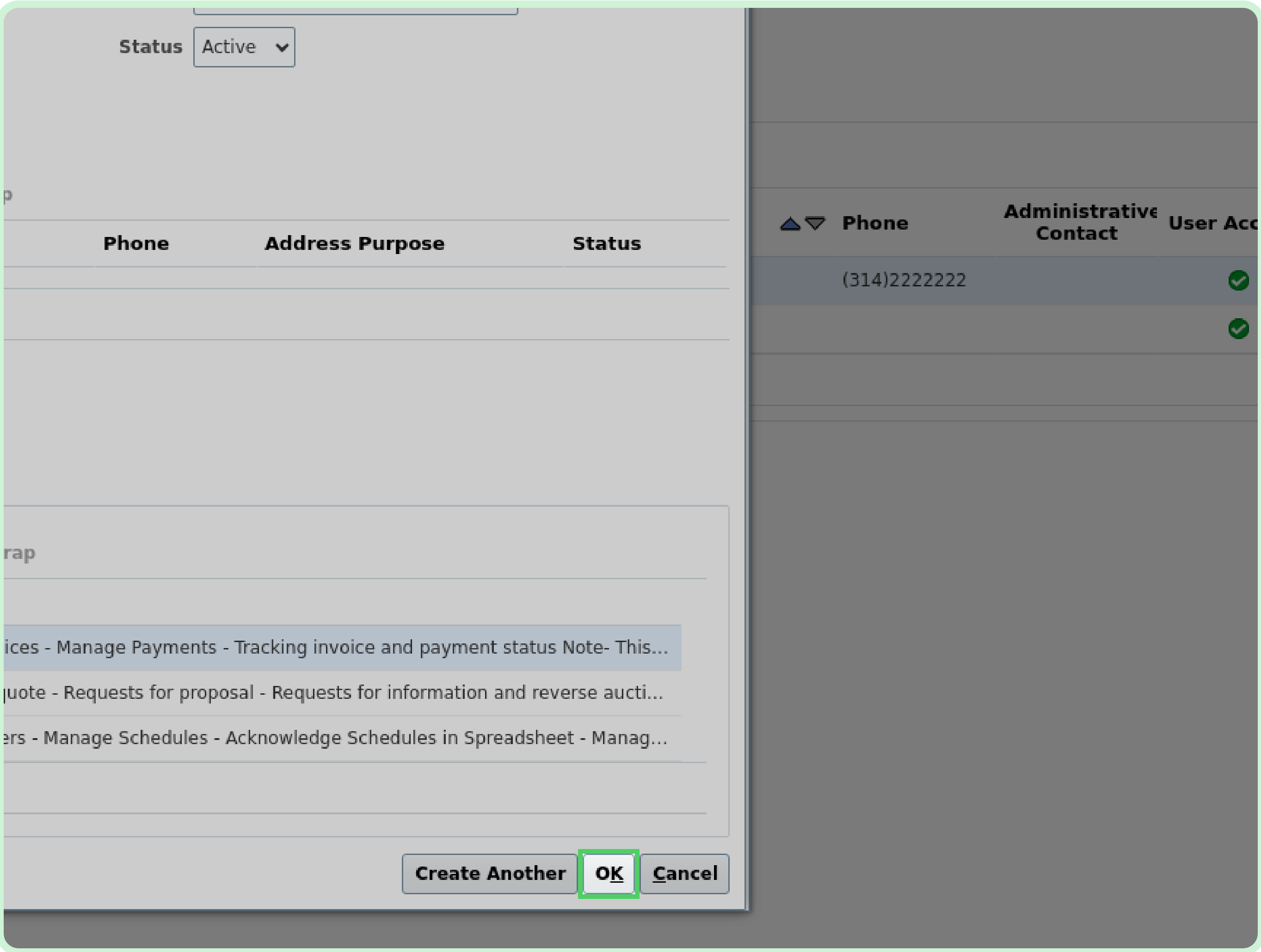


Step 14

Select **OK**.

Note

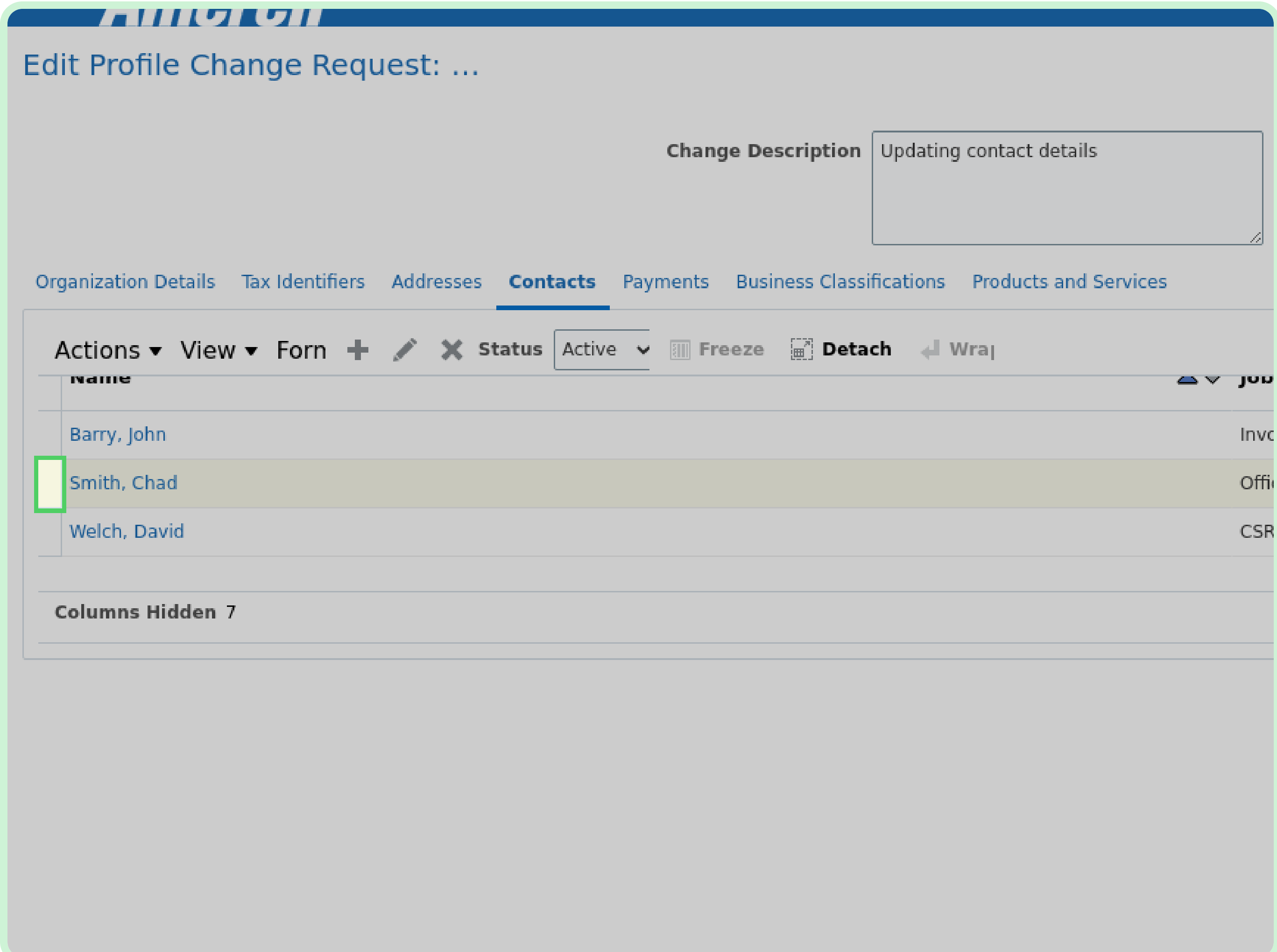
If necessary, you can select the **Create Another** button to add another new contact.



Step 15

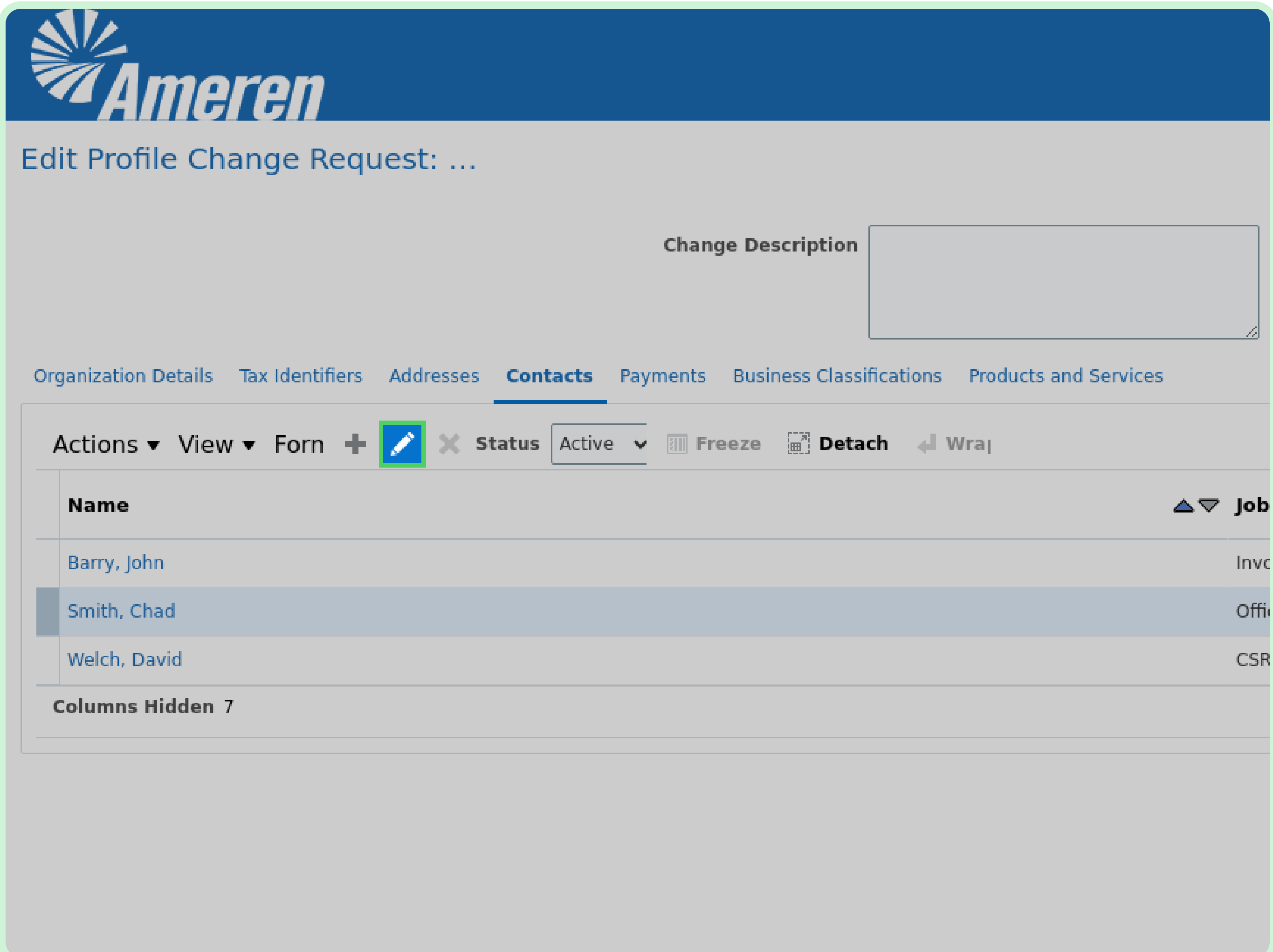
Select **Smith, Chad**.

Be sure to select the row and not the name link.



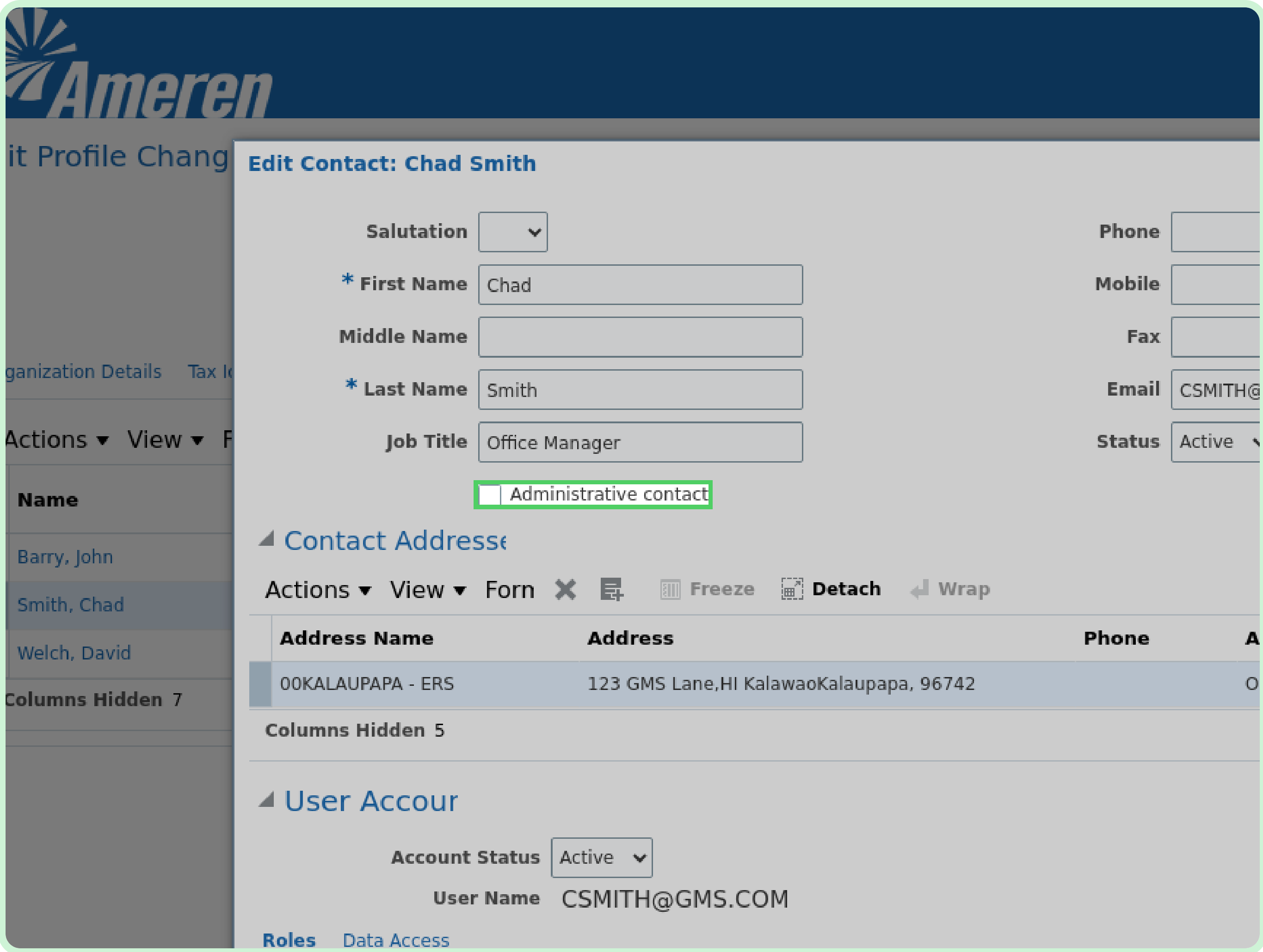
Step 16

Select **Edit**.



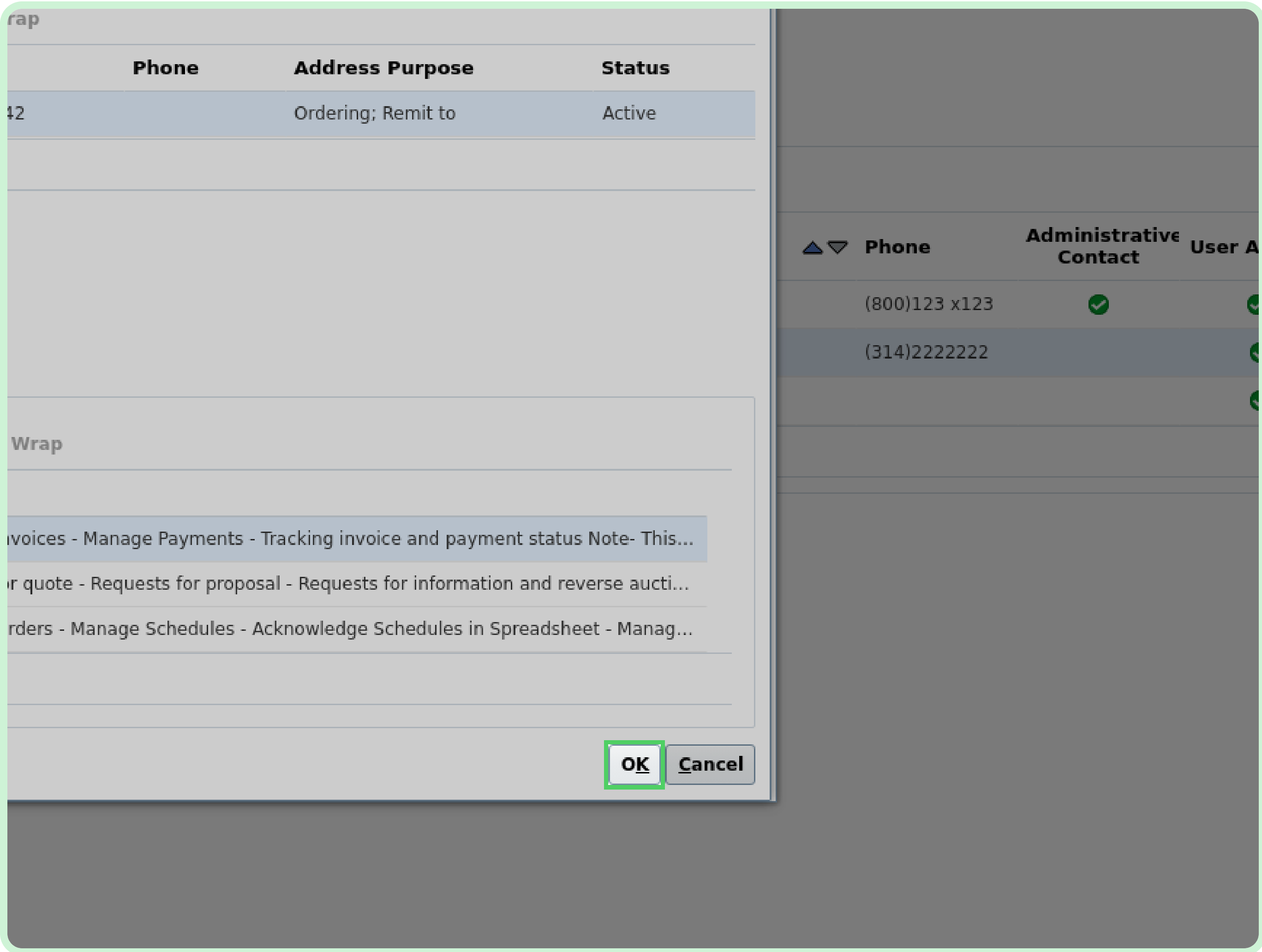
Step 17

Select the **Administrative contact** checkbox.



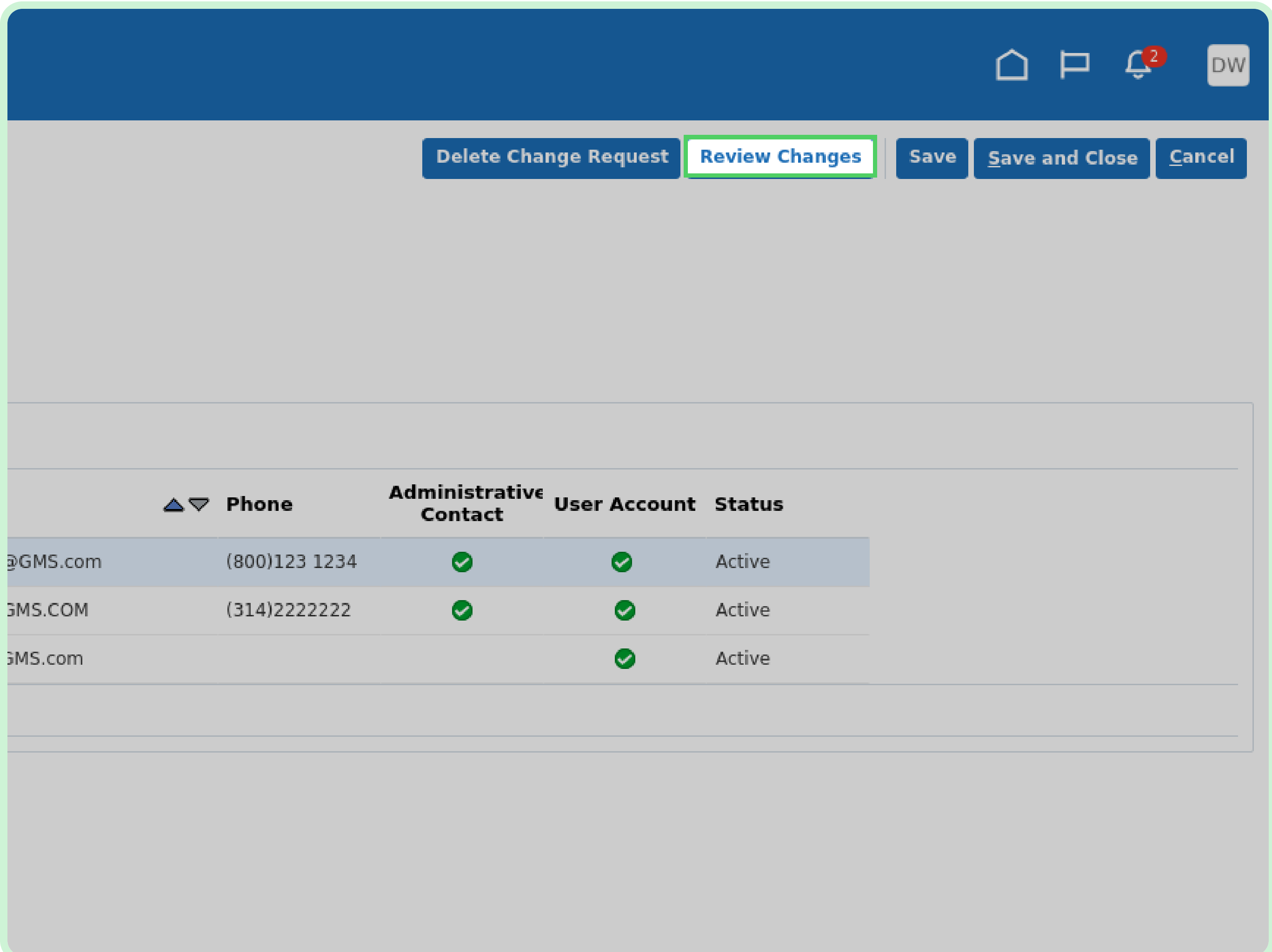
Step 18

Select **OK**.



Step 19

Select **Review Changes**.

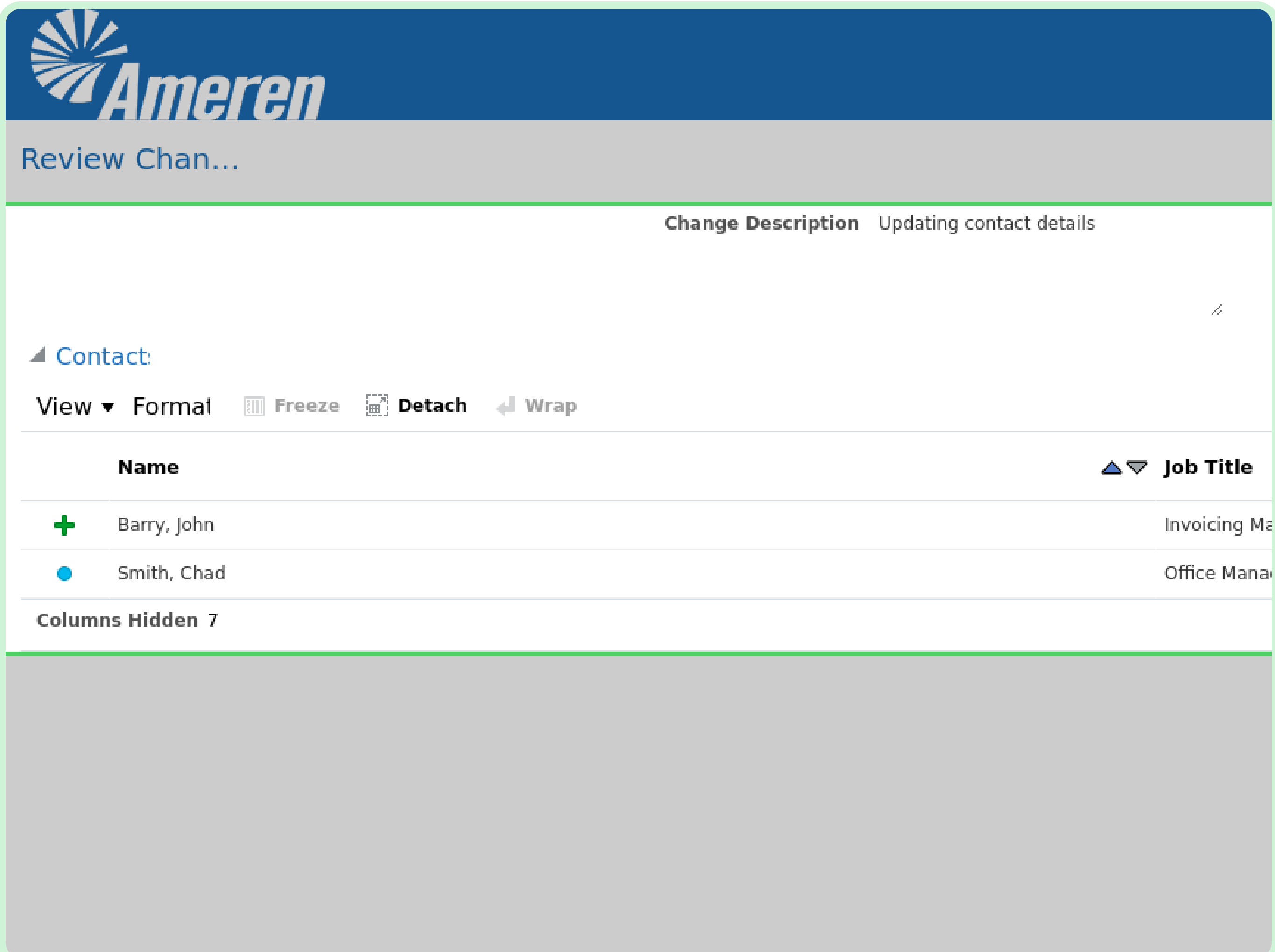


Step 20

View **Changes**.

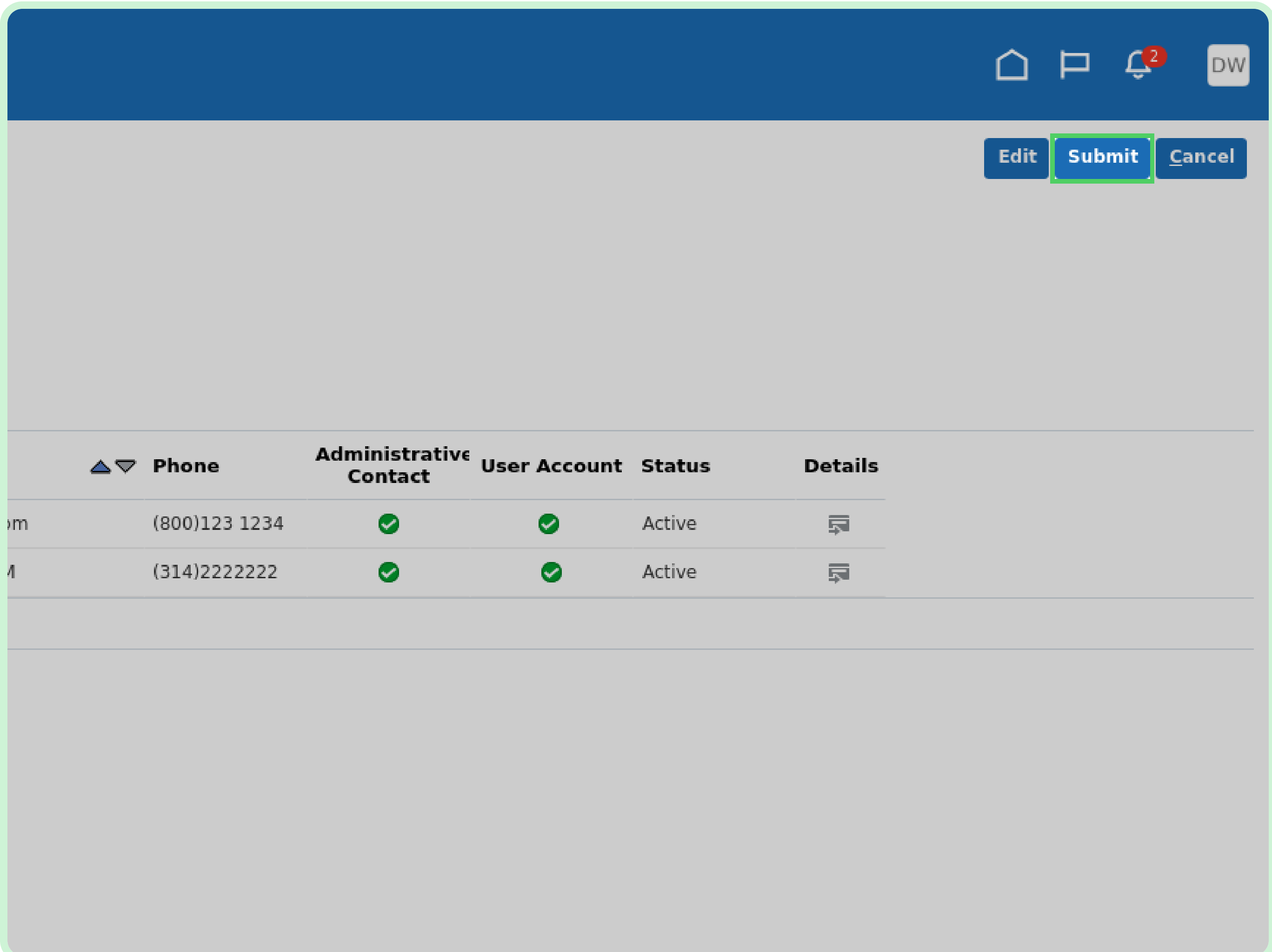
The new contact will be indicated by the green plus icon, while the edited contact will be indicated by the blue dot icon.

If something is incorrect, select the **Edit** button to return and make the change.



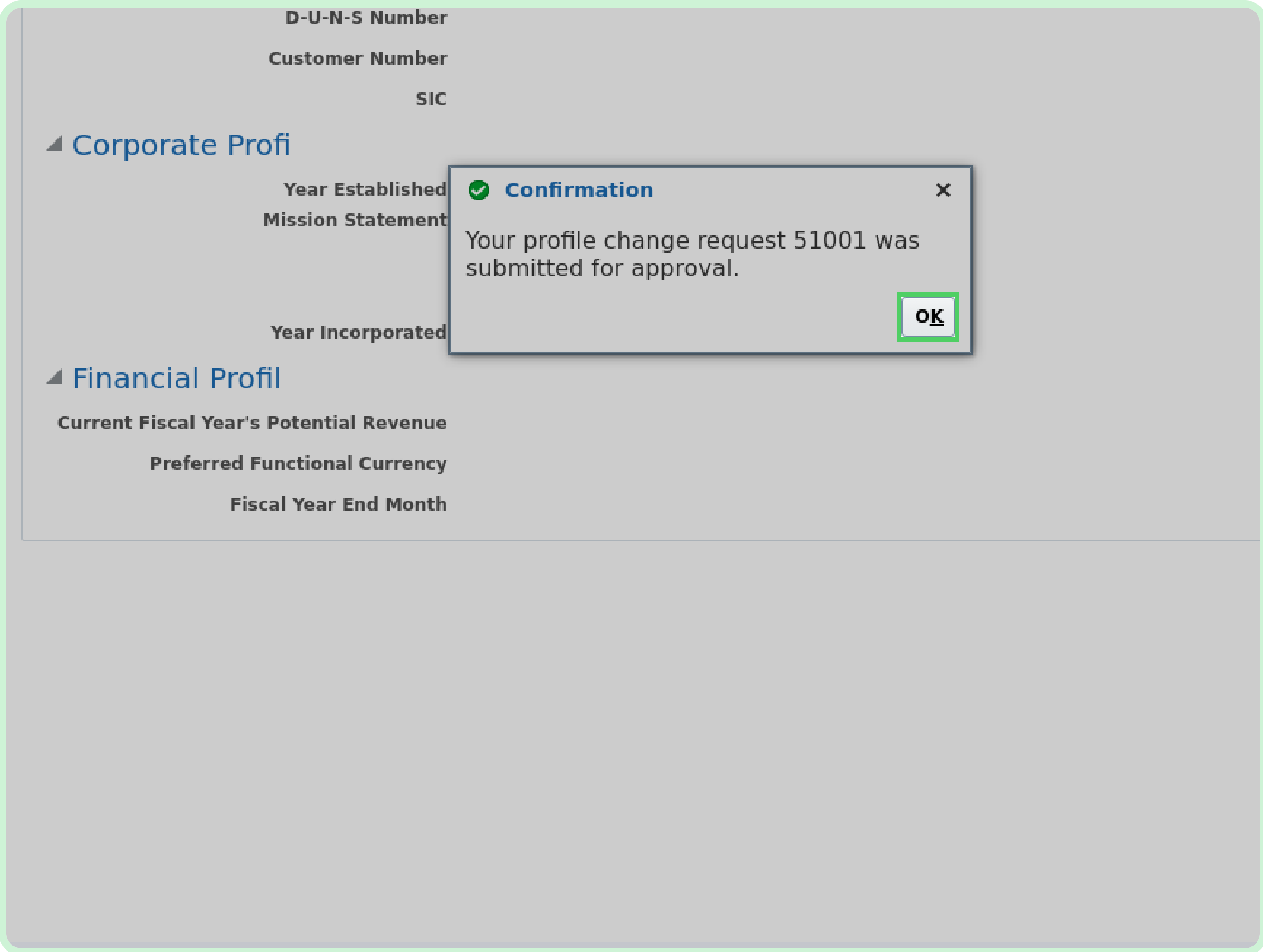
Step 21

Select **Submit**.



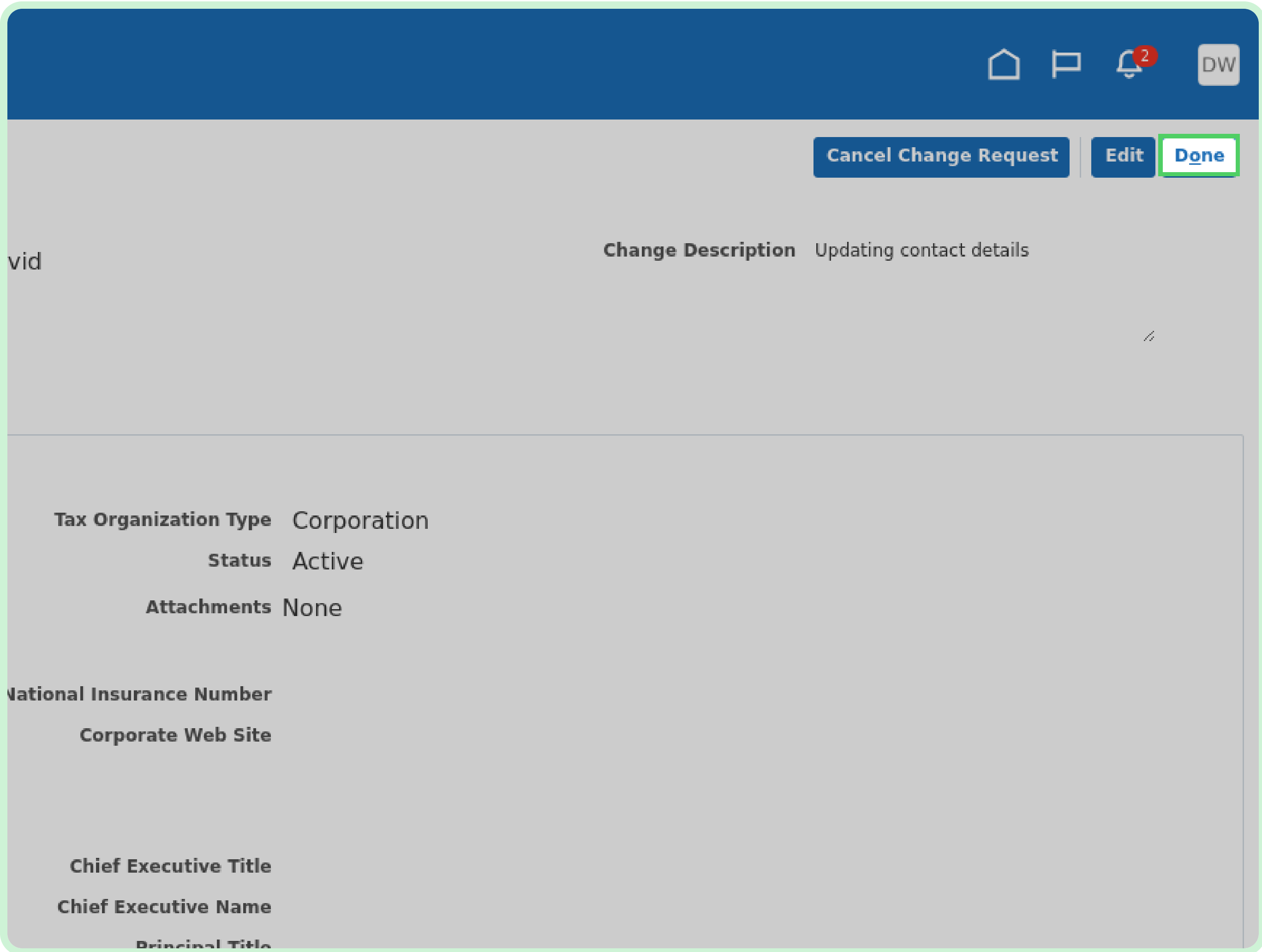
Step 22

Select **OK**.



Step 23

Select **Done**.



Step 24

Select **Home**.