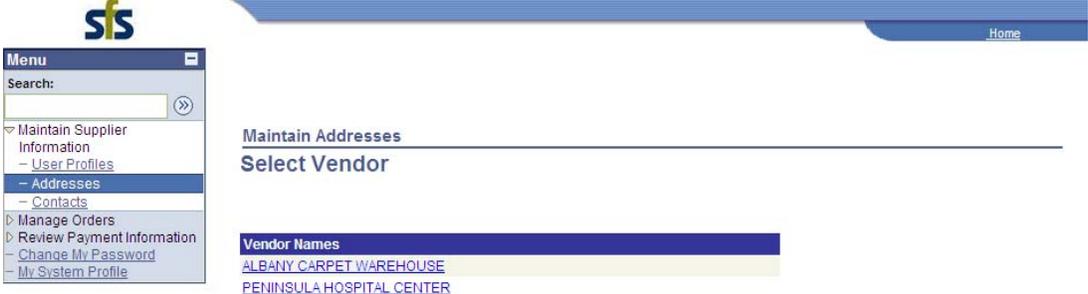
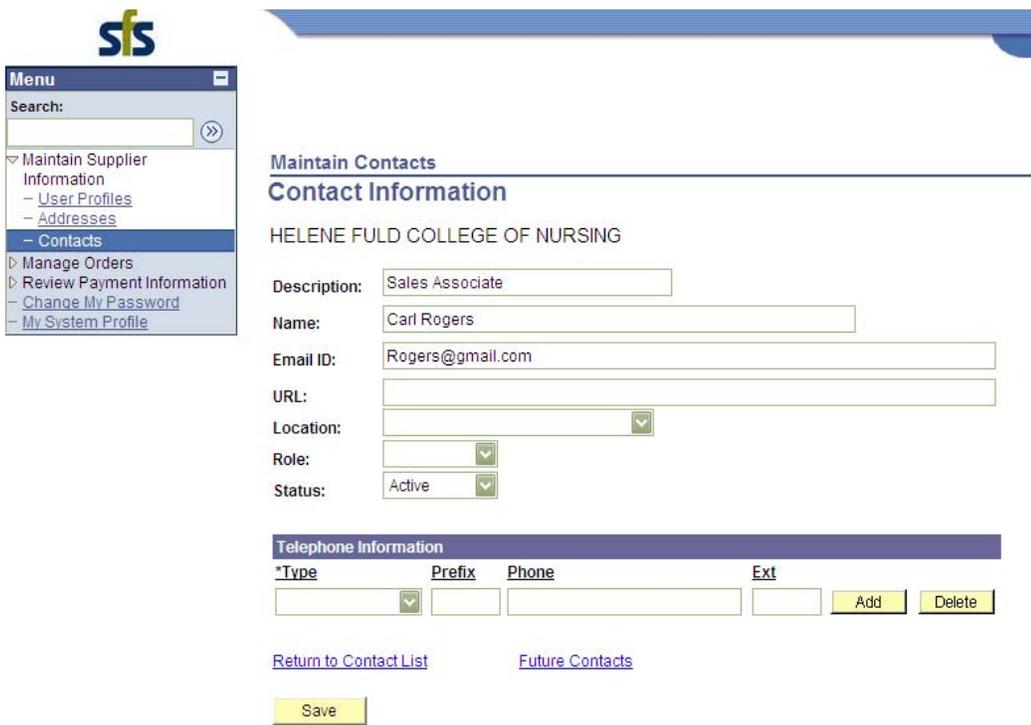
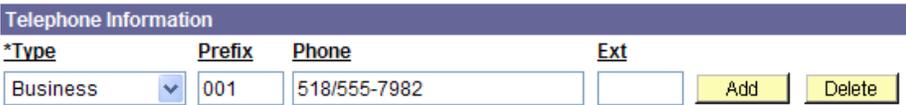
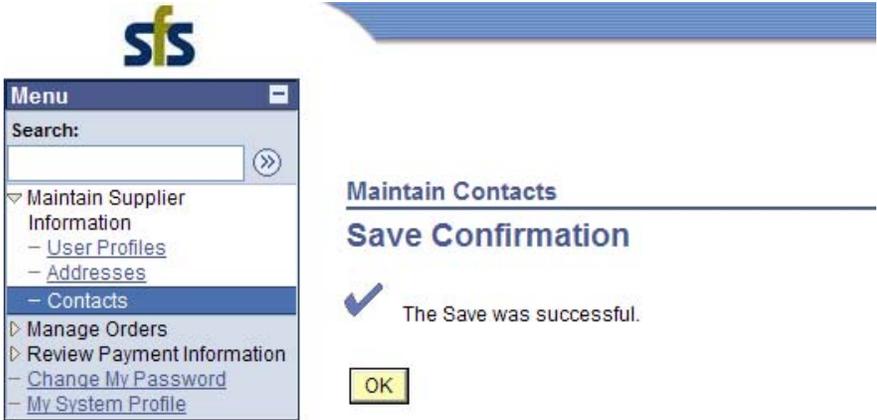


How Do I Add a Contact to My NYS Vendor Record?

Step	Action
1.	<p>Click the Maintain Supplier Information link on the left-side menu.</p> 
2.	<p>Click the Contacts link to view, update and delete contact information.</p> <p>Note: Only an administrative user will be able to view the User Profiles link.</p> 
3.	<p>The following screen will appear if more than one Vendor ID is associated with the User.</p> <p>Click the vendor's link to view, update and delete contact information.</p> 

Step	Action
4.	<p>Click the Add a New Contact button at the bottom of the page to add a new contact to the Current Contacts list.</p> 

Step	Action														
5.	<p>The system navigates the user to the Contact Information page.</p> <p>Enter the desired contact information into the fields.</p> <table border="1" data-bbox="454 451 1372 724"> <tr> <td>Description</td> <td>Enter the description/title of the contact.</td> </tr> <tr> <td>Name</td> <td>Name of the new contact.</td> </tr> <tr> <td>Email ID</td> <td>Contact's e-mail address.</td> </tr> <tr> <td>URL</td> <td>Website of the contact if applicable. (Not Required)</td> </tr> <tr> <td>Location</td> <td>The address the contact is associated with.</td> </tr> <tr> <td>Role</td> <td>The type of contact.</td> </tr> <tr> <td>Status</td> <td>Active or Inactive</td> </tr> </table> 	Description	Enter the description/title of the contact.	Name	Name of the new contact.	Email ID	Contact's e-mail address.	URL	Website of the contact if applicable. (Not Required)	Location	The address the contact is associated with.	Role	The type of contact.	Status	Active or Inactive
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6.	<p>For the Telephone Information section, select the Type of telephone number from the drop down menu.</p> <p>For Prefix, enter the country code for the United States of America, 001. Enter the desired information into the Phone and Ext fields.</p> <p>NOTE: To add more telephone numbers for the contact, click the Add button. To delete any telephone numbers, click the Delete button.</p>  <p>The screenshot shows a form titled "Telephone Information" with columns for *Type, Prefix, Phone, and Ext. The *Type dropdown is set to "Business", Prefix is "001", and Phone is "518/555-7982". There are "Add" and "Delete" buttons.</p>
7.	<p>The Save Confirmation page informs the user that the save was successful.</p> <p>Click the OK button.</p>  <p>The screenshot shows a confirmation message: "Maintain Contacts Save Confirmation" with a checkmark and the text "The Save was successful." and an "OK" button. A menu is also visible on the left side of the screenshot.</p>
8.	<p>An email notification of the change made to the vendor's record will be sent to the primary contact on file.</p>

Step	Action																
9.	<p>The added contact will now appear in the Current Contacts table.</p>  <p>The screenshot shows the 'Current Contacts' table with the following data:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Primary Contact</td> <td>Carol Abetello</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>Sales Manager</td> <td>Jake Bocca</td> <td>Edit</td> <td>Delete</td> </tr> <tr style="border: 2px solid red;"> <td>Sales Associate</td> <td>Carl Rogers</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table>	Description	Name	Edit	Delete	Primary Contact	Carol Abetello	Edit	Delete	Sales Manager	Jake Bocca	Edit	Delete	Sales Associate	Carl Rogers	Edit	Delete
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Sales Manager	Jake Bocca	Edit	Delete														
Sales Associate	Carl Rogers	Edit	Delete														
10.	<p>To view the added address, click the Description Link of the Contact to view.</p>  <p>The screenshot shows the 'Current Contacts' table with the following data:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Primary Contact</td> <td>Carol Abetello</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>Sales Manager</td> <td>Jake Bocca</td> <td>Edit</td> <td>Delete</td> </tr> <tr style="border: 2px solid red;"> <td>Sales Associate</td> <td>Carl Rogers</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table>	Description	Name	Edit	Delete	Primary Contact	Carol Abetello	Edit	Delete	Sales Manager	Jake Bocca	Edit	Delete	Sales Associate	Carl Rogers	Edit	Delete
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