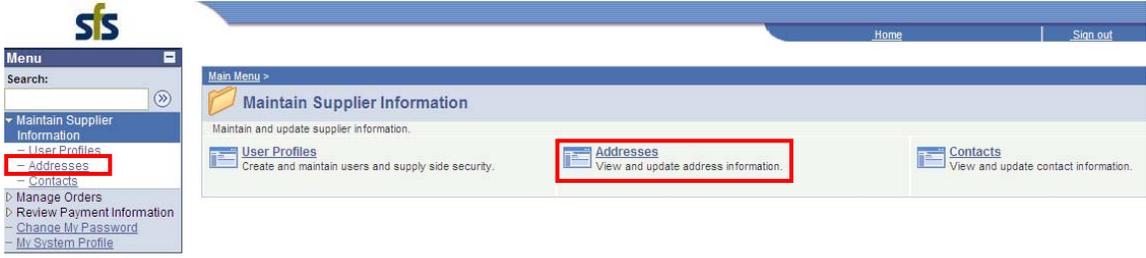
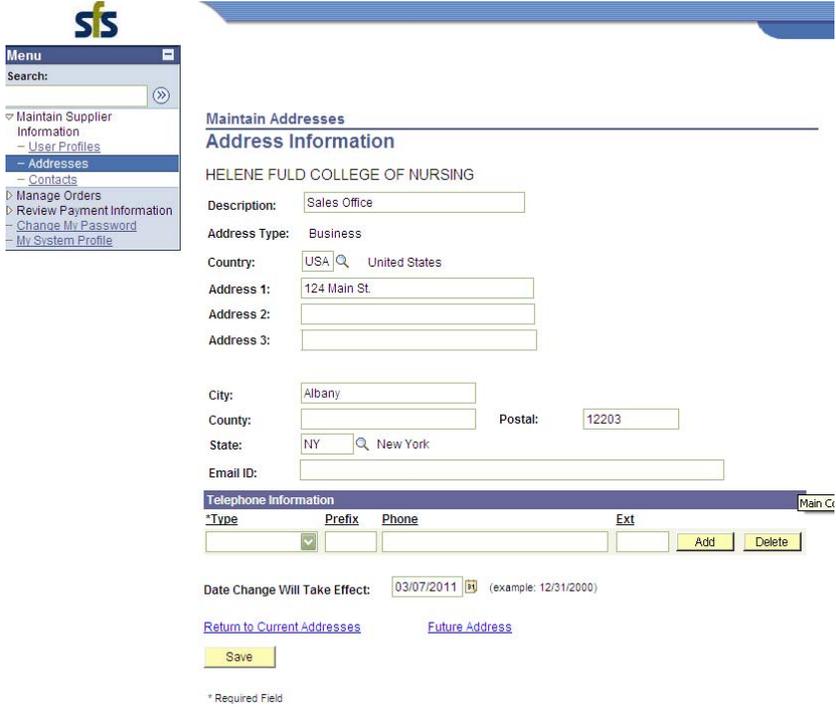


How do I add an address to my NYS Vendor Record?

Step	Action
1.	<p>Click the Maintain Supplier Information link on the left-side menu.</p> 
2.	<p>Click the Addresses link to view, update and delete address 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 address information.</p> 

Step	Action
4.	<p>Click the Add a New Address button at the bottom of the page to add a new address to the Current Addresses list.</p>  <p>The screenshot displays the SFS 'Maintain Addresses' interface. On the left is a navigation menu with options like 'Maintain Supplier Information', 'Addresses', 'Contacts', 'Manage Orders', 'Review Payment Information', 'Change My Password', and 'My System Profile'. The main content area is titled 'Maintain Addresses' and 'Current Addresses', showing a list for 'HELENE FULD COLLEGE OF NURSING'. A table lists the address with columns for 'Description' (REMIT TO) and 'Address Type' (Business), with 'Edit' and 'Delete' buttons. At the bottom, the 'Add a New Address' button is highlighted with a red rectangular box.</p>

Step	Action																		
5.	<p>The system navigates the user to the Address Information page.</p> <p>Enter the address information into the fields.</p> <table border="1" data-bbox="456 457 1377 1178"> <thead> <tr> <th>Description</th> <th>Describe the address. i.e. Physical Address</th> </tr> </thead> <tbody> <tr> <td>Country</td> <td>Select the appropriate Country. NOTE: If entering a foreign address, the following fields will differ.</td> </tr> <tr> <td>Address 1</td> <td rowspan="3">Enter the street address.</td> </tr> <tr> <td>Address 2</td> </tr> <tr> <td>Address 3</td> </tr> <tr> <td>City</td> <td>Enter the City listed for the address.</td> </tr> <tr> <td>County</td> <td>This is not a required Field.</td> </tr> <tr> <td>Postal</td> <td> <ul style="list-style-type: none"> The five-digit zip code is required. The zip plus four is accepted. </td> </tr> <tr> <td>State</td> <td>If you are unsure of the State abbreviation click on the  magnifying glass icon to select the appropriate state abbreviation.</td> </tr> <tr> <td>Email ID</td> <td>Enter the email address. This is not a required Field.</td> </tr> </tbody> </table> 	Description	Describe the address. i.e. Physical Address	Country	Select the appropriate Country. NOTE: If entering a foreign address, the following fields will differ.	Address 1	Enter the street address.	Address 2	Address 3	City	Enter the City listed for the address.	County	This is not a required Field.	Postal	<ul style="list-style-type: none"> The five-digit zip code is required. The zip plus four is accepted. 	State	If you are unsure of the State abbreviation click on the  magnifying glass icon to select the appropriate state abbreviation.	Email ID	Enter the email address. This is not a required Field.
Description	Describe the address. i.e. Physical Address																		
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Email ID	Enter the email address. This is not a required Field.																		

Step	Action												
6.	<p>Telephone Information is not required.</p> <p>If adding Telephone Information, 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 area code and phone number into the Phone field and Ext if applicable.</p> <p>NOTE: To add more telephone numbers for the address, click the Add button. To delete any telephone numbers, click the Delete button.</p> <div data-bbox="435 722 1409 827" style="border: 1px solid #ccc; padding: 5px;"> <p>Telephone Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">*Type</th> <th style="text-align: left;">Prefix</th> <th style="text-align: left;">Phone</th> <th style="text-align: left;">Ext</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>001</td> <td>518/555-4590</td> <td></td> <td>Add</td> <td>Delete</td> </tr> </tbody> </table> </div>	*Type	Prefix	Phone	Ext			Business	001	518/555-4590		Add	Delete
*Type	Prefix	Phone	Ext										
Business	001	518/555-4590		Add	Delete								
7.	<p>Use the Date Change Will Take Effect field to enter the effective date, or the date the added address will take effect.</p> <div data-bbox="461 978 1370 1297" style="border: 1px solid #ccc; padding: 5px;"> <p>Telephone Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">*Type</th> <th style="text-align: left;">Prefix</th> <th style="text-align: left;">Phone</th> <th style="text-align: left;">Ext</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>001</td> <td>518/555-4590</td> <td></td> <td>Add</td> <td>Delete</td> </tr> </tbody> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Date Change Will Take Effect: <input style="width: 100px;" type="text" value="03/01/2011"/> (example: 12/31/2000)</p> </div> <p style="margin-top: 10px;"> Return to Current Addresses Future Address </p> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Save"/></p> <p style="font-size: small; margin-top: 5px;">* Required Field</p> </div>	*Type	Prefix	Phone	Ext			Business	001	518/555-4590		Add	Delete
*Type	Prefix	Phone	Ext										
Business	001	518/555-4590		Add	Delete								
8.	<p>Click the Save button at the bottom of the page to save the added Address information.</p> <div data-bbox="393 1381 516 1423" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="button" value="Save"/> </div> <p style="font-size: small;">* Required Field</p>												

Step	Action
9.	<p>The Save Confirmation page informs the user that the save was successful.</p> <p>Click the OK button.</p> 
10.	<p>An email notification of the change made to the vendor's record will be sent to the primary contact on file.</p>
11.	<p>The added address will now appear in the Current Addresses table.</p> 

Step	Action
12.	<p>To view the added address, click the Description Link of the address to view.</p>  <p>The screenshot shows the SFS interface for 'Maintain Addresses'. On the left is a 'Menu' with options like 'Maintain Supplier Information', 'Manage Orders', and 'Review Payment Information'. The 'Addresses' option is selected. The main content area shows 'Current Addresses' for 'HELENE FULD COLLEGE OF NURSING'. A table lists two addresses: 'REMIT TO' and 'Sales Office', both of type 'Business'. The 'Sales Office' link is highlighted with a red box. There are 'Edit' and 'Delete' buttons for each address, and an 'Add a New Address' button at the bottom.</p>