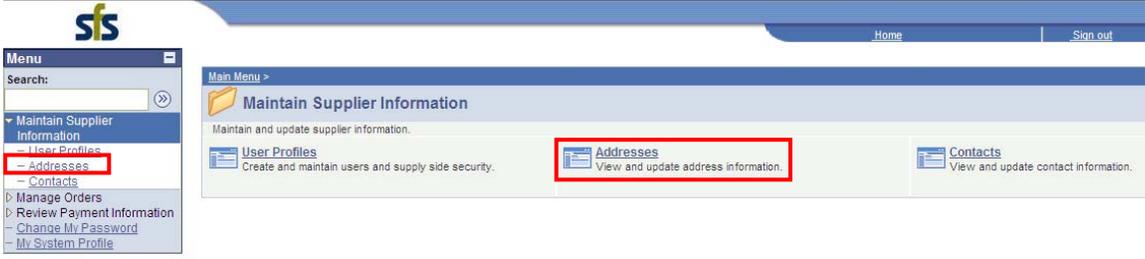
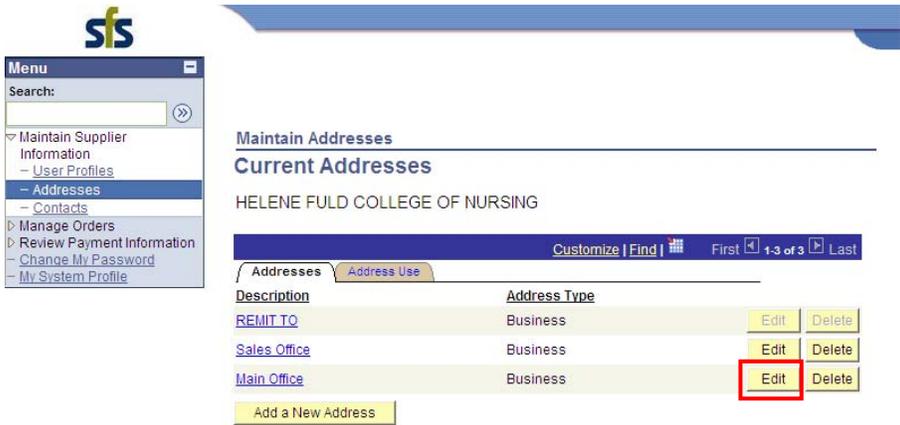
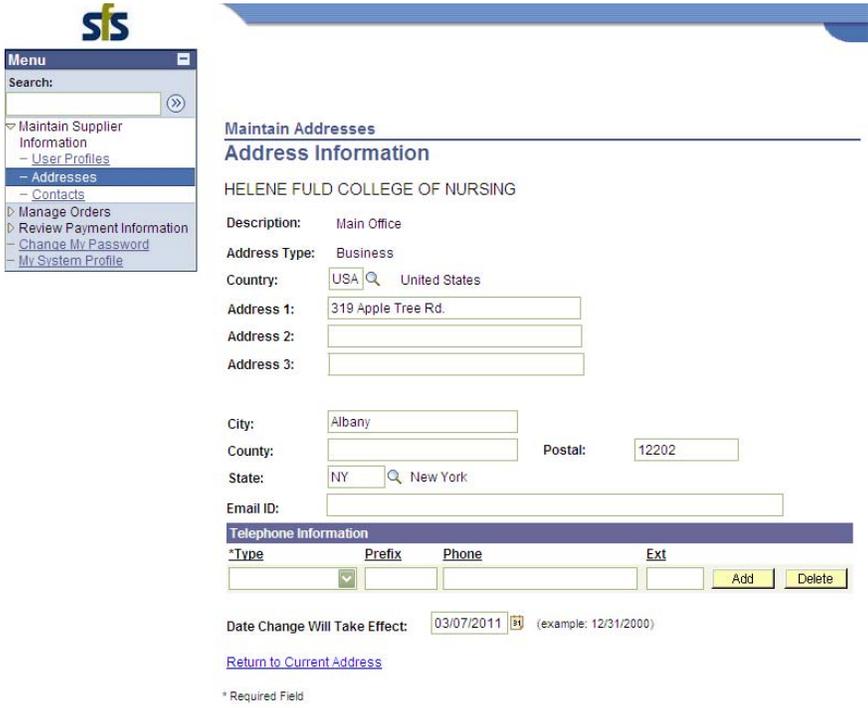


How Do I Add an Address to Take Effect At a Future Date?

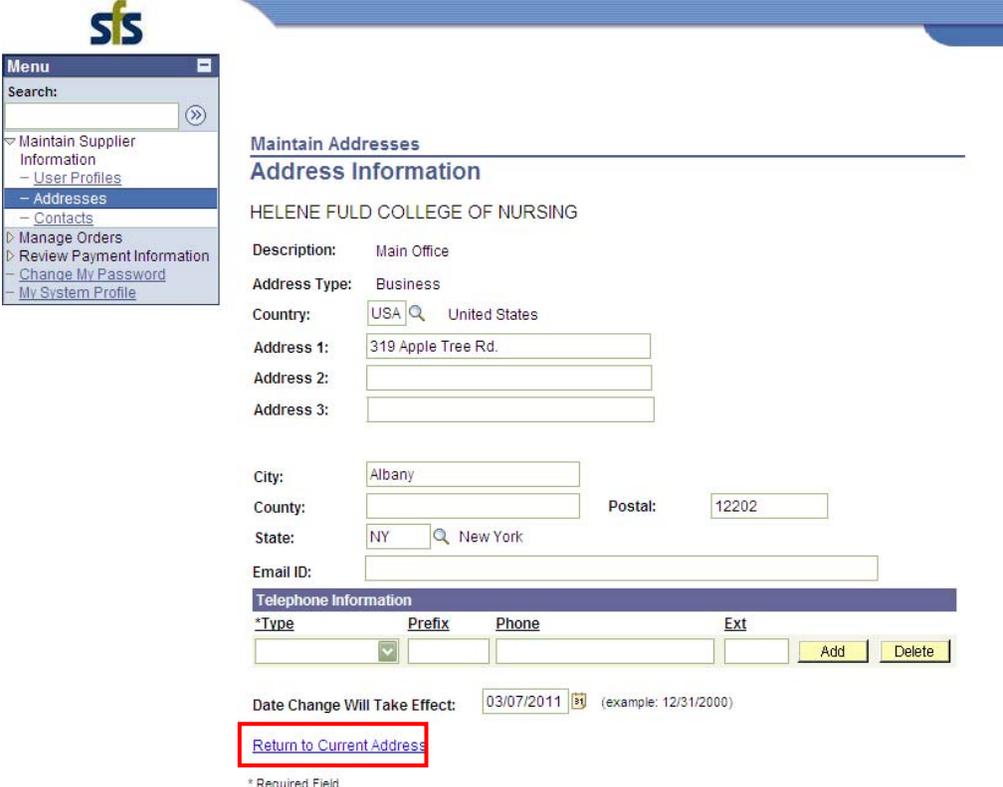
Step	Action
1.	<p>Click the <b>Maintain Supplier Information</b> link on the left-side menu.</p> 
2.	<p>Click the <b>Addresses</b> link to view, update and delete address information.</p> <p>Note: Only an administrative user will be able to view the <b>User Profiles</b> link.</p> 
3.	<p>The following 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> 

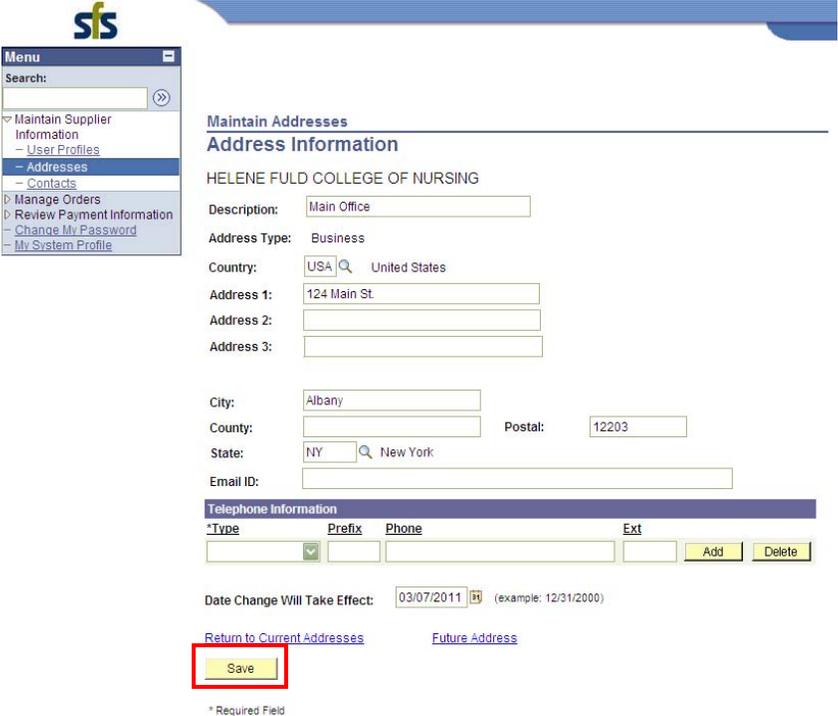
Step	Action
4.	<p>Click the <b>Edit</b> button to the right of the address to be edited.</p>  <p>The screenshot displays the SFS 'Maintain Addresses' interface. On the left is a navigation menu with options like 'Maintain Supplier Information', 'Manage Orders', and 'Review Payment Information'. The 'Addresses' sub-menu is selected. The main content area shows the title 'Maintain Addresses' and 'Current Addresses' for 'HELENE FULD COLLEGE OF NURSING'. A table lists three addresses: 'REMIT TO', 'Sales Office', and 'Main Office', all of type 'Business'. Each row has 'Edit' and 'Delete' buttons. The 'Edit' button for 'Main Office' is highlighted with a red box. An 'Add a New Address' button is at the bottom.</p>

Step	Action
5.	<p>The system navigates the user to the <b>Address Information</b> page.</p> <p>Click the <b>Future Address</b> link on the bottom right of the screen.</p>

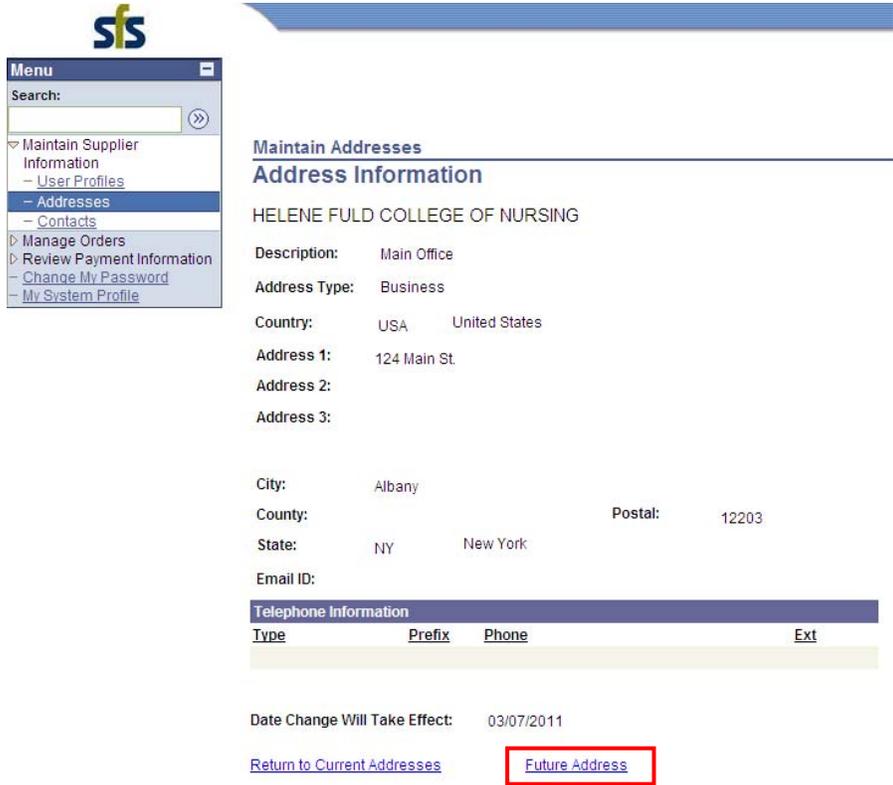
Step	Action																		
6.	<p>Use the new <b>Address Information</b> page to enter the desired information on the future address.</p> <table border="1" data-bbox="456 422 1377 1136"> <tr> <td>Description</td> <td>Describe the address. i.e. Physical Address</td> </tr> <tr> <td>Country</td> <td>Select the appropriate Country. <b>NOTE:</b> 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"> <li>The five-digit zip code is required.</li> <li>The zip plus four is accepted.</li> </ul> </td> </tr> <tr> <td>State</td> <td>If you are unsure of the State abbreviation click on the magnifying glass to select the appropriate state abbreviation.</td> </tr> <tr> <td>Email ID</td> <td>This is not a required Field.</td> </tr> </table>  <p>The screenshot shows the SFS 'Maintain Addresses' page. The 'Address Information' section is active, displaying details for 'HELENE FULD COLLEGE OF NURSING'. The form includes fields for Description (Main Office), Address Type (Business), Country (USA), Address 1 (319 Apple Tree Rd.), City (Albany), State (NY), and Postal (12202). There is also a section for Telephone Information with columns for Type, Prefix, Phone, and Ext, and buttons for Add and Delete. A date field shows '03/07/2011' and a link for 'Return to Current Address' is present.</p>	Description	Describe the address. i.e. Physical Address	Country	Select the appropriate Country. <b>NOTE:</b> 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"> <li>The five-digit zip code is required.</li> <li>The zip plus four is accepted.</li> </ul>	State	If you are unsure of the State abbreviation click on the magnifying glass to select the appropriate state abbreviation.	Email ID	This is not a required Field.
Description	Describe the address. i.e. Physical Address																		
Country	Select the appropriate Country. <b>NOTE:</b> 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"> <li>The five-digit zip code is required.</li> <li>The zip plus four is accepted.</li> </ul>																		
State	If you are unsure of the State abbreviation click on the magnifying glass to select the appropriate state abbreviation.																		
Email ID	This is not a required Field.																		

Step	Action												
7.	<p><b>Telephone Information</b> is not required.</p> <p>If adding <b>Telephone Information</b>, select the <b>Type</b> of telephone number from the drop down menu.</p> <p>For <b>Prefix</b>, enter the country code for the United States of America, <b>001</b>. Enter the area code and phone number into the <b>Phone</b> field and <b>Ext</b> if applicable.</p> <p><b>NOTE:</b> To add more telephone numbers for the address, click the <b>Add</b> button. To delete any telephone numbers, click the <b>Delete</b> button.</p> <div data-bbox="435 722 1409 827" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><b>Telephone Information</b></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> <p>*Type is only a required field when <b>Telephone Information</b> is entered.</p>	*Type	Prefix	Phone	Ext			Business	001	518/555-4590		Add	Delete
*Type	Prefix	Phone	Ext										
Business	001	518/555-4590		Add	Delete								
8.	<p>Use the <b>Date Change Will Take Effect</b> field to enter the effective date, or the date the new address will take effect.</p> <p><b>NOTE:</b> The date entered must be at least one day in the future from the date the new address is entered.</p> <div data-bbox="461 1199 1370 1289" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><b>Telephone Information</b></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> <div data-bbox="461 1304 1081 1371" style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p><b>Date Change Will Take Effect:</b> <input type="text" value="03/01/2011"/> (example: 12/31/2000)</p> </div> <p style="margin-top: 10px;"> <a href="#">Return to Current Addresses</a>      <a href="#">Future Address</a> </p> <p style="margin-top: 10px; text-align: center;"><input type="button" value="Save"/></p> <p>* Required Field</p>	*Type	Prefix	Phone	Ext			Business	001	518/555-4590		Add	Delete
*Type	Prefix	Phone	Ext										
Business	001	518/555-4590		Add	Delete								

Step	Action										
9.	<p>Click the <a href="#">Return to Current Address</a> link on the bottom of the screen.</p>  <p><b>Menu</b></p> <p>Search: <input type="text"/></p> <ul style="list-style-type: none"><li>▼ Maintain Supplier Information<ul style="list-style-type: none"><li>- User Profiles</li><li>- <b>Addresses</b></li><li>- Contacts</li></ul></li><li>▶ Manage Orders</li><li>▶ Review Payment Information</li><li>- Change My Password</li><li>- My System Profile</li></ul> <p><b>Maintain Addresses</b></p> <p><b>Address Information</b></p> <p>HELENE FULD COLLEGE OF NURSING</p> <p>Description: Main Office</p> <p>Address Type: Business</p> <p>Country: USA United States</p> <p>Address 1: 319 Apple Tree Rd.</p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: Albany</p> <p>County: <input type="text"/></p> <p>Postal: 12202</p> <p>State: NY New York</p> <p>Email ID: <input type="text"/></p> <p><b>Telephone Information</b></p> <table border="1"><thead><tr><th>*Type</th><th>Prefix</th><th>Phone</th><th>Ext</th><th></th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="button" value="Add"/> <input type="button" value="Delete"/></td></tr></tbody></table> <p>Date Change Will Take Effect: 03/07/2011 (example: 12/31/2000)</p> <p><a href="#">Return to Current Address</a></p> <p>* Required Field</p>	*Type	Prefix	Phone	Ext		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/>
*Type	Prefix	Phone	Ext								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/>							

Step	Action
10.	<p>Click the <b>Save</b> button at the bottom of the page to save the added Address information.</p>  <p>The screenshot shows a web application interface with a menu on the left and a main content area. The menu includes options like 'Maintain Supplier Information', 'Addresses', and 'Manage Orders'. The main content area is titled 'Maintain Addresses' and 'Address Information'. It displays details for 'HELENE FULD COLLEGE OF NURSING' with fields for Description, Address Type, Country, Address 1-3, City, County, State, Postal, and Email ID. There is also a 'Telephone Information' table and a 'Date Change Will Take Effect' field. A 'Save' button is highlighted with a red box at the bottom left of the form area.</p>
11.	<p>The <b>Save Confirmation</b> page informs the user that the save was successful.</p> <p>Click the <b>OK</b> button.</p>  <p>The screenshot shows the 'Save Confirmation' page. It features a blue checkmark icon followed by the text 'The Save was successful.' Below this message is an 'OK' button. The left menu is visible, with 'Addresses' selected.</p>
12.	<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																
13.	<p>To view the edited address, click the <b>Description Link</b> of the address you would like to view.</p>  <p>The screenshot shows the 'Maintain Addresses' interface. On the left is a 'Menu' with options like 'Maintain Supplier Information', 'Addresses', 'Manage Orders', etc. The main area displays 'Current Addresses' for 'HELENE FULD COLLEGE OF NURSING'. A table lists addresses with columns for 'Description' and 'Address Type'. The 'Main Office' entry is highlighted with a red box. Below the table is an 'Add a New Address' button.</p> <table border="1" data-bbox="695 724 1372 840"> <thead> <tr> <th>Description</th> <th>Address Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">REMIT TO</a></td> <td>Business</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td><a href="#">Sales Office</a></td> <td>Business</td> <td>Edit</td> <td>Delete</td> </tr> <tr style="border: 2px solid red;"> <td><a href="#">Main Office</a></td> <td>Business</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table>	Description	Address Type			<a href="#">REMIT TO</a>	Business	Edit	Delete	<a href="#">Sales Office</a>	Business	Edit	Delete	<a href="#">Main Office</a>	Business	Edit	Delete
Description	Address Type																
<a href="#">REMIT TO</a>	Business	Edit	Delete														
<a href="#">Sales Office</a>	Business	Edit	Delete														
<a href="#">Main Office</a>	Business	Edit	Delete														

Step	Action
14.	<p>Click the <b>Future Address</b> link at the bottom right of the screen.</p> 

Step	Action
15.	<p>View the new <b>Address Information</b> and the date the new address will go into effect.</p>  <p>The screenshot shows the SFS 'Maintain Addresses' interface. On the left is a navigation menu with options like 'Maintain Supplier Information', 'Manage Orders', and 'Review Payment Information'. The 'Addresses' option is selected. The main content area displays details for 'HELENE FULD COLLEGE OF NURSING', including a description of 'Main Office', address type 'Business', and location in Albany, NY. A table for 'Telephone Information' is present but empty. At the bottom, it shows the 'Date Change Will Take Effect' as 03/08/2011 and a link to 'Return to Current Address'.</p>