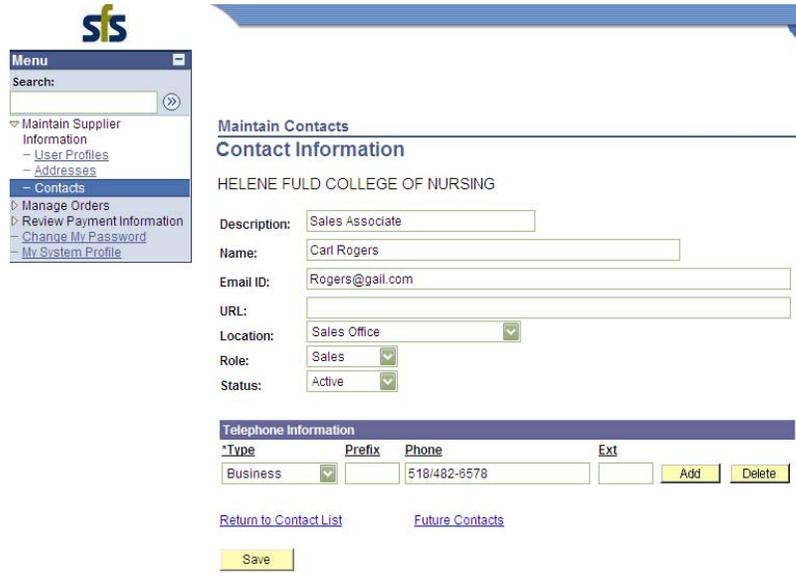
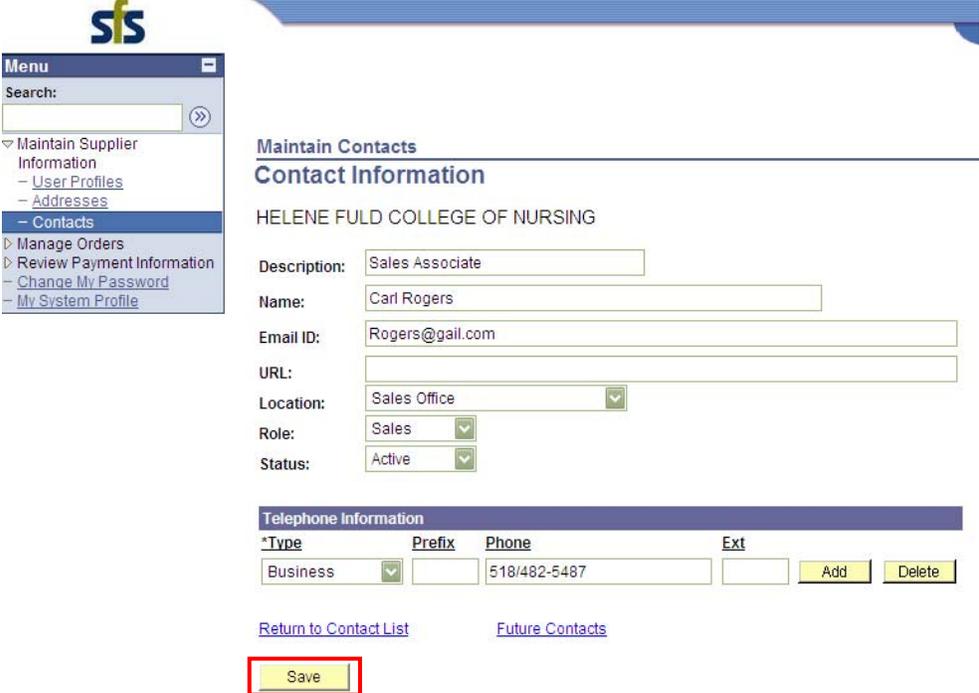
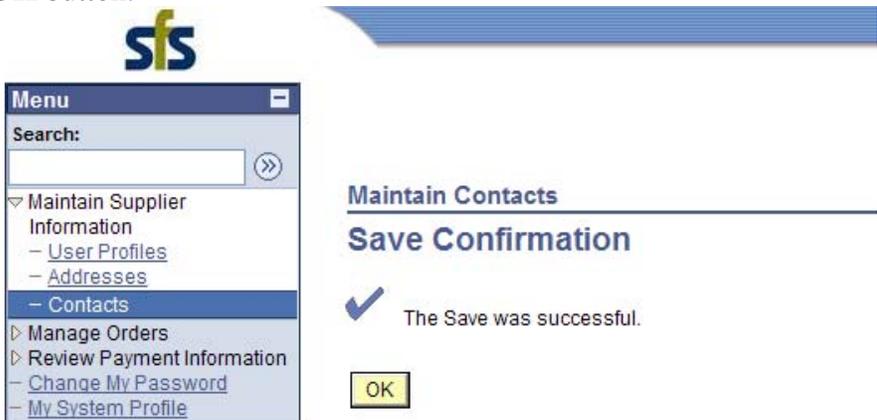
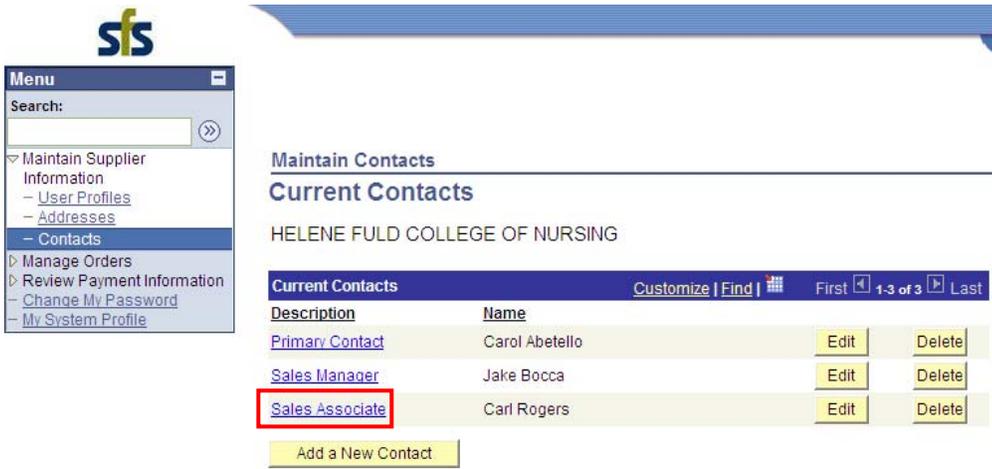


How Do I Change Existing Contact Information?

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 address information.</p> 

Step	Action
4.	<p>Click the Edit button to the right of the contact to be edited.</p> 
5.	<p>The system navigates the user to the Contact Information page.</p> <p>Update the Contact information on the page.</p> 

Step	Action
6.	<p>Once the contact information has been updated, click the Save button at the bottom of the page.</p>  <p>The screenshot shows a web interface with a left-hand menu and a main content area. The menu includes options like 'Maintain Supplier Information', 'Manage Orders', and 'Contacts'. The main area is titled 'Maintain Contacts' and 'Contact Information'. It displays details for 'HELENE FULD COLLEGE OF NURSING' with fields for Description, Name, Email ID, URL, Location, Role, and Status. Below this is a 'Telephone Information' table with columns for Type, Prefix, Phone, and Ext. At the bottom, there are links for 'Return to Contact List' and 'Future Contacts', and a yellow 'Save' button highlighted with a red border.</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 the 'Save Confirmation' page. It features a checkmark icon and the text 'The Save was successful.' Below this is a yellow 'OK' button. The left-hand menu is visible, with 'Contacts' selected.</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>To view the edited contact, click the Description Link of the contact you would like to view.</p>  <p>The screenshot shows the SFS interface for 'Maintain Contacts'. On the left is a 'Menu' with options like 'Maintain Supplier Information', 'Manage Orders', and 'Contacts'. The main area shows 'Current Contacts' for 'HELENE FULD COLLEGE OF NURSING'. A table lists contacts with 'Description' and 'Name' columns. The 'Sales Associate' link is highlighted with a red box. Below the table is an 'Add a New Contact' button.</p> <table border="1" data-bbox="609 688 1328 842"> <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> <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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