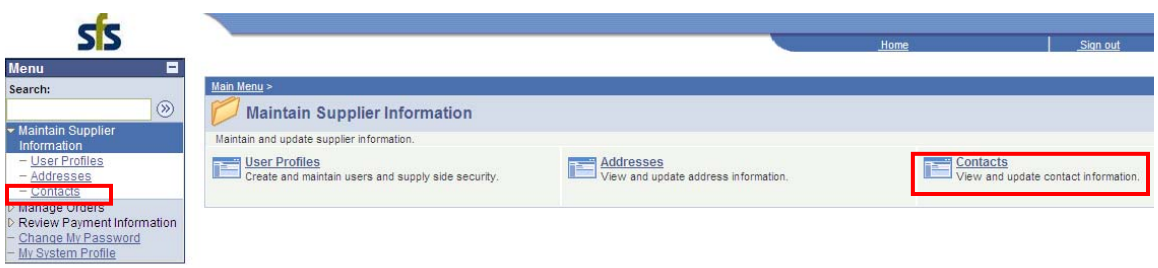
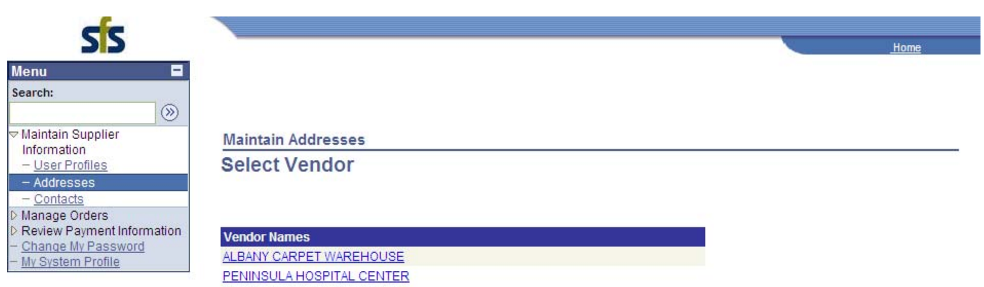
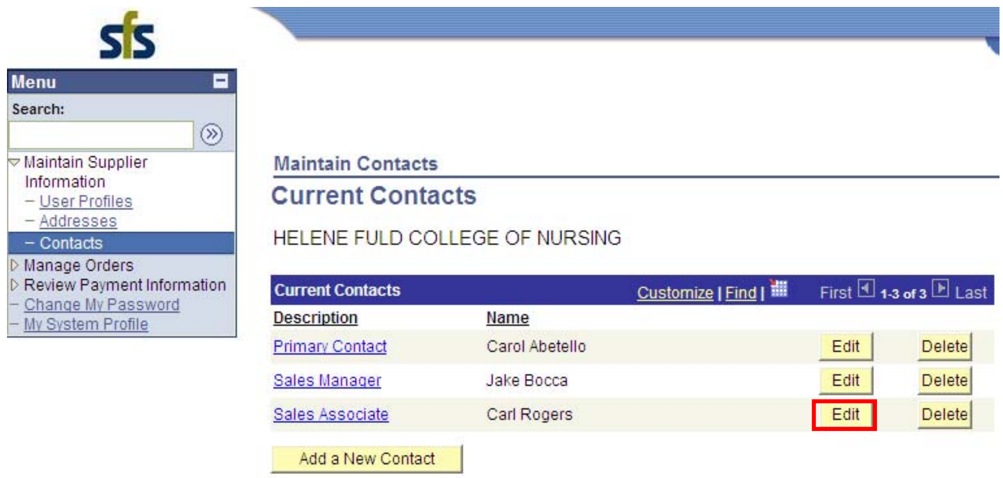
How Do I Change Existing Contact Information?

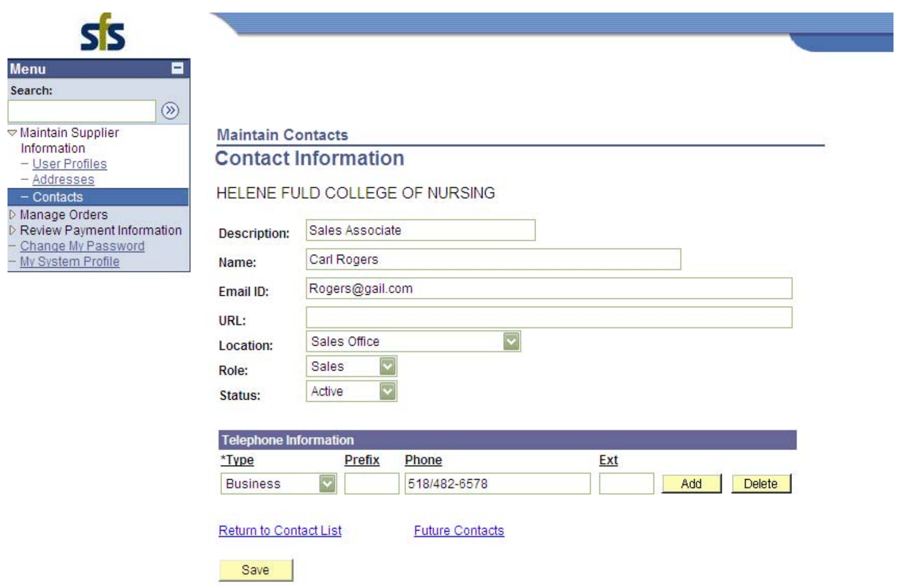
Step	Action
1.	Click the **Maintain Supplier Information** link on the left-side menu. 
2.	Click the **Contacts** link to view, update and delete contact information. Note: Only an administrative user will be able to view the **User Profiles** link. 
3.	The following screen will appear if more than one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

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Click the Edit button to the right of the contact to be edited.

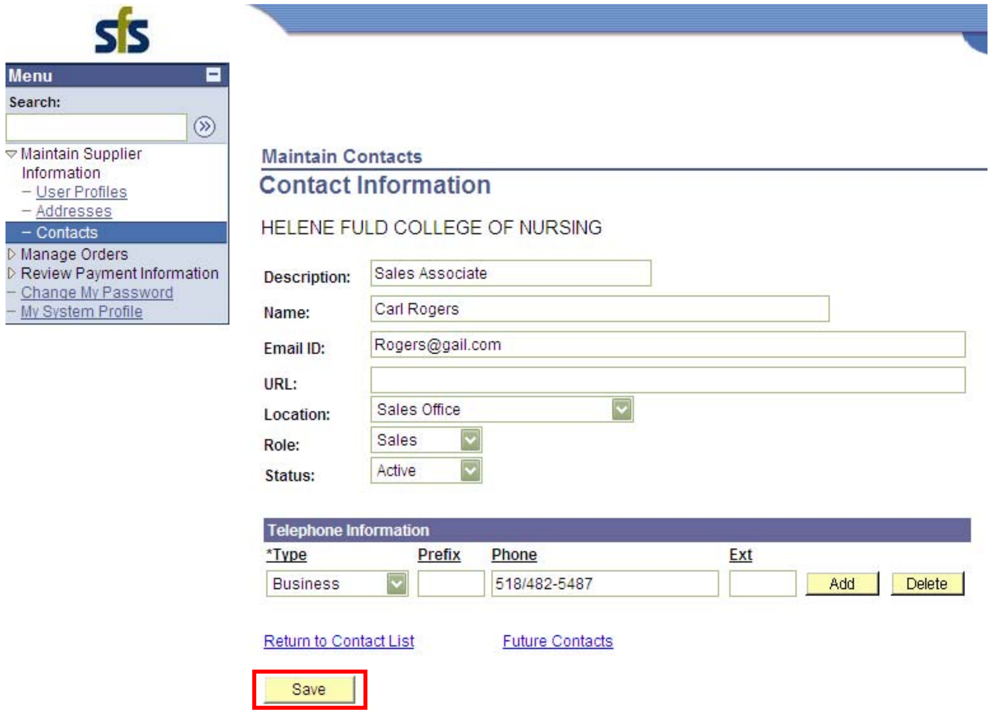


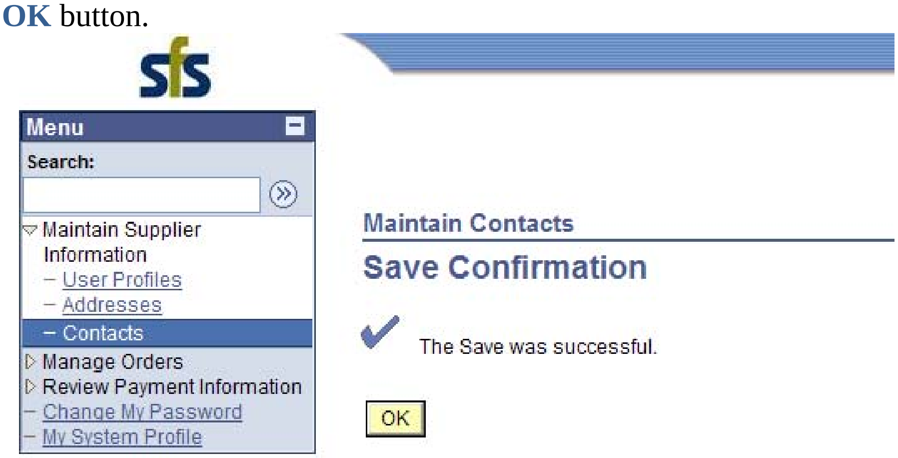
</td></tr>
<tr><td>5.</td><td>The system navigates the user to the Contact Information page.

Update the Contact information on the page.



</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Once the contact information has been updated, click the Save button at the bottom of the page.

</td></tr>
<tr><td>7.</td><td>The Save Confirmation page informs the user that the save was successful.

Click the OK button.

</td></tr>
<tr><td>8.</td><td>An email notification of the change made to the vendor’s record will be sent to the primary contact on file.</td></tr>
</table>

Step	Action
9.	To view the edited contact, click the **Description Link** of the contact you would like to view.