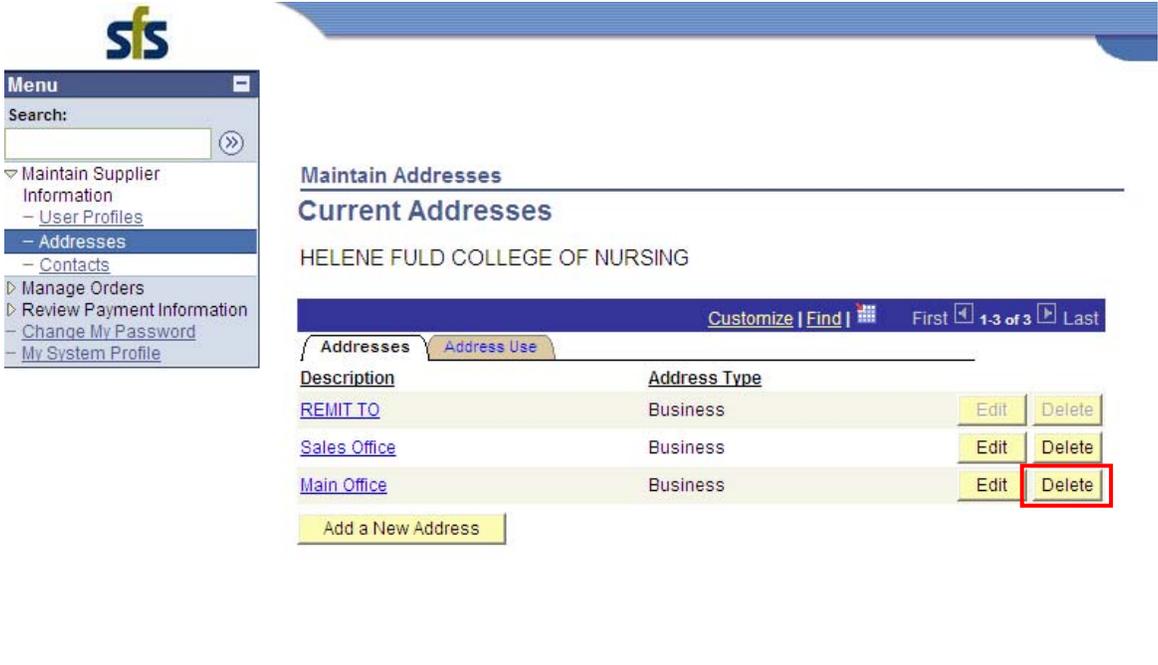


How Do I Delete an Address on My NYS Vendor Record?

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 Delete button to the right of the address to be deleted.</p>  <p>The screenshot shows the 'Maintain Addresses' interface. On the left is a 'Menu' sidebar with options like 'Maintain Supplier Information', 'Addresses', 'Contacts', 'Manage Orders', etc. The main content area is titled 'Current Addresses' and lists three addresses: 'REMIT TO', 'Sales Office', and 'Main Office'. Each address has 'Edit' and 'Delete' buttons. The 'Delete' button for 'Main Office' is highlighted with a red box. Below the table is an 'Add a New Address' button.</p>
5.	<p>The Delete Confirmation page will request a confirmation from the user.</p> <p>Click the Yes - Delete button.</p>  <p>The screenshot shows the 'Delete Confirmation' page. It features a question mark icon and the text 'Delete selected Address from this page?'. At the bottom, there are two buttons: 'Yes - Delete' and 'No - Do Not Delete'. The 'Yes - Delete' button is highlighted with a yellow box.</p>

Step	Action
6.	<p>The Save Confirmation page informs the user that the save was successful.</p> <p>Click the <i>OK</i> button.</p> 
7.	<p>An email notification of the change made to the vendor’s record will be sent to the primary contact on file.</p>
8.	<p>Once the deletion is complete, the address is removed from the Current Addresses table.</p> 