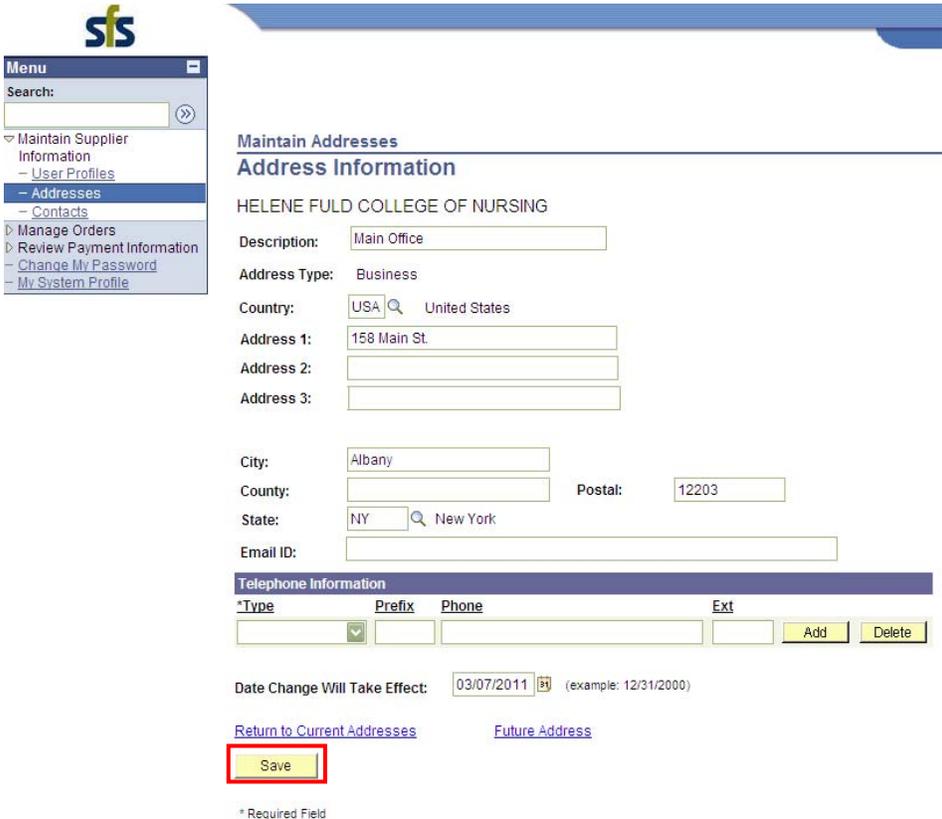


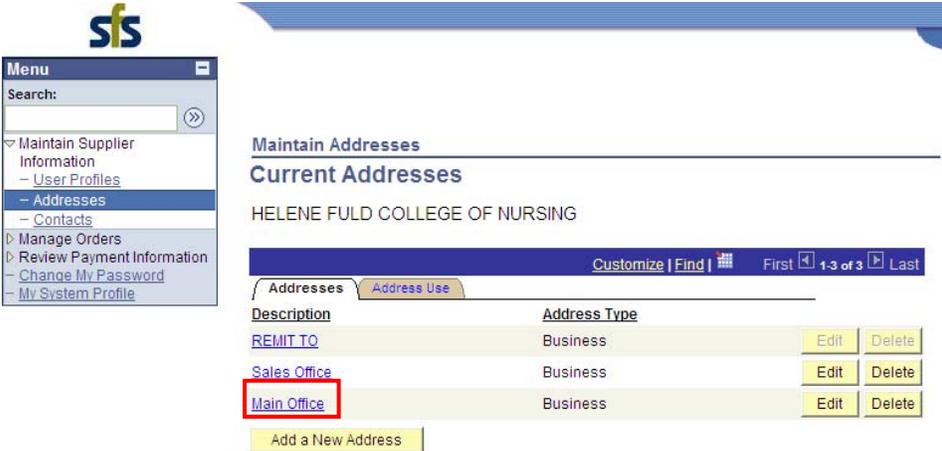
How Do I Edit an Address on My Vendor Record?

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> 

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4.	<p>Click the Edit 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', 'Addresses', and 'Manage Orders'. 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. Below the table is an 'Add a New Address' button.</p> <table border="1"><thead><tr><th>Description</th><th>Address Type</th><th>Edit</th><th>Delete</th></tr></thead><tbody><tr><td>REMIT TO</td><td>Business</td><td>Edit</td><td>Delete</td></tr><tr><td>Sales Office</td><td>Business</td><td>Edit</td><td>Delete</td></tr><tr><td>Main Office</td><td>Business</td><td>Edit</td><td>Delete</td></tr></tbody></table>	Description	Address Type	Edit	Delete	REMIT TO	Business	Edit	Delete	Sales Office	Business	Edit	Delete	Main Office	Business	Edit	Delete
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5.	<p>The system navigates the user to the Address Information page.</p> <p>Correct the address information on the page.</p> <p>The screenshot shows the 'Address Information' page for HELENE FULD COLLEGE OF NURSING. The page includes a 'Menu' on the left with options like 'Maintain Supplier Information', 'Manage Orders', and 'Review Payment Information'. The 'Addresses' section is selected. The main content area shows the following information:</p> <ul style="list-style-type: none"> HELENE FULD COLLEGE OF NURSING Description: Main Office Address Type: Business Country: USA (United States) Address 1: 124 Main St Address 2: (empty) Address 3: (empty) City: Albany County: (empty) Postal: 12203 State: NY (New York) Email ID: (empty) <p>Below the address information is a 'Telephone Information' table with columns for *Type, Prefix, Phone, and Ext. There are 'Add' and 'Delete' buttons for this table. At the bottom, there is a 'Date Change Will Take Effect' field set to 03/07/2011, and a 'Save' button. A note at the bottom indicates '* Required Field'.</p>

Step	Action
6.	<p>Once the address information has been updated, click the Save button at the bottom of the page.</p>  <p>The screenshot shows the 'Maintain Addresses' interface. On the left is a 'Menu' sidebar with 'Addresses' selected. 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. Below this is a 'Telephone Information' table with columns for Type, Prefix, Phone, and Ext, and buttons for Add and Delete. At the bottom, there are links for 'Return to Current Addresses' and 'Future Address', and a 'Save' button highlighted with a red box. A note at the bottom indicates '* Required Field'.</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 the 'sfs' logo and a 'Menu' sidebar. The main content area is titled 'Maintain Addresses' and 'Save Confirmation'. It displays a checkmark icon and the text 'The Save was successful.' Below this is an 'OK' button.</p>

Step	Action
8.	An email notification of the change made to the vendor's record will be sent to the primary contact on file.
9.	<p>To view the edited address, click the Description Link of the address you would like to view.</p>  <p>The screenshot shows the SFS interface for 'Maintain Addresses'. On the left is a navigation menu with options like 'Maintain Supplier Information', 'Addresses', 'Contacts', 'Manage Orders', and 'Review Payment Information'. The main content area displays 'Current Addresses' for 'HELENE FULD COLLEGE OF NURSING'. A table lists three addresses: 'REMIT TO', 'Sales Office', and 'Main Office'. The 'Main Office' link is highlighted with a red box. Below the table is an 'Add a New Address' button.</p>