Update Supplier Location Training

2. Select Business.
3. Select Purchasing on the Business Page, Learn more.
4. Select Supplier Resource.
5. On the Supplier Resource Page, Select Supplier Login.

6. Log into the page with your username and password.
7. On your homepage select the 3 lines on the left-hand side.

8. A pop-up will appear with Source to Pay Supplier view, select Source to Pay Supplier view.

9. The Home pop-up will appear, select Home.
10. Select Admin.

11. Select Address Book.
12. Select Create.

13. Fill in Address Name, Address Line 1, City, State, Postal Code, area code, phone number & email.

14. Select + symbol.
15. Select Address Purpose drop down to select reason for update.

16. See Purpose List and select applicable.
17. See selection and review entries.

18. Click Save.

20. To Remove a location, select trash can image. See Pop up, select Yes to remove location.