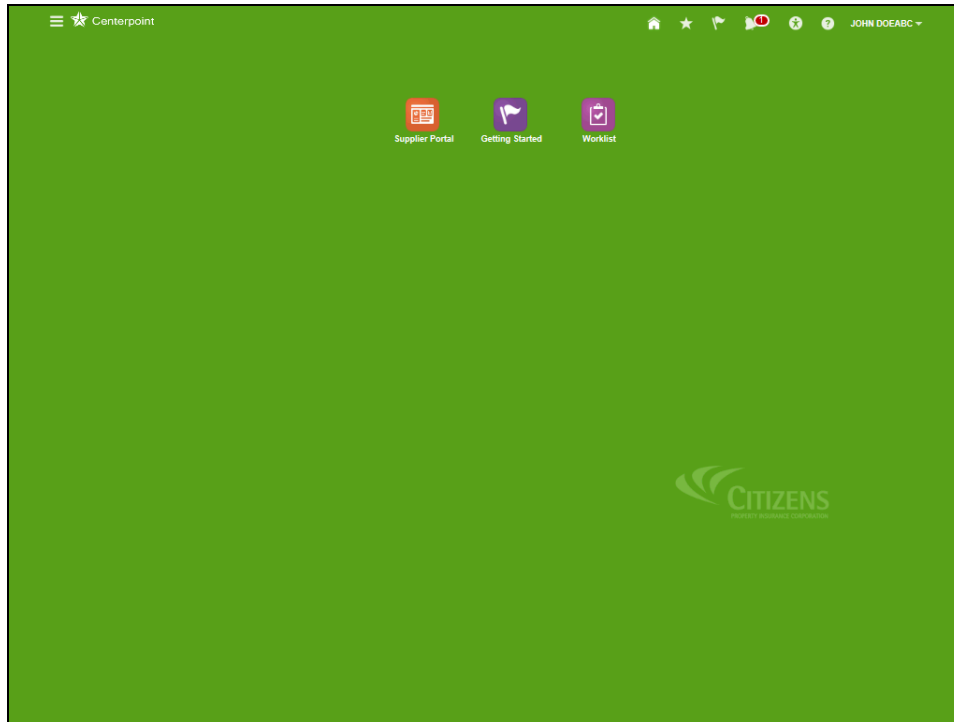

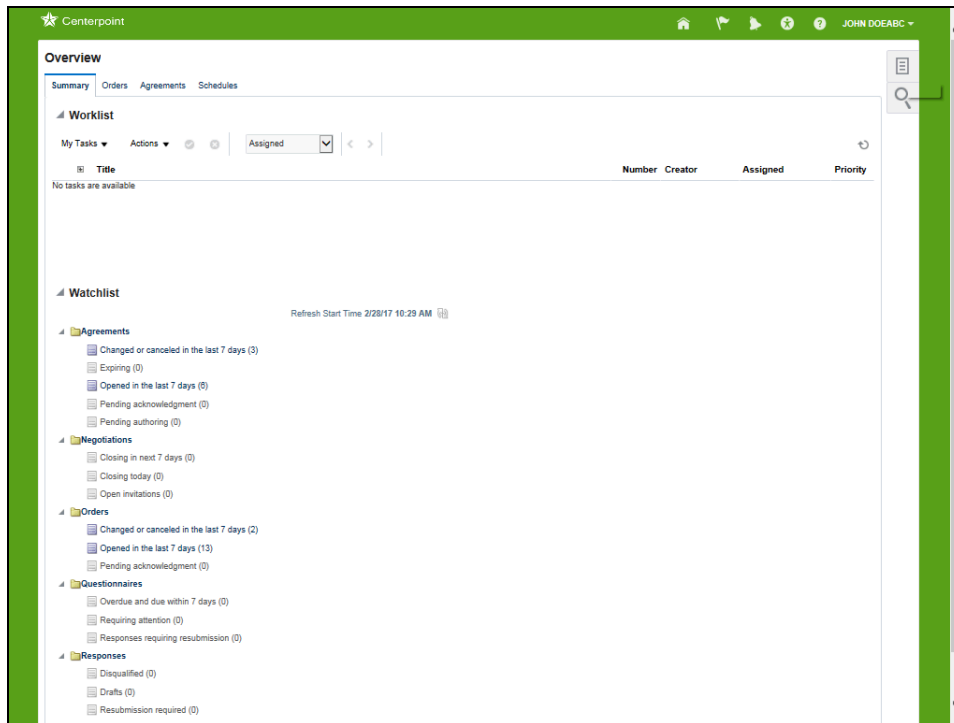

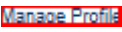



## Add New Contact in the Supplier Portal FRC

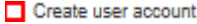





Step	Action
1.	Click the <b>Supplier Portal</b> button. 



Step	Action
2.	<p>The supplier portal summary page displays with the Watchlist.</p> <p>Click the <b>Tasks</b> button.</p> 
3.	<p>Click the <b>Manage Profile</b> link.</p> 
4.	<p>Click the <b>Create</b> button.</p> 
5.	<p>Click in the <b>First Name</b> field.</p> <p>First Name <input type="text"/></p>
6.	<p>Enter the desired information into the <b>First Name</b> field.</p> <p>Enter a valid value e.g. "<b>JANE</b>".</p> <p>First Name <input type="text"/></p>
7.	<p>Click in the <b>Last Name</b> field.</p> <p>Last Name <input type="text"/></p>

Step	Action
8.	<p>Enter the desired information into the <b>Last Name</b> field.</p> <p>Enter a valid value e.g. "<b>SMITH</b>".</p> <p>Last Name <input type="text"/></p>
9.	<p>Click in the <b>Phone Area Code</b> field.</p> <p><input type="text"/></p>
10.	<p>Enter the desired information into the <b>Phone Area Code</b> field.</p> <p>Enter a valid value e.g. "<b>850</b>".</p>
11.	<p>Click in the <b>Phone</b> field.</p> <p><input type="text"/></p>
12.	<p>Enter the desired information into the <b>Phone</b> field.</p> <p>Enter a valid value e.g. "<b>666-7777</b>".</p>
13.	<p>Click in the <b>E-Mail</b> field.</p> <p>E-Mail <input type="text"/></p>
14.	<p>Enter the desired information into the <b>E-Mail</b> field.</p> <p>Enter a valid value e.g. "<b>JSMITH@ABC.COM</b>".</p> <p>E-Mail <input type="text"/></p>
15.	<p>Click the <b>Administrative contact</b> option.</p> <p><input type="checkbox"/> Administrative contact</p>
16.	<p>You must add at least one address.</p> <p>In the Contact Addresses section, click the <b>Select and Add</b> button.</p> <p></p>
17.	<p>Click the <b>Address</b> cell.</p> <p><input type="text" value="CORPORATE"/> <input type="text" value="123 NO ROAD,TALLAHASSEE, FL 32308"/> <input style="background-color: #e0e0e0;" type="text" value="Ordering; Remit..."/></p>
18.	<p>Click the <b>Apply</b> button.</p> <p><input type="button" value="Apply"/></p>
19.	<p>Click the <b>OK</b> button.</p> <p><input type="button" value="OK"/></p>

Step	Action
20.	<p>In the User Account section, Create User Account must be checked.</p> <p>Click the <b>Create user account</b> option.</p> 
21.	<p>The correct role will default and must not be changed.</p> <p>If a change is required, VMO must make the correction.</p> <p>Click the <b>Save and Close</b> button.</p> 
22.	<p>Click the <b>OK</b> button.</p> 
23.	<p>The update is complete.</p> <p>Click the <b>Done</b> button.</p> 
24.	<p>This topic covered:</p> <ul style="list-style-type: none"> <li>- Adding a new contact person to your supplier portal profile</li> </ul> <p><b>End of Procedure.</b></p>