

## Add New Contact in the Supplier Portal FRC

☰ 🛠 Centerpoint				Â	*	۴	<b>)</b>	8	?	JOHN DOEABC +
	Supplier Portal	Getting Started	Worklist							

Step	Action
1.	Click the Supplier Portal button.



Centerpoint	Â	🕫 🔺 ۳	OF JOHN DOEABC ·
Overview			E
Rummann Orders Assessments Scheduler			E
Summary Orders Agreements Schedules			0
✓ Worklist			
My Tasks 🗸 Actions 🗸 🌝 🙁 Assigned 🔽 < >			Ð
⊛ Title	Number Creator	Assigned	Priority
No tasks are available			
Watchlist Defects Over Texa 2/2017 40:20 AM			
A CAreements			
Changed or canceled in the last 7 days (3)			
Expiring (0)			
Opened in the last 7 days (6)			
Pending acknowledgment (0)			
Pending authoring (0)			
A Degotiations			
Closing in next 7 days (0)			
Closing today (0)			
Open invitations (0)			
⊿ 🛅 Orders			
Changed or canceled in the last 7 days (2)			
Opened in the last 7 days (13)			
Pending acknowledgment (0)			
Questionnaires			
Overdue and due within 7 days (0)			
Requiring attention (0)			
Responses requiring resubmission (0)			
Disquaimed (U)			
Lirans (U)			

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



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



Step	Action
20.	In the User Account section, Create User Account must be checked.
	Click the Create user account option.
	Create user account
21.	The correct role will default and must not be changed.
	If a change is required, VMO must make the correction.
	Click the Save and Close button.
	Save and Close
22.	Click the <b>OK</b> button.
	OK
23.	The update is complete.
	Click the <b>Done</b> button.
	Done
24.	This topic covered:
	- Adding a new contact person to your supplier portal profile <b>End of Procedure.</b>