

Edit Existing Contact Information in Supplier Portal FRC

☰ ☆ Centerpoint				â	*	۴)	8	8	JOHN DOEABC -
	Supplier Portal	Getting Started	Worklist							

Step	Action
1.	Click the Supplier Portal button.



Centerpoint			â	۴)	8	3	JOHN DO	EABC 🤊
Dverview									
Annual Onter Annual Other									E
Summary Orders Agreements Schedules									0
✓ Worklist									
My Tasks = Actions = 0 0 Assigned									
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■ Title			Number Creato	HT .	Assig	ned	F	Priority	
No tasks are available									
A Watchlist		Supplier Performance F	Reports						
Refresh Start Tim	e 2/28/17 9:21 AM 🖗	access denied for user to path /shared	I/Procurement/Analytic	Library/E	imbedded C	ontent/S	upplier		
A CAgreements		Ponarauppier Penormanoe Report.							
Channed or canceled in the last 7 days									
Evolution									
Expanded to the last 2 days									
Opened in the last / days									
Pending acknowledgment									
Pending authoring									
A Depotiations									
Closing in next 7 days									
Closing today									
Open invitations									
Conters									
Changed or canceled in the last 7 days									
Opened in the last 7 days									
Pending acknowledgment									
Overdue and due within 7 days									
Overdee and due winner r days Requiring attention									
Requiring attention									
Responses requiring resubmission									
A CREsponses									
Disqualified									
Drafts									
Resubmission required									

Step	Action
2.	The supplier portal summary page displays, including the Watchlist.
	Click the Tasks button.
3.	Click the Manage Profile link.
	Manage Profile
4.	Click the DOEABC , JOHN Name line.
	DOEABC, JOHN jdoeabo@abc.com 🗸 🗸 Active
5.	Click the Edit button.



Step	Action
6.	Updates that can be made include:
	 Name and phone details Administrative contact Contact address can be added or removed if multiple addresses exist Account status can be inactivated, if needed Password can be reset
	Click the Phone Number to update.
	999-9999
7.	Enter the desired information into the Phone field.
	Enter a valid value e.g. "888-8888".
8.	Click the Save and Close button.
	Save and Clos
9.	Click the OK button.
	OK
10.	The update is complete.
	Click the Done button.
	Done
11.	This topic covered:
	- Updating the contact details on your supplier portal profile End of Procedure.