

To successfully transact in the Statewide Financial System (SFS), it is important to **first** refer to the related SFS Handbook. Job aids should be referred to as quick reminders on how to process transactions. SFS Handbooks provide more context and include screenshots.

Job Aid Number	JAA-VEN101-034
Purpose	This quick guide provides the steps necessary to update or add an email address to an existing vendor contact.
User Role	SFS VENDOR DELEGATED ADMIN
Date Modified	12/07/2023
Related SFS Handbook	SFS Training for Vendors



Concept


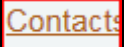



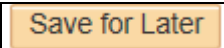
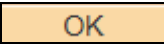

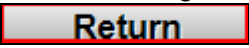
An email address can be added or updated for a vendor contact via the Supplier Change Request page.






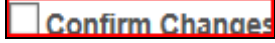
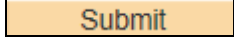

Predecessor(s)	
Transactions that should occur before this task.	
N/A	

Successor(s)	
Transactions that should occur after this task.	
N/A	

Procedure

Step	Action
1.	<p>From the Vendor Portal home page, click on the Supplier Change Request tile.</p> <p><small>Supplier Change Request</small></p>  <p>Alternative navigation: From the NavBar navigate to: Menu > Maintain Supplier Information > Supplier Charge Request > Initiate Supplier Change.</p> 

Step	Action
2.	Click the Create New Request button. 
3.	Click the Contacts link. 
4.	Click the Edit button. 
5.	Enter the applicable value into the Email ID field. 
6.	Click the OK button. 
7.	If you are not ready to submit your change request for review and approval, click the Save for Later button to save your changes. 
8.	Click the OK button. 
9.	Your Change Request ID will be automatically assigned by the system. Click the Return to Supplier Home Page link to return to the Supplier Home Page . <u>or</u> Click the Return to Supplier Change Request Selection Page link to return to the Supplier Change Request Selection page.
10.	In this job aid, click the Return to Supplier Change Request Selection Page link. 
11.	Click the applicable Request ID link to review the change request information.
12.	After reviewing the change request information, click the Return button. 
13.	Note: <ul style="list-style-type: none"> • To withdraw your request, click the Withdraw icon associated with your request. • Change requests submitted for review and approval cannot be withdrawn. <p>You may need to scroll to see this icon.</p>

Step	Action
14.	Click the Edit icon associated with your request, to edit and submit your request for review and approval. 
15.	Click the Submit link to submit your change request for review and approval. 
16.	Click the Audit Reason Code field drop-down list. 
17.	Select the Address Update list item. 
18.	Enter the applicable value into the Comments field. 
19.	Select the Confirm Changes checkbox. 
20.	Click the Submit button to submit your request for review and approval. 
21.	Click the Return to Supplier Home Page link to return to the Supplier Homepage . 
22.	End of Procedure.