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-VEN101-006**
Purpose	This quick guide describes the steps to add a contact to a NYS Vendor Record.
User Role	**SFS VENDOR GUEST LOGIN, SFS VENDOR REGULAR USER**
Date Modified	**4/20/2023**
Related SFS Handbook	SFS Training for Vendors

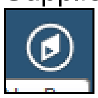
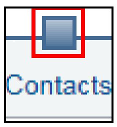
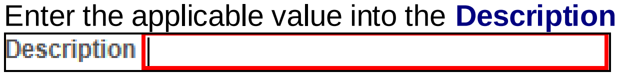
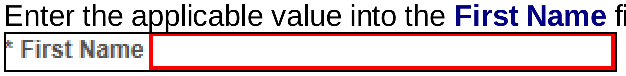
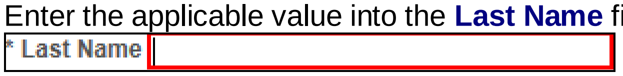
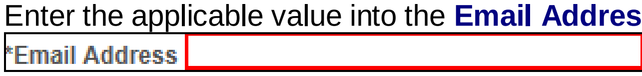
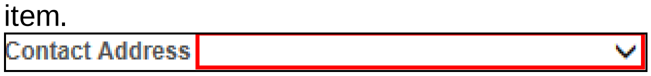
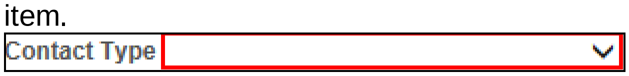
Concept

Vendor Self-Service (eSupplier) is a system that allows vendors to maintain information pertaining to their addresses and contacts.

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.	From the **NavBar**, navigate to: Menu > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change. 
2.	Click the **Create New Request** button. 
3.	Click the **Contacts** link. 
4.	Click the **Add New Contact** button. 
5.	Enter the applicable value into the **Description** field. 
6.	Enter the applicable value into the **First Name** field. 
7.	Enter the applicable value into the **Last Name** field. 
8.	Enter the applicable value into the **Email Address** field. 
9.	Click the **Contact Address** field drop-down list and select the applicable list item. 
10.	Click the **Contact Type** field drop-down list and select the applicable list item. 
11.	Enter the **Phone information** associated with the contact.
12.	Click the **Submit** link. 

Step	Action
13.	Click the **Audit Reason Code** field drop-down list. Audit Reason Code
14.	Select the **Contact Update** list item. Contact Update
15.	Enter the applicable value into the **Comments** field. Comments
16.	Select the **Confirm Changes** checkbox. Confirm Changes
17.	Click the **Review** button to review the changes. Review
18.	After the information is reviewed, click the **Return** button. Return
19.	Click the **Submit** button to submit your request for review and approval. Submit
20.	**End of Procedure.**