

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-VEN101-037
Purpose	This quick guide provides the steps necessary to update an email address for an existing vendor address.
User Role	SFS VENDOR DELEGATED ADMIN
Date Modified	12/15/2023
Related SFS Handbook	SFS Training for Vendors



Concept







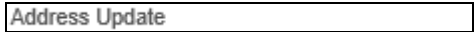



An email address can be added or updated for a vendor address via the Supplier Change Request page.



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 My Homepage, click the Supplier Change Request tile.</p>  <p>Alternative Navigation: NavBar > Menu > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change.</p>
2.	<p>Click the Create New Request button.</p> 

Step	Action
3.	<p>Note: The Supplier Change Request welcome screen can take about 20 seconds to load.</p>
4.	<p>Click the Addresses link.</p> 
5.	<p>Note:</p> <ul style="list-style-type: none"> The default addresses that can be used for Ordering and Remitting will have a selected checkbox in the Ordering and Remitting columns associated to the addresses. A change to the email on the Ordering address will change the default email address to which PO(s) are dispatched.
6.	<p>Click the Edit button associated to the address that you want to update.</p> 
7.	<p>Enter the applicable value into the Email ID field.</p> 
8.	<p>Click the OK button.</p> 
9.	<p>Click the Submit link.</p> 
10.	<p>Click the Audit Reason Code field drop-down list.</p> 
11.	<p>Select the Address Update list item.</p> 
12.	<p>Enter the applicable value into the Comments field.</p> 
13.	<p>Click the Confirm Changes checkbox.</p> 
14.	<p>Click the Submit button to submit your change request for approval.</p> 
15.	<p>Once the change request is approved and applied, you can return to the Supplier Homepage to verify that the update is complete using the following navigation: NavBar > Menu > Maintain Supplier Information > Manage Supplier Addresses.</p>

Step	Action
16.	Click the Return to Supplier Home Page link to return to the Supplier Homepage . Return to Supplier Home Page
17.	Click the NavBar button. 
18.	Click the Menu button. 
19.	Click the Manage Supplier Addresses menu.
20.	Confirm the email address associated to the vendor address is updated in the Email Address column.
21.	Click the Description link to view the address details. Remit-To
22.	End of Procedure.