




iSupplier Profile Update - Address Book

Step	Action
1.	Click the HRSD iSupplier Responsibility. 
2.	The <i>iSupplier Portal Home</i> page displays. Click the Admin tab. 
3.	The <i>Administration</i> page displays. To add new or update existing addresses, Click the Address Book sidebar link. 
4.	Click the Create button. 
5.	Click in the Address Name field. 
6.	Enter a name into the Address Name field. Enter a valid value e.g. " Remit ".
7.	Press [Tab].
8.	Enter the desired information into the Country field. Enter a valid value e.g. " u ".
9.	Select United States Press [Tab].
10.	Enter the address into the Address Line 1 field. Enter a valid value e.g. " 123 Random Rd ".
11.	Press [Tab].
12.	Click in the City/Town/Locality field. 
13.	Enter the city into the City/Town/Locality field. Enter a valid value e.g. " Virginia Beach ".
14.	Click in the State/Region field. 

15.	Enter the desired information into the State/Region field. Enter a valid value e.g. " VA ".
16.	Click in the Postal Code field. 
17.	Enter the Zip Code number into the Postal Code field. Enter a valid value e.g. " 23455 ".
18.	Select the Payment Address option. <input type="checkbox"/>
19.	Click in the Note field. 
20.	Enter the desired information into the Note field. Enter a valid value e.g. " Adding Remit Pay Site ".
21.	Click the Save button to complete the Address update. 
22.	This topic covered: - Updating or adding a new Address to a Supplier Profile. End of Procedure.