iSupplier Profile Update - Contacts

Step	Action
1.	Click the **HRSD iSupplier** Responsibility. ▷ 📁 HRSD iSupplier
2.	The *iSupplier Portal Home* page displays. Click the **Admin** tab. Admin
3.	The *Administration* page displays. Click the **Contact Directory** sidebar link. ▫ Contact Directory
4.	You can update any of your information. Optionally, if you are the administrator for your company you can create new contacts. To update an existing contact (such as yourself) Click the **Update** button. ✏️
5.	The *Update Contact* page displays. Click in the **Phone Number** field. 123-4567
6.	Enter the new phone number into the **Phone Number** field. Enter a valid value e.g. "**823-5555**".
7.	Press **[Tab]**.
8.	Click in the **Job Title** field.
9.	Enter the Job into the **Job Title** field. Enter a valid value e.g. "**Sales Rep**".
10.	Click the **Save** button to complete the **Contact** update. Save
11.	**This topic covered:** - Updating Contact details on a Supplier Profile **End of Procedure.**