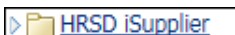
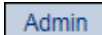
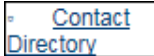






iSupplier Profile Update - Contacts

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. Click the Contact Directory sidebar link. 
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 <i>Update Contact</i> page displays. Click in the Phone Number field. 
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. 
11.	This topic covered: - Updating Contact details on a Supplier Profile End of Procedure.