




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.	<p>Enter the desired information into the State/Region field.</p> <p>Enter a valid value e.g. "VA".</p>
16.	<p>Click in the Postal Code field.</p> 
17.	<p>Enter the Zip Code number into the Postal Code field.</p> <p>Enter a valid value e.g. "23455".</p>
18.	<p>Select the Payment Address option.</p> <input data-bbox="331 506 375 548" type="checkbox"/>
19.	<p>Click in the Note field.</p> 
20.	<p>Enter the desired information into the Note field.</p> <p>Enter a valid value e.g. "Adding Remit Pay Site".</p>
21.	<p>Click the Save button to complete the Address update.</p> 
22.	<p>This topic covered:</p> <ul style="list-style-type: none"> - Updating or adding a new Address to a Supplier Profile. <p>End of Procedure.</p>