



iSupplier

Updating Existing Supplier Record

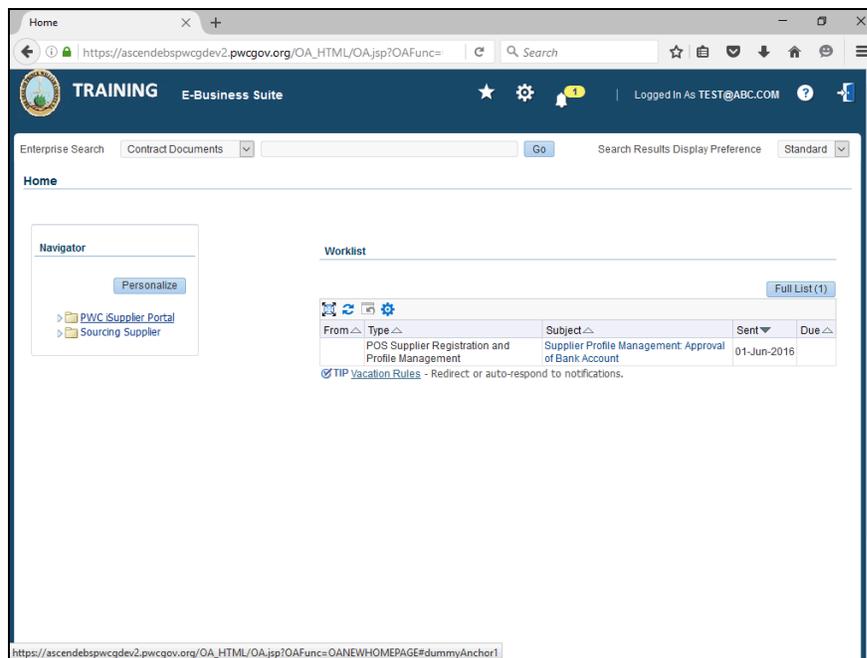
Update Supplier Contacts

The purpose of this topic is to demonstrate how to update Supplier contacts.

Procedure

This topic covers the following:

- 1) Making changes to an existing Supplier contact
- 2) Adding a new Supplier contact



Step	Action
1.	Click the PWC iSupplier Portal link. PWC iSupplier Portal
2.	Click the Admin link. Admin
3.	Click the Contact Directory link. Contact Directory
4.	Click the Update graphic. 
5.	Make the desired changes and click Save. Click in the Save field. 
6.	To add a new contact, Click the Create button. 
7.	Enter the contact's information and click Save. Your changes will be reviewed by Prince William County. You will receive a notification when the changes are approved or if more information is needed. Click in the Save field. 
8.	This topic covered the following: 1) Making changes to an existing Supplier contact 2) Adding a new Supplier contact End of Procedure.