

Department	
Responsibility/Role	
File Name	Updating Company Information_SPD
Revision	
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Last Changed by	
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Updating Company Information

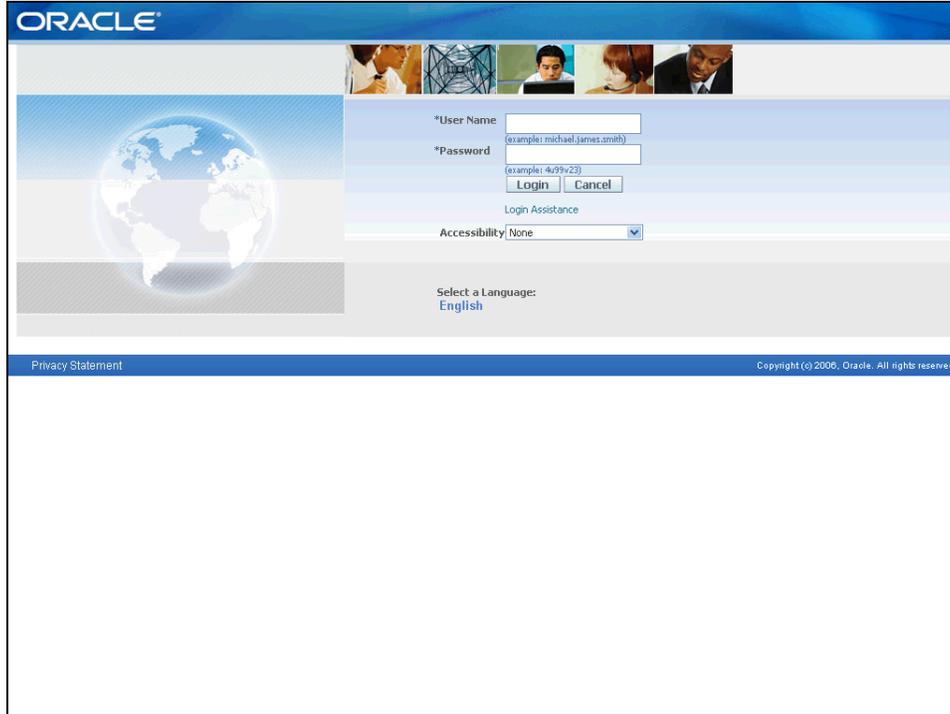
Trigger:

Required Field(s)	Comments

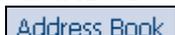
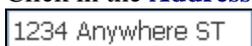
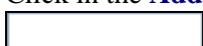
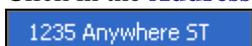
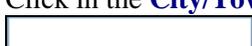
Output - Result(s)	Comments

Additional Information

Procedure



Step	Action
1.	Click in the User Name field. <input type="text"/>
2.	You will login with the User Name for your company (Example: Enter " mwsb12@gmail.com ".) Note: The User Name is the email address that was used during registration
3.	Click in the Password field. <input type="password"/>
4.	Enter your password (Example: Enter " METROGOV2 ")
5.	Click in the Login field. <input type="button" value="Login"/>

Step	Action
6.	You are going to login to the iSupplier Portal. Click the + to expand the menu options. 
7.	Click the Home Page link. 
8.	Click the Admin link. 
9.	Click Address Book 
10.	Click the Update graphic. 
11.	Click in the Address Line 1 field. 
12.	Press [Delete] .
13.	Enter the desired information into the Address Line 1 field. Enter " 5 ".
14.	Click in the ave field. 
15.	Click in the Create field. 
16.	Click in the Address Name field. 
17.	Click in the Address Name field. 
18.	Click in the Address Line 1 field. 
19.	Enter the desired information into the Address Line 1 field. Enter " 1235 ".
20.	Click in the Address Line 2 field. 
21.	Click in the City/Town/Locality field. 
22.	Enter the desired information into the City/Town/Locality field. Enter " Pegram ".
23.	Click in the County field. 
24.	Enter the desired information into the County field. Enter " Cheatham ".
25.	Click in the State/Region field. 

Step	Action
26.	Enter the desired information into the State/Region field. Enter " TN ".
27.	Click in the Postal Code field. <input type="text"/>
28.	Enter the desired information into the Postal Code field. Enter " 37143 ".
29.	Click in the Phone Area Code field. <input type="text"/>
30.	Enter the desired information into the Phone Area Code field. Enter " 615 ".
31.	Click in the Phone Number field. <input type="text"/>
32.	Enter the desired information into the Phone Number field. Enter " 555-1213 ".
33.	Click the Purchasing Address option. <input checked="" type="checkbox"/>
34.	Click in the ave field. <input type="text" value="ave"/>
35.	Click the Update graphic. 
36.	Click in the ave field. <input type="text" value="ave"/>
37.	Click the Contact Directory link. <input type="text" value="Contact Directory"/>
38.	Click in the Create field. <input type="text" value="Create"/>
39.	Click in the First Name field. <input type="text"/>
40.	Enter the desired information into the First Name field. Enter " John ".
41.	Click in the Last Name field. <input type="text"/>
42.	Enter the desired information into the Last Name field. Enter " Wilson ".
43.	Click in the Job Title field. <input type="text"/>
44.	Enter the desired information into the Job Title field. Enter " Warehouse Supervisor ".
45.	Click in the Phone Area Code field. <input type="text"/>
46.	Enter the desired information into the Phone Area Code field. Enter " 615 ".

Step	Action
47.	Click the cell. 
48.	Click in the Phone Number field. 
49.	Enter the desired information into the Phone Number field. Enter " 555 ".
50.	Click in the Phone Extension field. 
51.	Click in the ave field. 
52.	Click the Business Classifications link. 
53.	Click the option. 
54.	Click in the ave field. 
55.	Click in the ave field. 
56.	Click the Product & Services link. 
57.	Click the Select: option. 
58.	Click the Select: option. 
59.	Click in the Remove field. 
60.	Click the Return to Products and Services link. 
61.	Click the Home link. 
62.	End of Procedure.