

# Add or Update Supplier Address Work Instruction



## Add or Update Supplier Address

### Purpose:

This procedure is used to add or update Supplier Address.

### Prerequisites:

Registered as a Supplier.

### Menu Path:

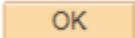
Oracle > Main Menu > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change

On the *Initiate Supplier Change* page complete the following actions

1. Click the  breadcrumb.

2. Click  to add an address.

Field	Description
Description	Enter Address 1
Country	Defaults to USA
Address	Enter Supplier's address
City	Enter Supplier's city
State	Enter Supplier's state
Postal	Enter Supplier's postal

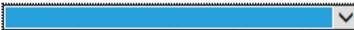
3. Click  when completed.

4. To view the complete address, click  .

 The system will not allow existing addresses to be updated or removed. If an address is no longer valid, please note that on the comments field in the Submit section, and it will be handled by the Supplier Management Team.

5. Click  when complete.

6. Click the drop-down to select the Audit Reason Code for changes made. This should describe the change you are requesting.

\*Audit Reason Code 

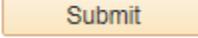
7. Please add comments if you need an address removed or have need to further explain your change request.

8. Click the checkbox to confirm the changes made  **Confirm Changes**

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9. Click  to verify data entered or  once completed.
10. You should receive an e-mail to the e-mail address provided on the submit panel when your changes have been approved, denied, or if further information is needed.

## Results

Message received once Supplier Change Request has been submitted.

### Supplier Change Request Submit Confirmation

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#### Pending Approval

 You have successfully submitted your Supplier Change Request

Your Change Request ID 000000000000018

Any email regarding the request status will be sent to:

Supplier has successfully submitted requested changes to their profile.