PROCUREMENT

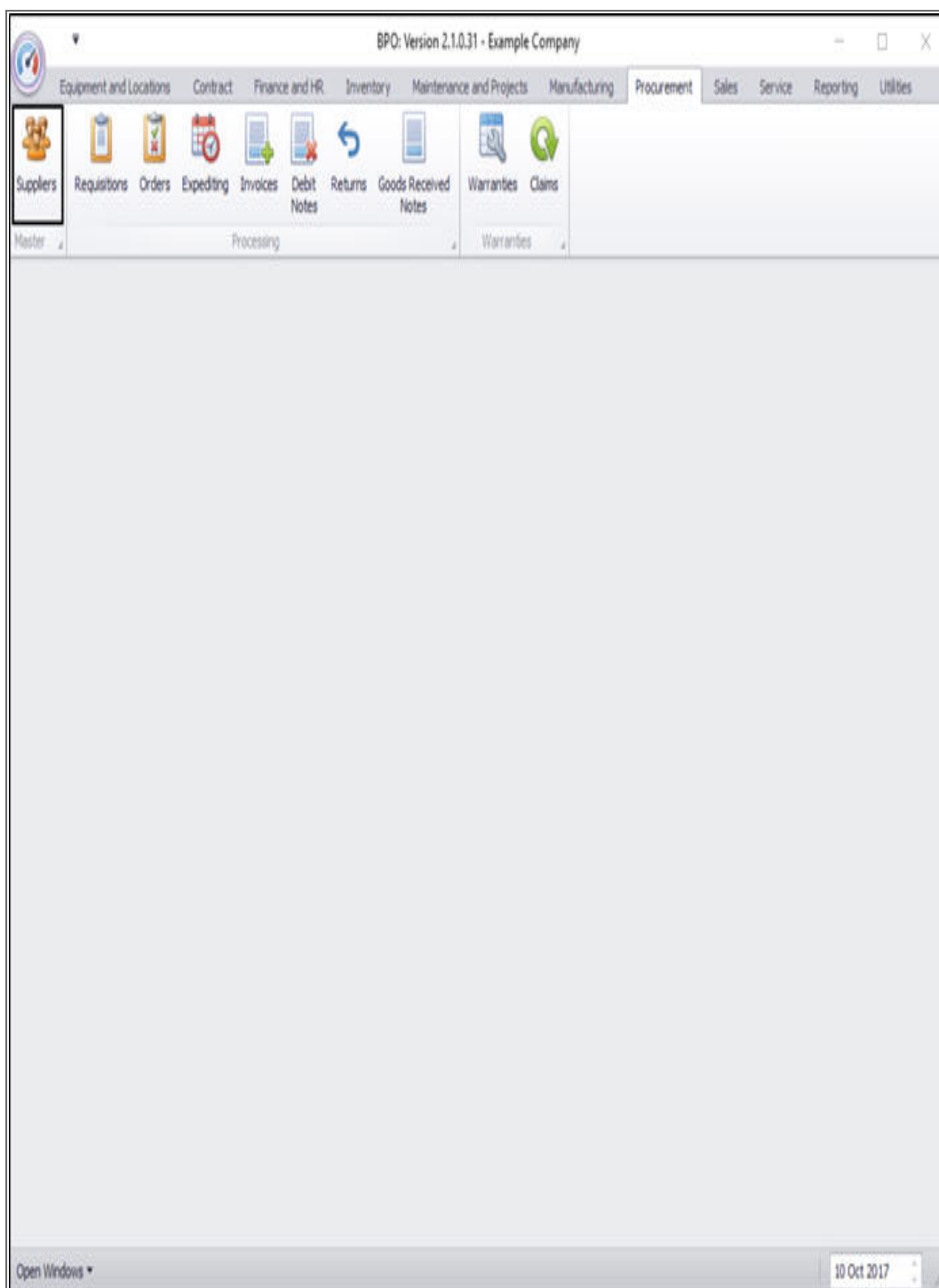## EDIT A SUPPLIER

Ribbon Access: *Procurement > Suppliers*
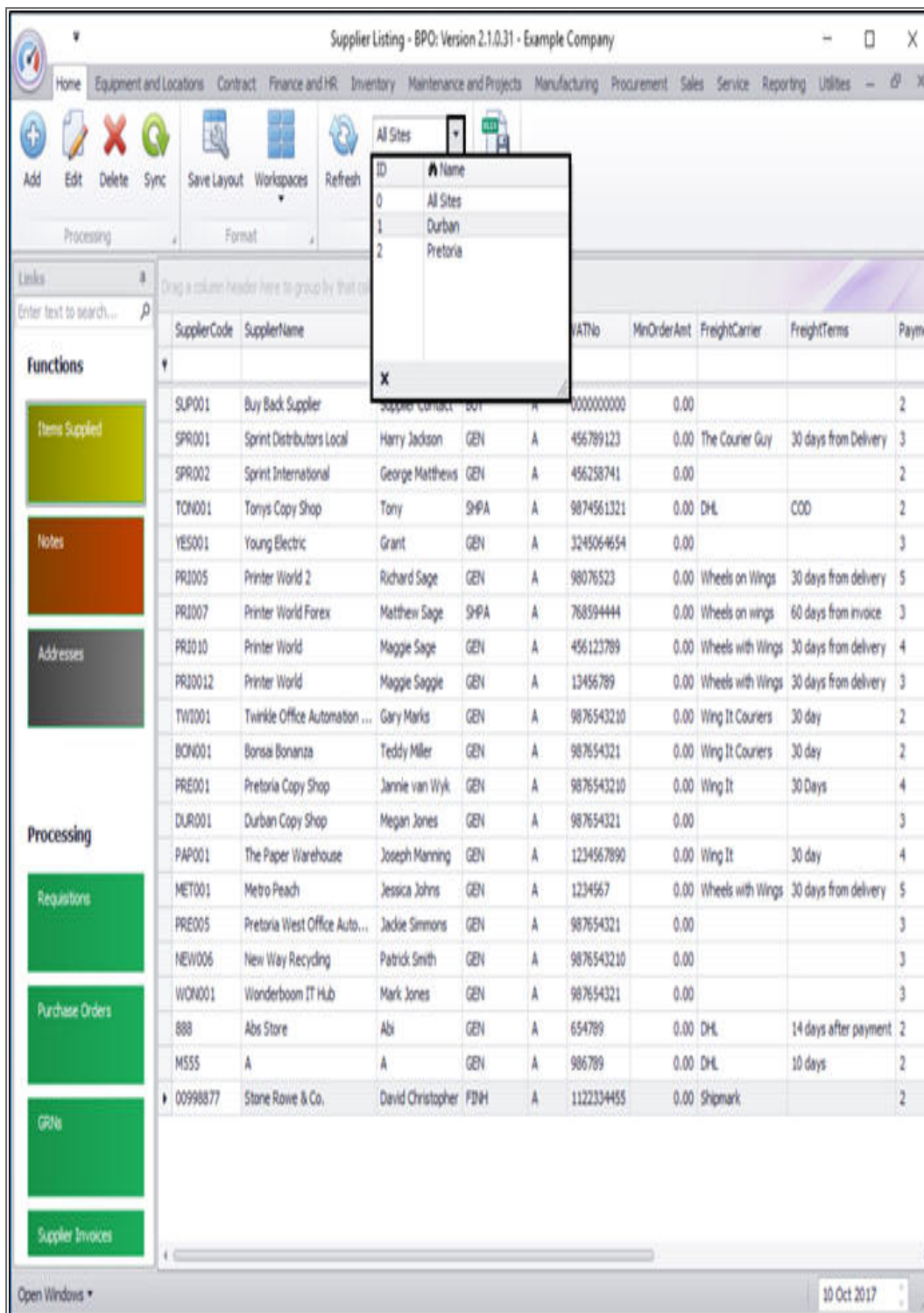
EDIT A SUPPLIER

In the *Supplier Listing* screen,

Select the Site

- In this image *Durban* has been selected.

SELECT SUPPLIER

- Select the *row* of the *Supplier* where you wish to make changes.
- Click on *Edit*.

EDIT SUPPLIER DETAILS

- The *Edit Supplier - Code [ ]* screen will be displayed.
  - In this image the *Primary Contact* has been selected to be changed.

SAVE CHANGES

- Make the required changes.
    - In this image the *new* Primary Contact name has been typed in.
- Click on *Save*.

- You will return to the *Supplier Listing* screen where the edited details can now be viewed.

MNU.056.002