

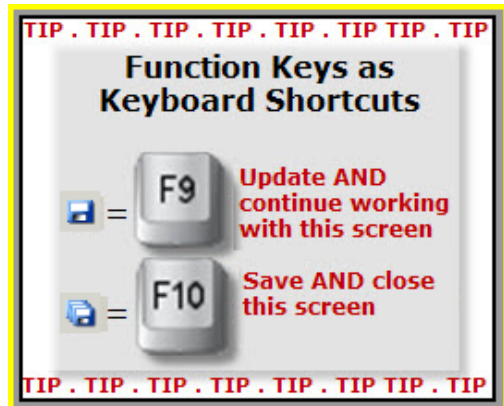
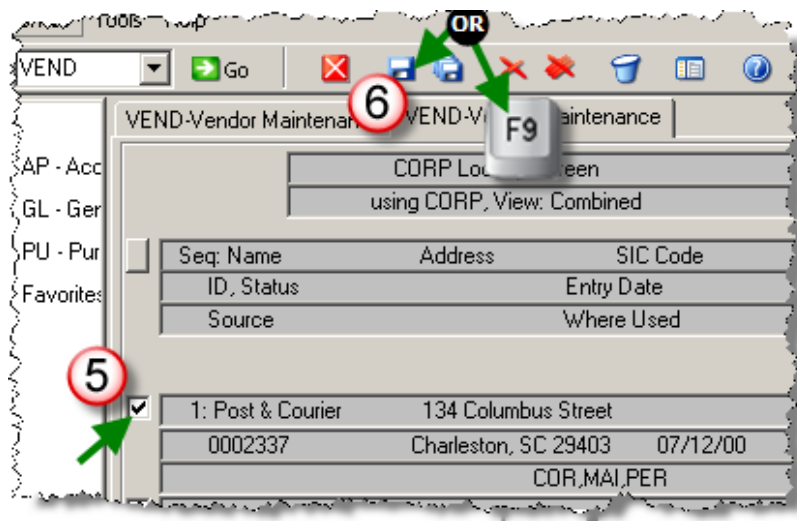
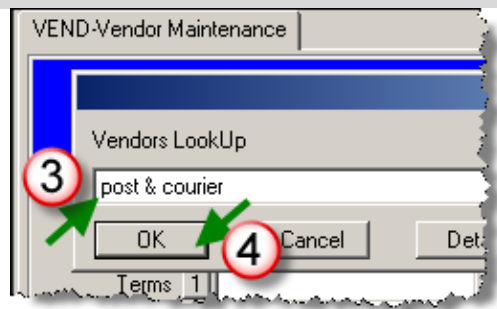
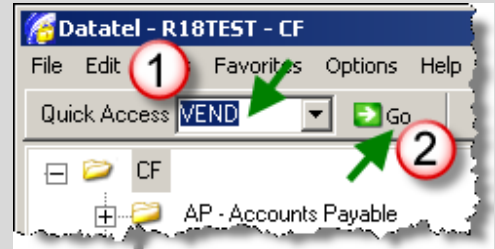
## PROCUREMENT: VENDOR DATA-CHANGE SCENARIOS

### Company Adds a PO Address

FROM DATATEL'S COLLEAGUE FINANCIALS (CF) MODULE...

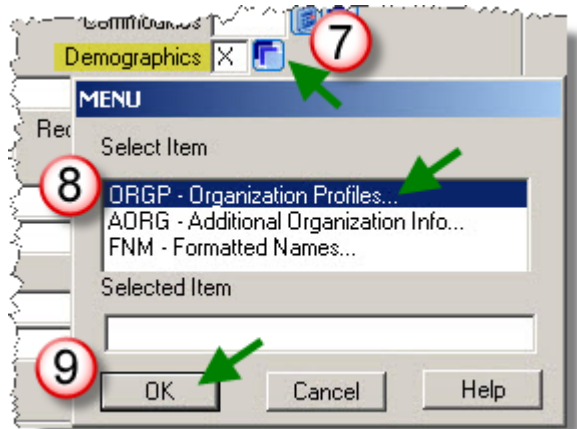
FIND THE VENDOR THAT REQUIRES AN ADDITIONAL ADDRESS.

1. Type **VEND** in the Quick Access drop-box
2. Select **GO**
3. Type the **vendor's name** in the Vendor Look-up text field
4. Select **OK**
5. Check the **checkbox** that corresponds to the correct vendor
6. Select the **SAVE** icon or the **F9** key



NAVIGATE TO THE VENDOR'S ORGP - ORGANIZATION PROFILES SCREEN.

7. Detail or Select the **blue button** to the right of the Demographics field
8. Highlight or Select the **ORGP-Organization Profiles...** MENU item
9. Select **OK**



**ADD THE NEW ADDRESS AND OTHER PERTINENT INFORMATION, SUCH AS PHONE NUMBERS OR FAX NUMBERS TO THE PROFILE.**

**10.** Add the **NEW** address information (see the [Add a Vendor Tutorial](#) for additional instruction).

**NOTE:** Be careful to **select the correct Address and Phone Types** for the new address.

**INDICATE THE REASON FOR THE NEW ADDRESS.**

**11.** Dropdown the **SOURCE** droplist that corresponds to the CHANGE section of the ORGP screen and **highlight** the most accurate **reason** for the additional address.

**12.** Select **UPDATE**

**13.** Select the **SAVE** icon **or** **F9**

**14.** If prompted, **select FINISH**

