

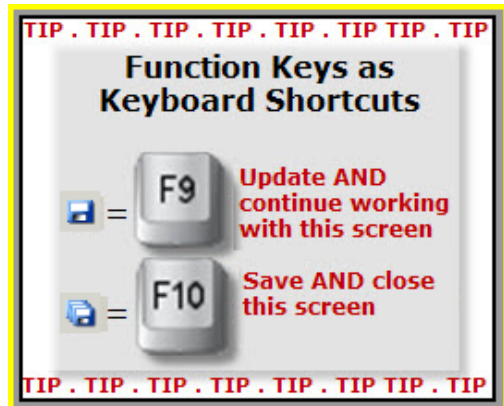
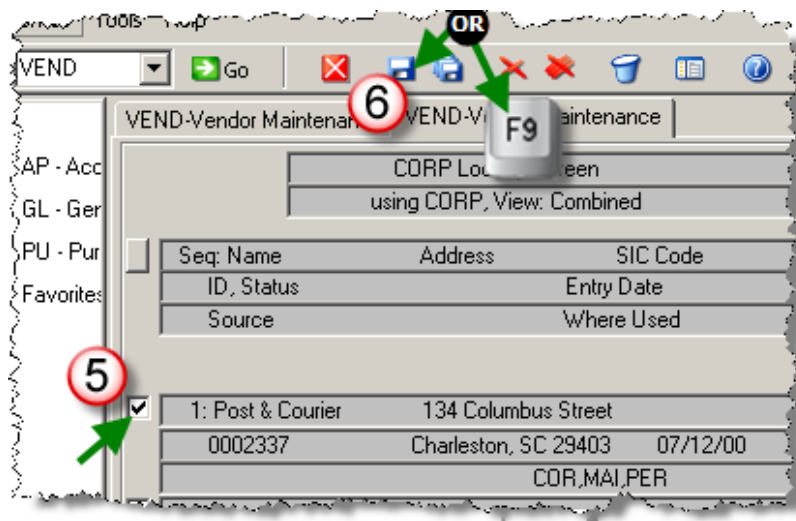
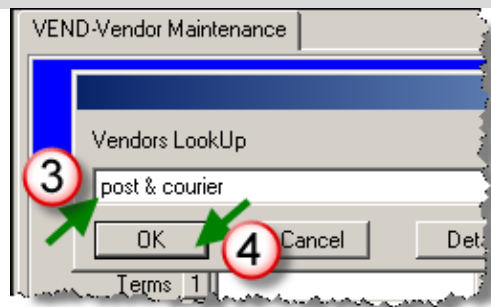
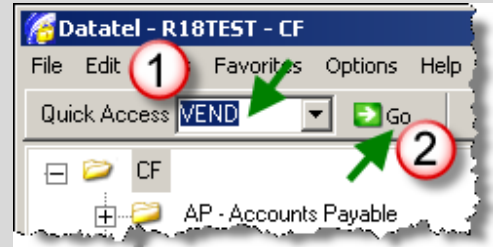
PROCUREMENT: *VENDOR DATA-CHANGE SCENARIOS*

Company Changes a PO Address

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

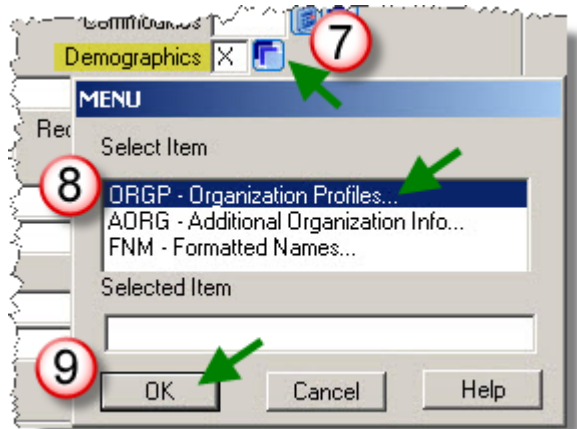
FIND THE VENDOR THAT REQUIRES AN ADDRESS CHANGE.

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



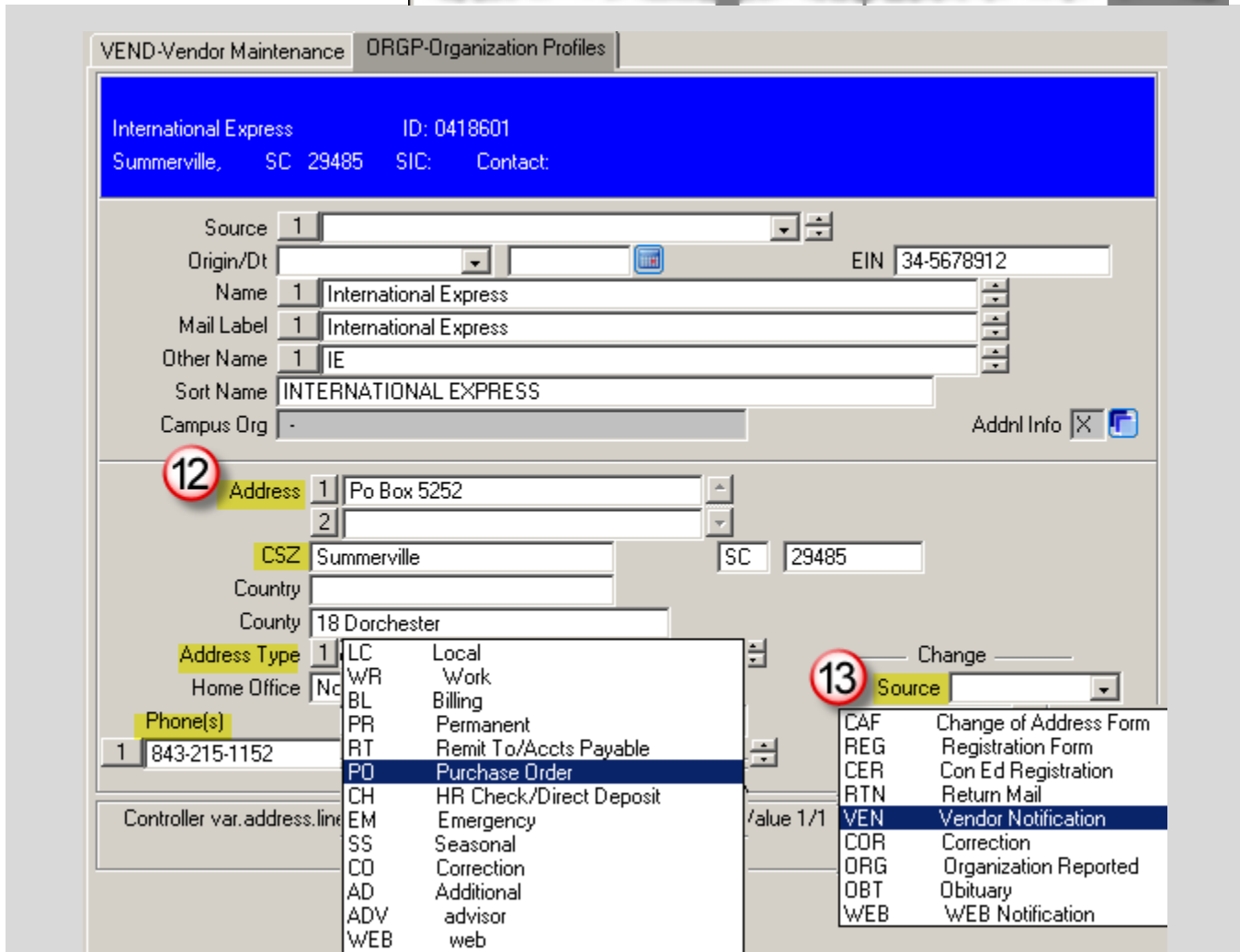
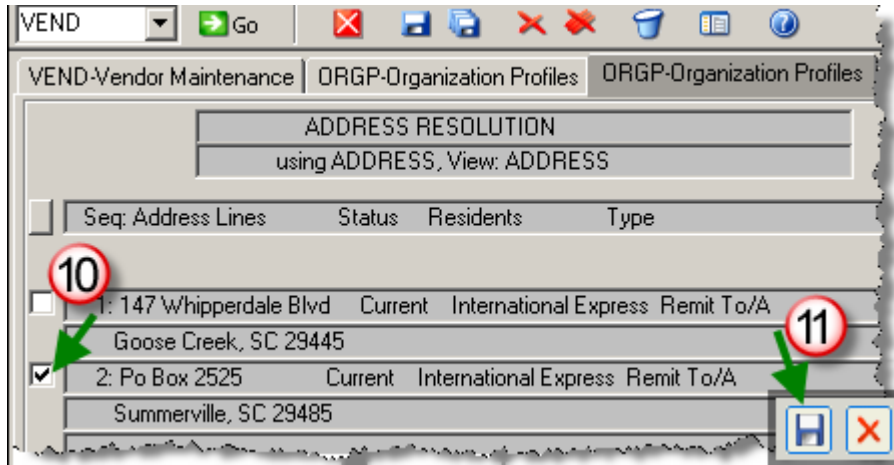
NAVIGATE TO THE VENDOR'S ORGP - ORGANIZATION PROFILES SCREEN.

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**



NAVIGATE TO THE ADDRESS EDIT SCREEN (ORGP).

- 10. Select the **checkbox** that corresponds with the address that is no longer valid
- 11. Click the **SAVE** icon at the bottom of the dialog box



- 12. Enter the **address modifications** including phone and phone type changes that are associated with this address
- 13. **Select** the most accurate **reason** for the address change
- 14. Select **UPDATE** (no corresponding capture)

DETERMINE WHETHER OR NOT THE ADDRESS HISTORY SHOULD BE MAINTAINED *(see notation below)*.

NOTE: Address history will be saved in all change-of-address cases except COR (correction), unless there is a justifiable reason for keeping the history on a correction.

15. Type **Y** or **N** and select **OK**

16. Select the **SAVE ALL** icon or the **F10** key to save your work *(no corresponding capture)*

