Overview

Vendors may be set up in either Purchasing or Accounts Payable. The preference being to set the vendor up in Purchasing and changes can be done in either, with Purchasing related changes normally being made in purchasing and AP changes in AP.
Change Phone Numbers
Change phone numbers for an existing address.

Navigate to Vendors > Vendor Setup/Maintenance > Vendor Information

The Vendor Information page displays.

1. Click the Find an Existing Value tab

2. Enter the Vendor ID (i.e. 0000013161)

3. Click Search

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.
You can also locate it by entering the first part of the vendor name and doing a search.

4. Enter NEW VEN in Name

The Search Results page displays.

There are three selections. In this case we want the one in the middle.

5. Click the hyperlink in the middle

The Vendor Information page displays.

Another option would be to use the Customer Number if known.
You may also do a search if you know part of the name.

6. Under Name 1 use the contains feature from the drop down and enter part of the name (i.e. FOR PROCESS)

7. Click Search

The Identifying Information page displays.

If there is only one option, it will automatically be called up.
The Vendor Information page displays.

One option that we really use is to search by customer number. (i.e. In this case 11212)

The Identifying Information page displays.

Once again it automatically goes to the vendor. Regardless any of these methods call up our vendor NEW VENDOR FOR PROCESS.

8. Since we are entering a phone number for an existing vendor, select the Address tab
The Address page displays.

9. Select the Vendor Address that you need to change the phone numbers for (i.e. In this example we will change the telephone listings for Address number two)

10. Change the additional Effective Date of the address to change numbers already in the system or to add additional numbers (i.e. In this case it must be greater than 03/27/2006)

This will give you a new Address Detail line. With the most recent one having the lower number (i.e. In this case 1 of 2).

11. Click the Telephone hyperlink

The Phone Information page displays.

You may either change one of the existing numbers or add a new type and number.
12. To change the exiting number, overwrite it.

13. To add new numbers, click the Plus (+) sign and enter the appropriate information.

14. Click **OK**

This takes you back to the **Address** panel.

15. Click **Save**

**Whom to Contact for Help?**

For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).