

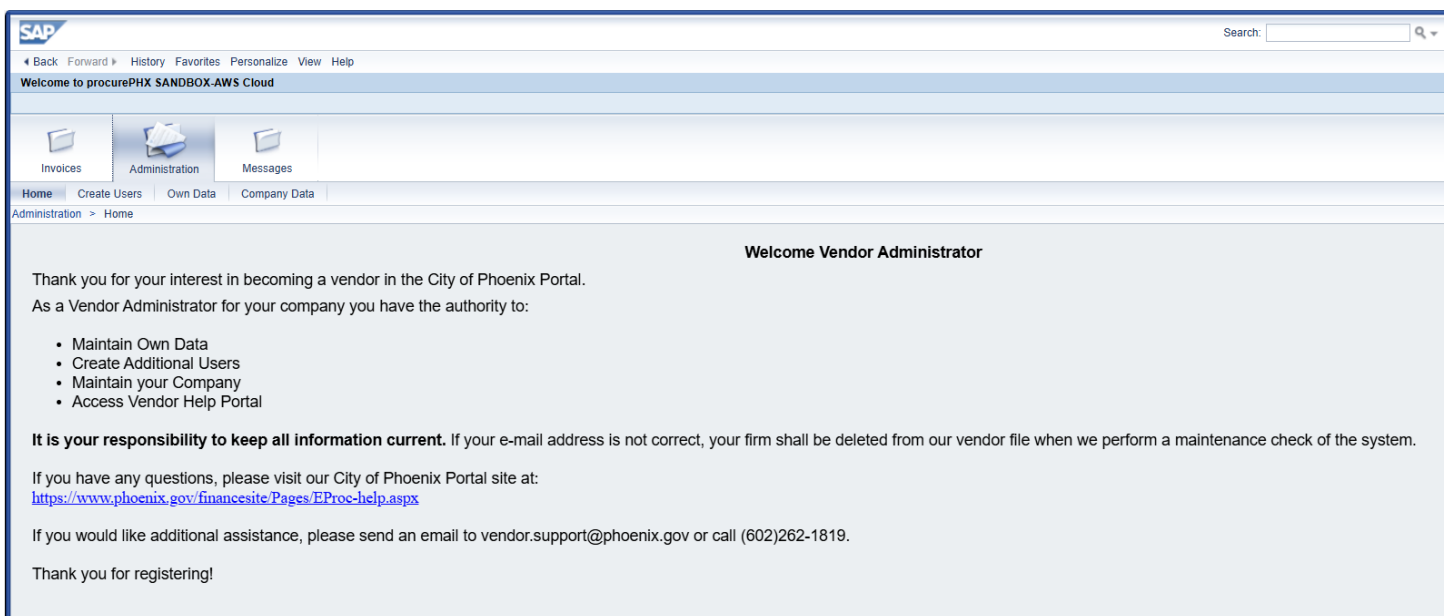


Verifying or Editing your Data

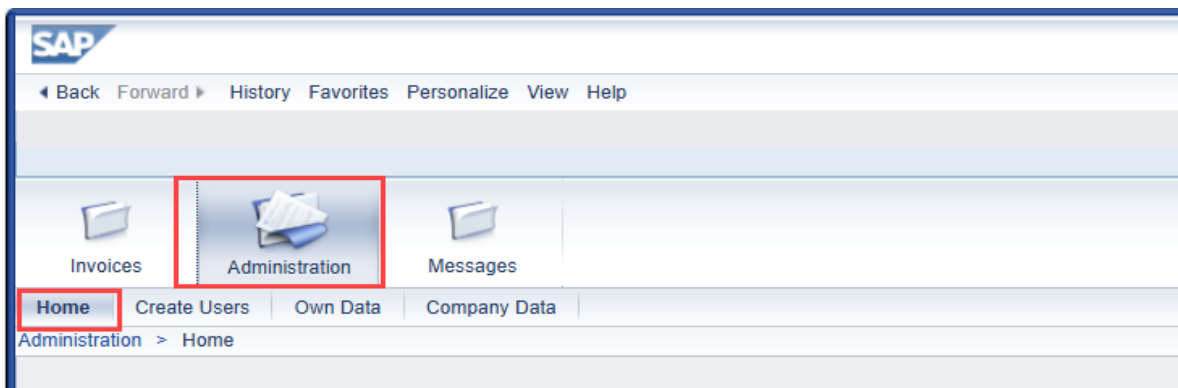
As a registered vendor, you can make changes to your vendor information.

Once you have logged into your account, you should see this screen. The only company data that can be maintained/changed is physical address, phone, email, W-9 attachment and if applicable Remit to address.

If your business has an entity change, please contact vendor.support@phoenix.gov



If your screen does not look like this click on **Administration** tab and then click **Home**.

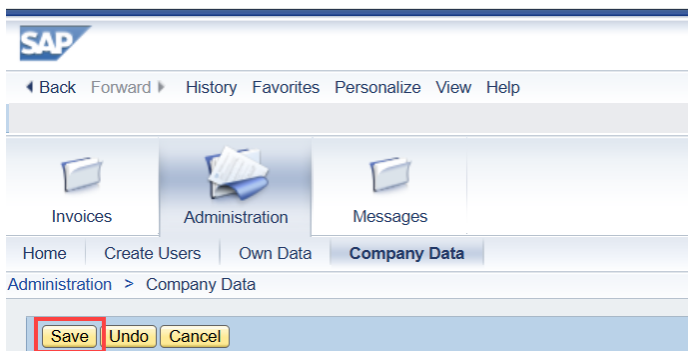
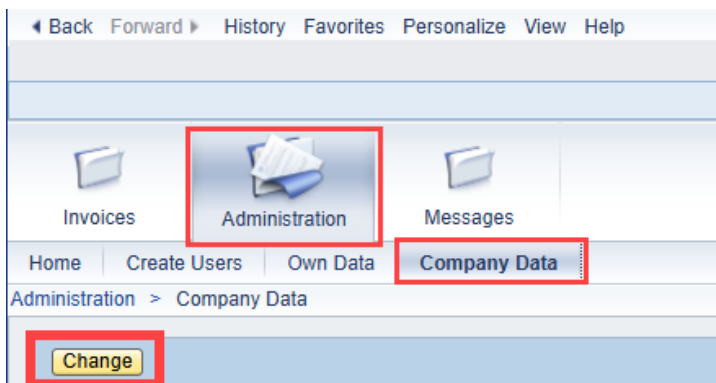


Verifying or Editing Company data

Here you will see the data we have on file for your company.

Click on **Company Data**

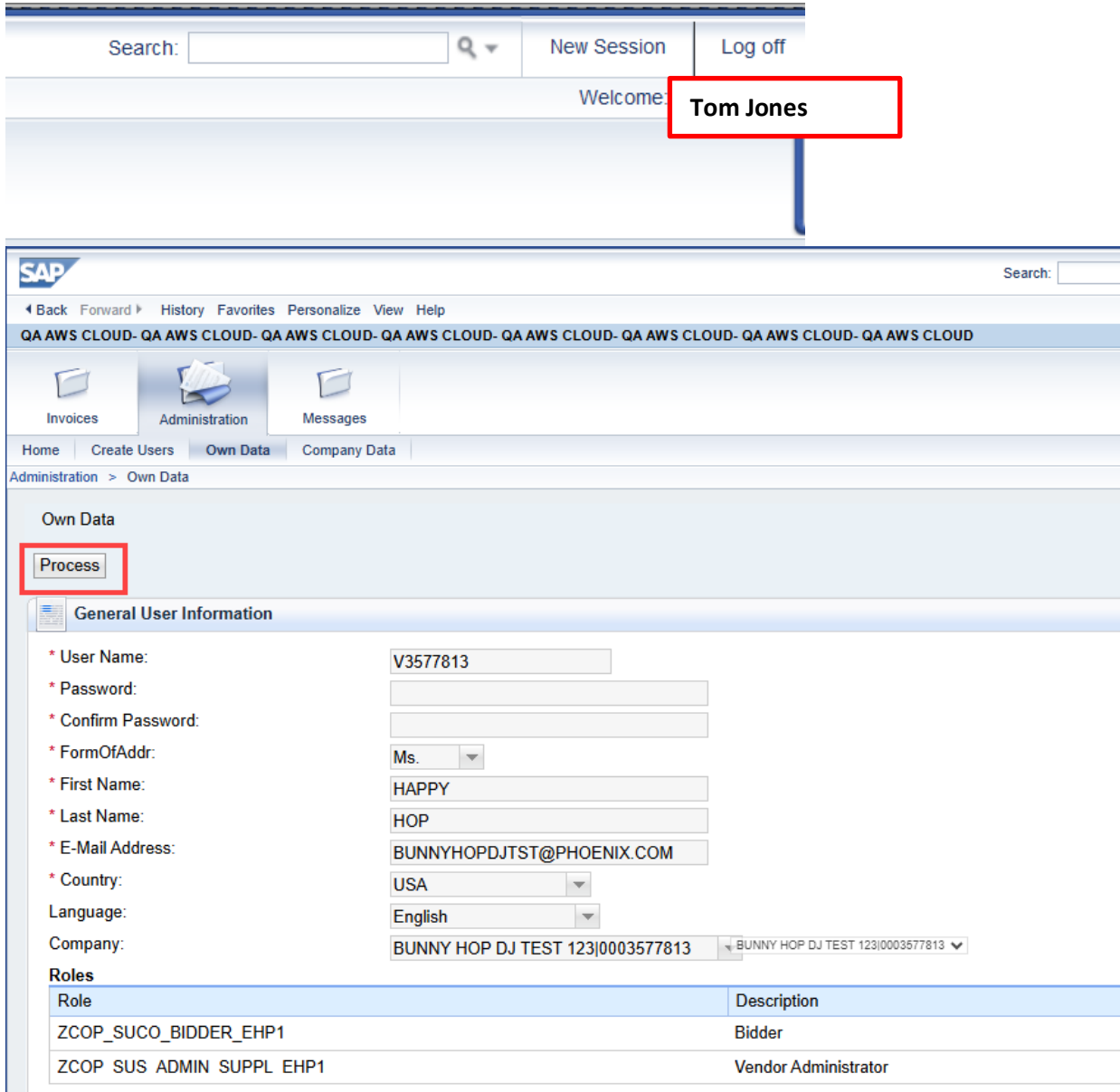
Scroll through and verify the company data. If you see something in need of editing, then click **Change** and just type over/edit the existing data.



Click Save.

To Verify or Edit Own Data

(Own data is the data for the person who is logged in)



Search:

Welcome: **Tom Jones**

SAP Search:

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Invoices Administration Messages

Home Create Users **Own Data** Company Data

Administration > Own Data

Own Data

Process

General User Information

* User Name: V3577813

* Password:

* Confirm Password:

* FormOfAddr: Ms.

* First Name: HAPPY

* Last Name: HOP

* E-Mail Address: BUNNYHOPDJTST@PHOENIX.COM

* Country: USA

Language: English

Company: BUNNY HOP DJ TEST 123|0003577813 BUNNY HOP DJ TEST 123|0003577813

Roles

Role	Description
ZCOP_SUCO_BIDDER_EHP1	Bidder
ZCOP_SUS ADMIN SUPPL EHP1	Vendor Administrator

Type any change you may have, then click **Process**.