How to Update Supplier

To update the supplier, Buyer must ensure they are in the correct Business Unit, as the system default is the buyer's default Business Unit, which may or may not appear on the requisition.

Buy Cent	al Office			
i Shopping a	s: YRKPR, Business Unit: (Yf	RKPR) York College Tax Levy	K	
Requisit	on • 174359655			
Summary	PO Preview	Comments 9	Attachments 7	History
General				۰۰۰ 🌶
Business				

If the Business Unit is not correct, update it by going to your **User** profile icon and selecting **Change BU** from the dropdown menu. Select the Business Unit that the requisition is associated with.

375.00 USD 📜 🗢 🖍	Select BU from the list below
Jesse Heard	Default Profile BARPR BCCPR
View My Profile	BKLPR
Dashboards	CNWPR
Manage Searches	COCPR
Manage Search Exports	COSPR
Set My Home Page	CSIPR
Change BU	FPCPR
Logout	GRDPR

On the **Requisition** page, scroll down to the line item. Click the down arrow and select the **Change Supplier** option from the dropdown menu.

1 Line						1 … 🗸	Empty: Buyer Phone
S & S WORL	DWIDE INC · To	otal · 217.02 USD				Actions for 1	selected item Change Supplier
∧ SUPPLIER D	etails 🚥 🥝	nitial Setup : PO BOX 845825, BOSTON, Mass	achu				Add to Favorites
Contract		no value	PO Number	To Be Assigned			Add To Active Cart
Quote num	ber	Quote # QU75728	P0 Clauses	2 Ec	lit View details	(Add to Draft Cart or Pending PR/PO > Add to PO Revision
Status	Item		Unit Price	Quantity	Ext. Price		Change Commodity Code
1 Ġ	11 23	and the second	217.02	Qty: 1	217.02	🗸	levels.) Workflow

In the **Change Supplier** window, select the new supplier using the **Search** magnifying glass icon. Select the **Fullfillment Address**. In the **Distribution Methods** section, select the checkbox to customize order distribution information and add the email address. Click the **Save** button when done.

Change Supplier						×
Existing Supplier	Supplier Not Known	1				
S&S Worldwide Inc	×Q	S&S Worldwide Inc	мі () х			
Fulfillment Address		~	Distribution Met	thods		\sim
💿 Main Epay01 🌻 -			The system will dis	stribute purchase orders using t	he method(s) indicated belo	ow:
O MAIN CHECK01 -			Check this b	ox to customize order distributior	information.	
			Email (PDF Attachment)	no value		
★ Required fields					Save Cl	ose

Verify the supplier by clicking the **Check Supplier** icon next to the **Supplier Details** heading.

1 Line		
S&S Worldwide Inc · Tot	al 217.02 USD	
∧ SUPPLIER DETAILS № ()	Main Epay01 : 75 Mill St, Colchester, Connectic	
Contract	no value	
Quote number	Quote # QU75728	
Status Item		