

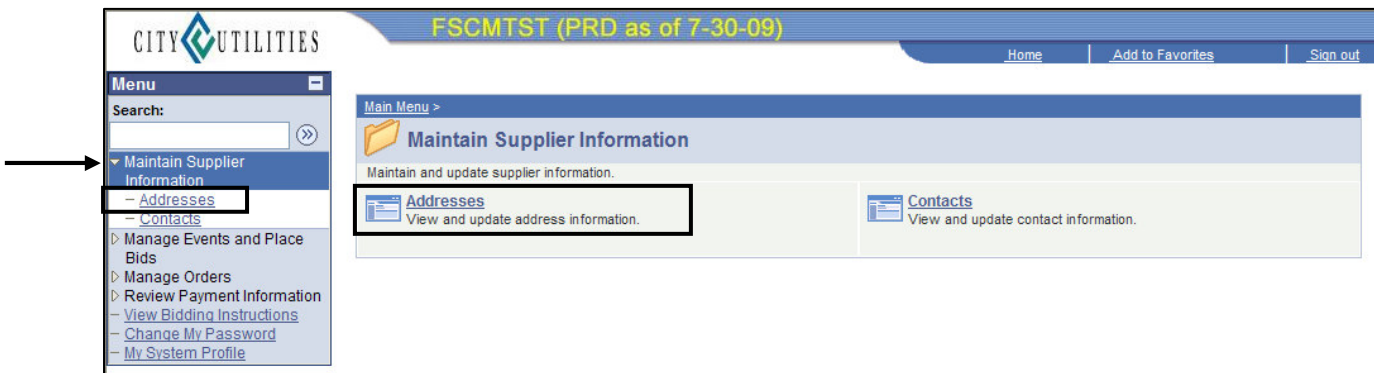
MAINTAIN SUPPLIER INFORMATION

The Maintain Supplier Information section of the system will allow the Vendor User to view, enter and change **Address** and **Contact** information pertinent to the vendor organization. Vendor Users can make updates to existing addresses, contact names, email addresses, telephone numbers, and other important data elements necessary for City Utilities to successfully do business with each Vendor.

Viewing and Changing Vendor Address Information

Click on the **Maintain Supplier Information** hyperlink within the Menu. Doing so will expand the Menu in the left hand window pane and also creates a window pane with icons on the right hand side of the page. The Vendor User can navigate to the vendor **Addresses** using either the Menu on the left, or the icons on the right hand side of the page.

Click **Addresses** to view your current Vendor Address details.



A listing of the current vendor Addresses will be displayed on the **Current Addresses** page.

Select the **Description** hyperlink for any of the listed Addresses to view more details about the Address.

CITY UTILITIES FSCMTST (PRD as of 7-30-09) Home Add to Favorites Sign out

Menu Search: [] []

- ▼ Maintain Supplier Information
 - Addresses
 - Contacts
- ▷ Manage Events and Place Bids
- ▷ Manage Orders
- ▷ Review Payment Information
- View Bidding Instructions
- Change My Password
- My System Profile

[Customize Page](#)

Maintain Addresses

Current Addresses

ABC VENDOR

Customize | Find | First 1-3 of 3 Last

Description	Edit
REMIT ADDRESS	Edit
ORDER ADDRESS	Edit
RETURN ADDRESS	Edit

If you have any questions or concerns about your company's Address or Contact information, please contact City Utilities' Purchasing Department, (417) 831-8363.

The **Address Information** page displays the details about the selected Address including the address, email, and phone numbers.

CITY UTILITIES FSCMTST (PRD as of 7-30-09) Home Add to Favorites Sign o

Menu Search: [] []

- ▼ Maintain Supplier Information
 - **Addresses**
 - Contacts
- ▷ Manage Events and Place Bids
- ▷ Manage Orders
- ▷ Review Payment Information
- [View Bidding Instructions](#)
- [Change My Password](#)
- [My System Profile](#)

Maintain Addresses

Address Information

ABC VENDOR

Description: ORDER ADDRESS

Country: USA United States

Address 1: 2525 N MAIN STREET

Address 2:

Address 3:

City: ANYTOWN

County: **Postal:** 65801

State: MO Missouri

Email ID: Orders@ABCVENDOR.com

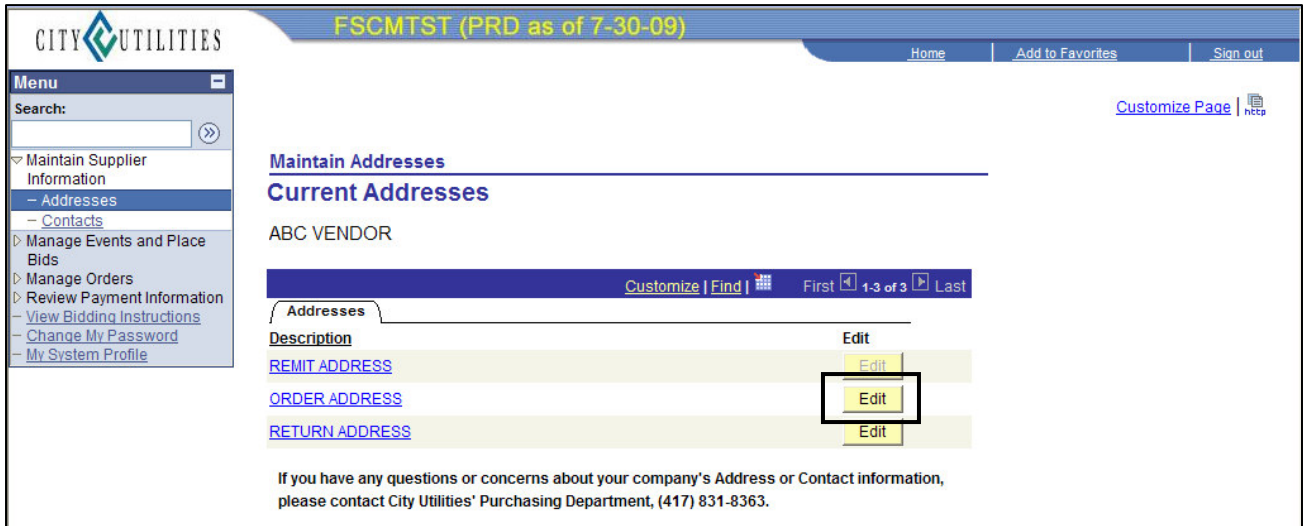
Telephone Information			
Type	Prefix	Phone	Ext
Business		417 5551212	
FAX		417/555-1213	
Toll Free		800/555-8888	

Date Change Will Take Effect: 10/09/2009

[Return to Current Addresses](#)

Select [Return to Current Addresses](#) to return to the main **Current Addresses** page.

Click the  button on the **Current Addresses** page to change existing vendor Address information.



CITY UTILITIES FSCMTST (PRD as of 7-30-09) Home Add to Favorites Sign out

Menu Search: [] []




- Maintain Supplier Information
 - Addresses
 - Contacts
- Manage Events and Place Bids
- Manage Orders
- Review Payment Information
 - View Bidding Instructions
 - Change My Password
 - My System Profile

Maintain Addresses

Current Addresses

ABC VENDOR

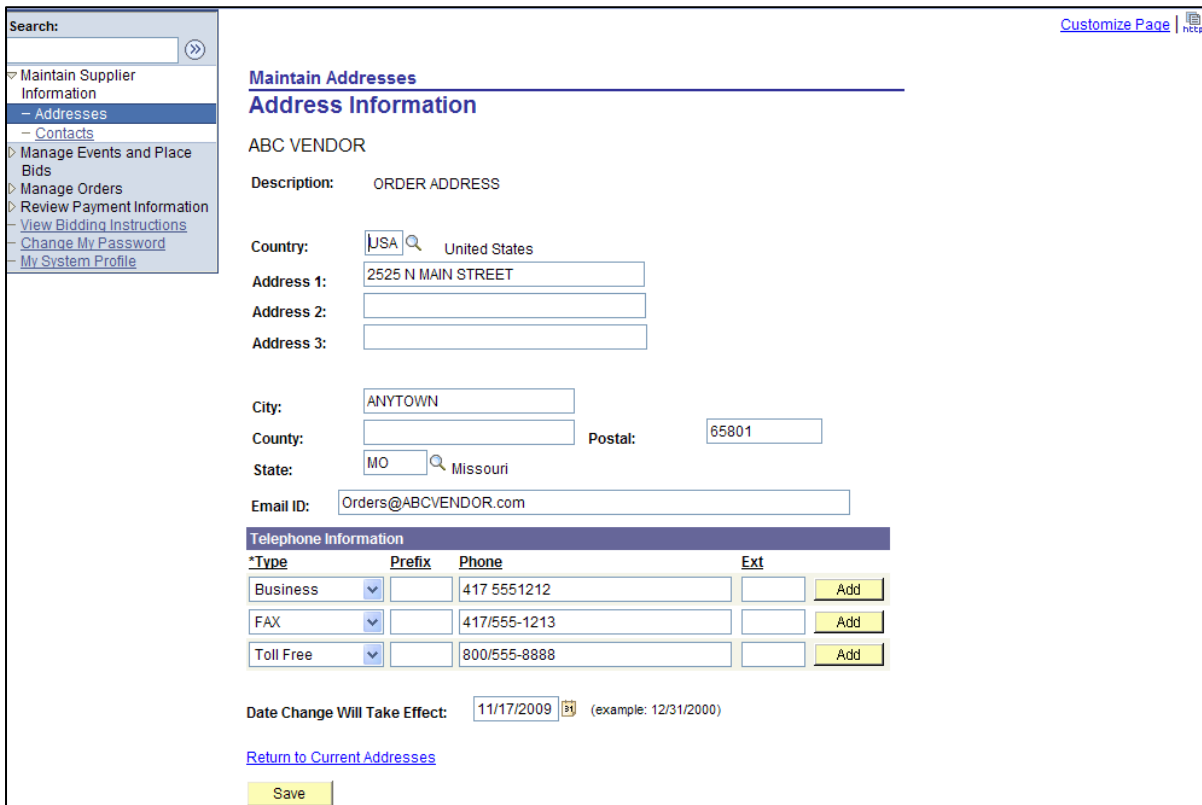
Customize | Find | [] First 1-3 of 3 Last

Addresses	Edit
REMIT ADDRESS	
ORDER ADDRESS	
RETURN ADDRESS	

If you have any questions or concerns about your company's Address or Contact information, please contact City Utilities' Purchasing Department, (417) 831-8363.

The Address Information page will be displayed. This page will allow the Vendor User to edit Address information including **Address, Email** and **Telephone** information. The date the changed Address information is to take effect can also be entered on this page.

To edit any data element on this page, simply replace the existing information with the updated information.



Maintain Addresses

Address Information

ABC VENDOR

Description: ORDER ADDRESS

Country: United States

Address 1:

Address 2:

Address 3:




City:

County:

Postal:


State: Missouri

Email ID:

Telephone Information				
*Type	Prefix	Phone	Ext	
Business	<input type="text"/>	<input type="text" value="417 5551212"/>	<input type="text"/>	
FAX	<input type="text"/>	<input type="text" value="417/555-1213"/>	<input type="text"/>	
Toll Free	<input type="text"/>	<input type="text" value="800/555-8888"/>	<input type="text"/>	

Date Change Will Take Effect: (example: 12/31/2000)

[Return to Current Addresses](#)



The existing **Telephone Information** can be edited or new telephone numbers may be added. However, the system will only allow each phone **Type** to be used one time. For example, the phone type of FAX may only be listed one time.

To **Add** a new telephone number, click the **Add** button, and then enter the **Type** (choose from the drop down list), and the **Phone**, including the area code and phone number in the Phone field.

*Type	Prefix	Phone	Ext
Business		417 5551212	
FAX		417/555-1213	
Toll Free		800/555-8888	
Other		417/555-1111	

When all changes or additions are made to the Vendor Address Information, click the **Save** button. The system will display the **Save Confirmation** page to indicate the changes were saved successfully.

Save Confirmation


✓ The Save was successful.

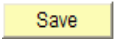
OK

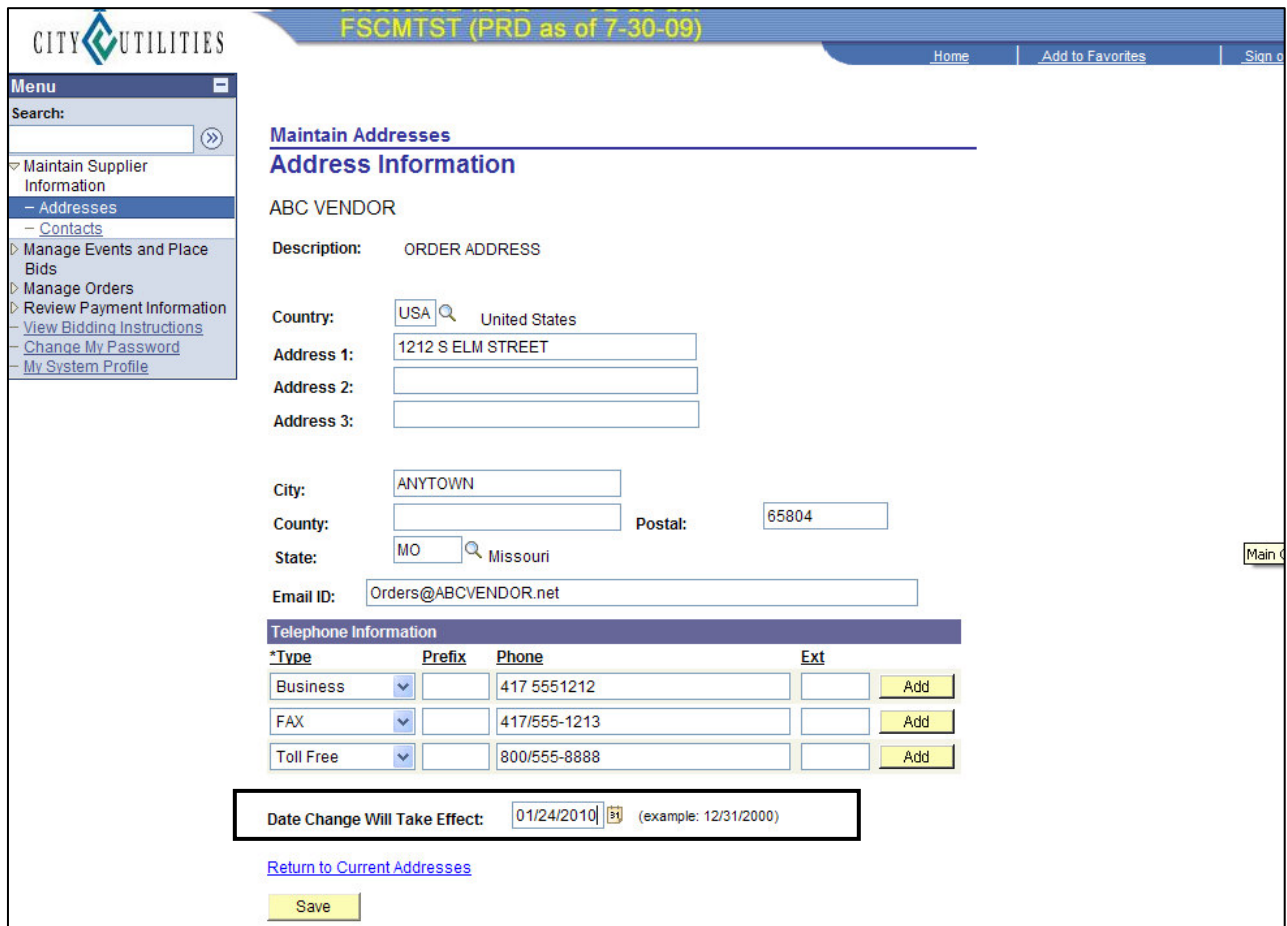
Using the [Return to Current Addresses](#) hyperlink will return the Vendor User to the main Current Addresses page.

Future Effective Dated Address Information

When maintaining the Vendor organization's address information, a Vendor User can update address information that is going to take effect in the future.

From the Current Addresses page, the Vendor User will select the  button for the Address that needs to be updated. Edit the data elements that need to be changed as described earlier in this manual.

In the **Date Change Will Take Effect** field, enter the future date that the new information will become effective, and click  .



City Utilities FSCMTST (PRD as of 7-30-09)

Home Add to Favorites Sign o

Menu

Search:

- Maintain Supplier Information
 - Addresses
 - Contacts
- Manage Events and Place Bids
- Manage Orders
- Review Payment Information
 - View Bidding Instructions
 - Change My Password
 - My System Profile

Maintain Addresses

Address Information

ABC VENDOR

Description: ORDER ADDRESS

Country: United States

Address 1:

Address 2:

Address 3:

City:

Country:

Postal:

State: Missouri

Email ID:

Telephone Information

*Type	Prefix	Phone	Ext	
Business	<input type="text"/>	<input type="text" value="417 5551212"/>	<input type="text"/>	<input type="button" value="Add"/>
FAX	<input type="text"/>	<input type="text" value="417/555-1213"/>	<input type="text"/>	<input type="button" value="Add"/>
Toll Free	<input type="text"/>	<input type="text" value="800/555-8888"/>	<input type="text"/>	<input type="button" value="Add"/>

Date Change Will Take Effect: (example: 12/31/2000)

[Return to Current Addresses](#)

The system will continue to display and use the current Address data until such time that the future effective date is reached. Upon that effective date, the system will begin using the new Address data.

If future dated address information exists for an Address, a **Future Address** hyperlink will be displayed on the **Address Information** page. By clicking on the Future Address hyperlink, the Vendor User can view the edited Address information that will become effective when the future effective date is reached.

Current ORDER ADDRESS:

Menu

Search:

- ▼ Maintain Supplier Information
 - Addresses
 - Contacts
- ▶ Manage Events and Place Bids
- ▶ Manage Orders
- ▶ Review Payment Information
 - [View Bidding Instructions](#)
 - [Change My Password](#)
- [My System Profile](#)

Maintain Addresses

Address Information

ABC VENDOR

Description: ORDER ADDRESS

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State: Missouri

Email ID:

Telephone Information

*Type	Prefix	Phone	Ext	
Business	<input type="text"/>	<input type="text" value="417 5551212"/>	<input type="text"/>	Add
FAX	<input type="text"/>	<input type="text" value="417/555-1213"/>	<input type="text"/>	Add
Toll Free	<input type="text"/>	<input type="text" value="800/555-8888"/>	<input type="text"/>	Add

Date Change Will Take Effect: (example: 12/31/2000)

[Return to Current Addresses](#)
[Future Address](#)

Future ORDER ADDRESS:

Search:

- ▼ Maintain Supplier Information
 - Addresses
 - Contacts
- ▶ Manage Events and Place Bids
- ▶ Manage Orders
- ▶ Review Payment Information
 - [View Bidding Instructions](#)
 - [Change My Password](#)
 - [My System Profile](#)

[Customize P...](#)

Maintain Addresses

Address Information

ABC VENDOR

Description: ORDER ADDRESS

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State: Missouri

Email ID:

Telephone Information

*Type	Prefix	Phone	Ext		
Business	<input type="text"/>	<input type="text" value="417 5551212"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
FAX	<input type="text"/>	<input type="text" value="417/555-1213"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
Toll Free	<input type="text"/>	<input type="text" value="800/555-8888"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Date Change Will Take Effect: (example: 12/31/2000)

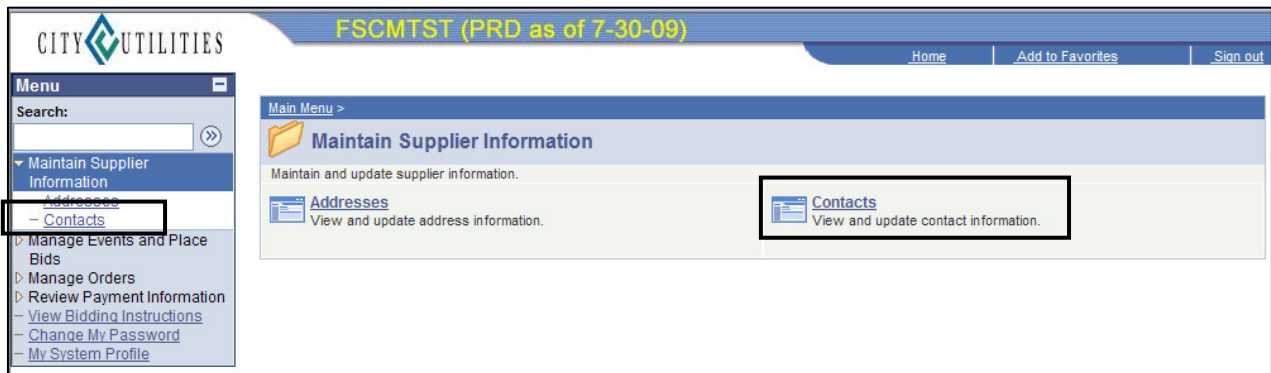
[Return to Current Address](#)

Using the [Return to Current Addresses](#) hyperlink will return the Vendor User to the Address Information page.

Viewing and Changing Vendor Contact Information

Click on the **Maintain Supplier Information** hyperlink within the Menu. Doing so will expand the Menu in the left hand window pane and also creates a window pane with icons on the right hand side of the page. The Vendor User can navigate to the vendor **Contacts** using either the Menu on the left, or the icons on the right hand side of the page.

Click **Contacts** to view your vendor contact details.



The current vendor contact information, including Contact Description and Name, will be displayed on the **Current Contacts** page.



Select the **Description** hyperlink on the **Current Contacts** page to view more contact details.

City Utilities FSCMTST (PRD as of 7-30-09) Home Add to Favorites Sign out

Menu Search: [] []

- Maintain Supplier Information
 - Addresses
 - Contacts**
- Manage Events and Place Bids
- Manage Orders
- Review Payment Information
 - View Bidding Instructions
 - Change My Password
 - My System Profile

Maintain Contacts

Current Contacts

ABC VENDOR

Current Contacts Customize | Find | First 1-2 of 2 Last

Description	Name	
PURCHASING CONTACT	John Doe	Edit
RETURN CONTACT	Sam Doe	Edit

If you have any questions or concerns about your company's Address or Contact information, please contact City Utilities' Purchasing Department, (417) 831-8363.

The **Contact Information** page displays the details about the selected Contact including the Contact **Name**, **Email**, Company **URL**, the **Address** associated with the Contact, and **Telephone** information.

City Utilities FSCMTST (PRD as of 7-30-09) Home Add to Favorites Sign out

Menu Search: [] []

- Maintain Supplier Information
 - Addresses
 - Contacts**
- Manage Events and Place Bids
- Manage Orders
- Review Payment Information
 - View Bidding Instructions
 - Change My Password
 - My System Profile

Maintain Contacts

Contact Information

ABC VENDOR

Description: PURCHASING CONTACT

Name: John Doe

Email ID: orders@ABCVENDOR.com

URL: http://

Contact Address: REMIT ADDRESS

Status: Active

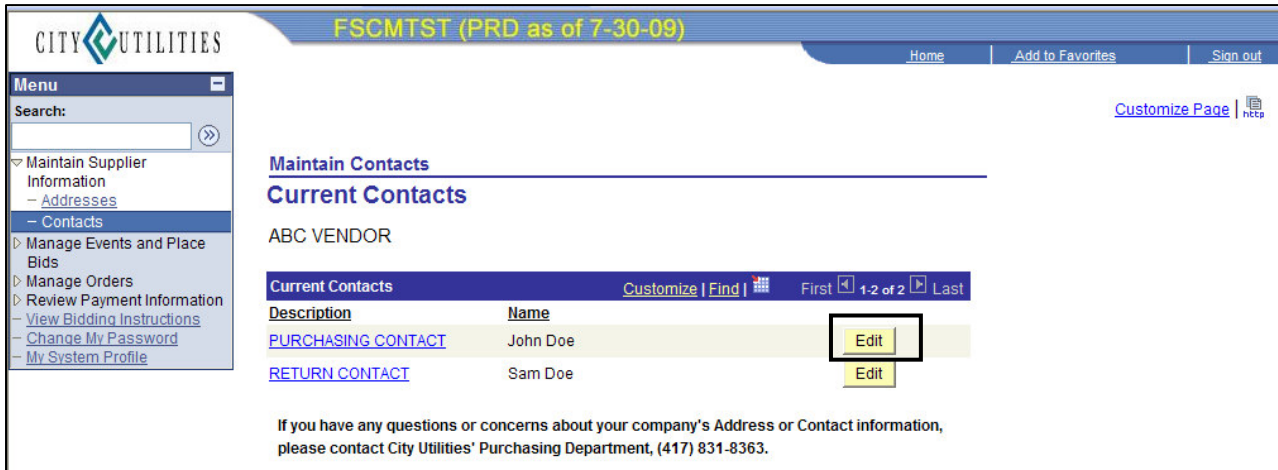
Telephone Information

Type	Prefix	Phone	Ext
Business		417/831-8429	

[Return to Contact List](#)

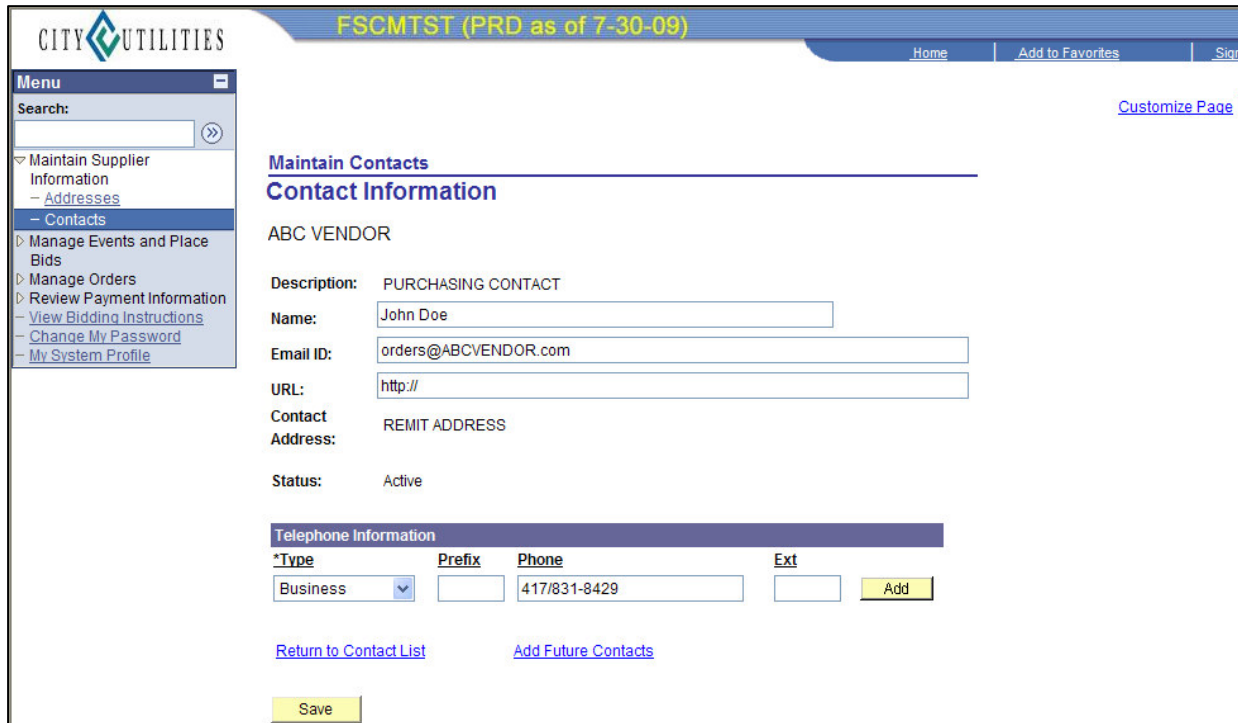
Select [Return to Contact List](#) to return to the **Current Contacts** page.

Click the **Edit** button on the **Current Contacts** page to change existing vendor contact information.



The **Contact Information** page will be displayed. This page will allow the Vendor User to change Contact Information including **Name**, **Email**, **URL**, and **Telephone** information.

To edit any data element on this page, simply replace the existing information with the updated information.

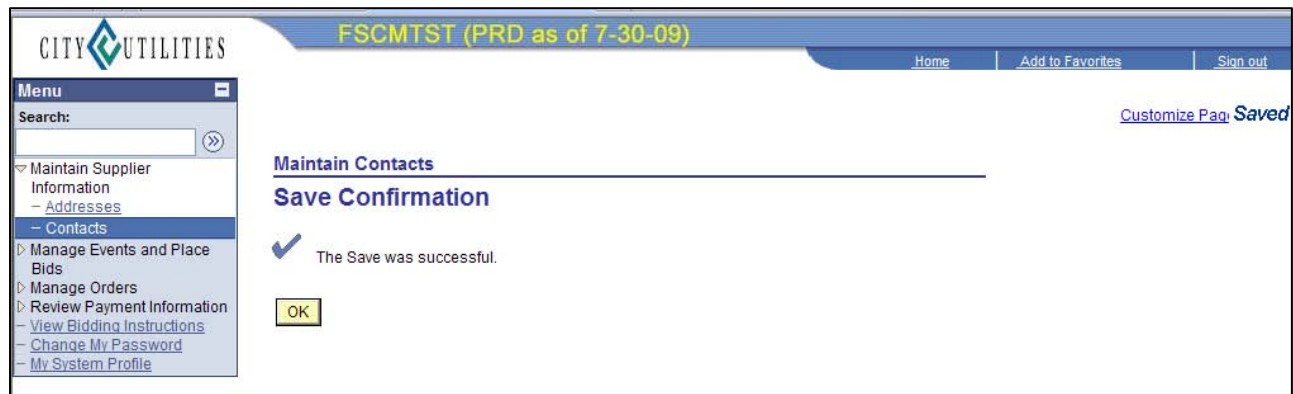


The existing **Telephone Information** can be edited or new telephone numbers may be added. However, the system will only allow each phone **Type** to be used one time. For example, the phone type of FAX may only be listed one time.

To **Add** a new telephone number, click the **Add** button, and then enter the **Type** (choose from the drop down list), and the **Phone**, including the area code and phone number in the Phone field.

Telephone Information			
*Type	Prefix	Phone	Ext
Business		417/831-8429	

When all changes or additions are made to the Vendor **Contact Information**, click the **Save** button. The system will display the **Save Confirmation** page to indicate the changes were saved successfully.



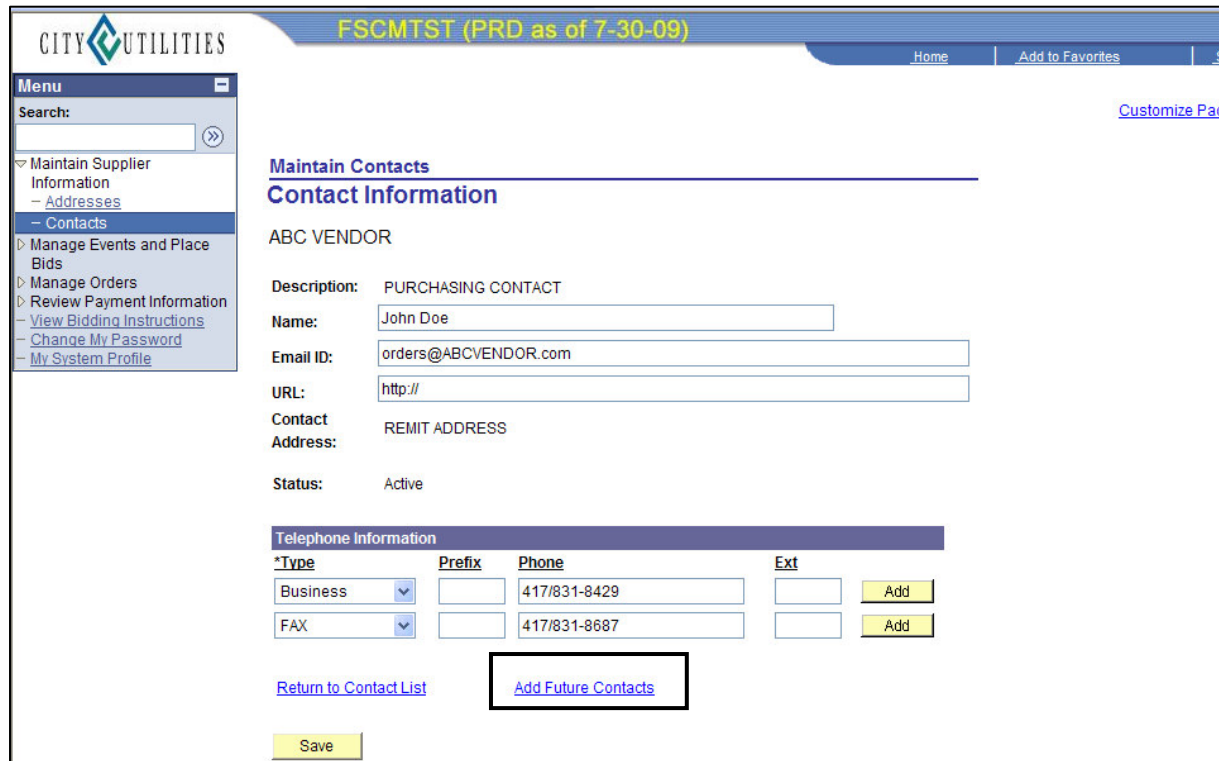
Using the [Return to Contact List](#) hyperlink will return the Vendor User to the main **Current Contacts** page.

Future Effective Dated Contact Information

When maintaining the Vendor organization's contact information, a Vendor User can update contact information that is going to take effect in the future.

From the **Current Contacts** page, the Vendor User will select the  button for the Contact that needs to be updated. The **Contact Information** page will display.

Click on the [Add Future Contacts](#) hyperlink to display the **Future Contacts** page.



CITY UTILITIES FSCMTST (PRD as of 7-30-09) Home Add to Favorites Customize Page

Menu

Search:

- ▼ Maintain Supplier Information
 - Addresses
 - **Contacts**
- ▶ Manage Events and Place Bids
- ▶ Manage Orders
- ▶ Review Payment Information
 - [View Bidding Instructions](#)
 - [Change My Password](#)
 - [My System Profile](#)

Maintain Contacts

Contact Information

ABC VENDOR

Description: PURCHASING CONTACT

Name:

Email ID:

URL:

Contact Address: REMIT ADDRESS

Status: Active

Telephone Information

*Type	Prefix	Phone	Ext	
Business	<input type="text"/>	<input type="text" value="417/831-8429"/>	<input type="text"/>	<input type="button" value="Add"/>
FAX	<input type="text"/>	<input type="text" value="417/831-8687"/>	<input type="text"/>	<input type="button" value="Add"/>

[Return to Contact List](#) [Add Future Contacts](#)

CITY UTILITIES FSCMTST (PRD as of 7-30-09) Home Add to Favorites Sign out

Menu Search: [] []

- ▼ Maintain Supplier Information
 - Addresses
 - **Contacts**
- ▷ Manage Events and Place Bids
- ▷ Manage Orders
- ▷ Review Payment Information
 - View Bidding Instructions
 - Change My Password
 - My System Profile

[Customize Page](#) | [help](#)

Future Contacts

Maintain Contacts

Future Contacts

ABC VENDOR

Description: PURCHASING CONTACT

Name: [John Doe]

Email ID: [orders@ABCVENDOR.com]

URL: [http://]

Contact Address: REMIT ADDRESS

Status: Active [v]

Telephone Information				
*Type	Prefix	Phone	Ext	
Business [v]	[]	417/555-1212	[]	[Add] [Delete]
FAX [v]	[]	417/831-8687	[]	[Add] [Delete]

Date Change Will Take Effect: [01/24/2010] [B] (example: 12/31/2000)

[Return to Current Contact Information](#)

On the **Future Contacts** page, change and/or enter the new Contact information that will become effective in the future for this Contact.

Status: Always select **Active**.

NOTE: All the **Telephone Information** will have to be re-entered, including any telephone numbers that are changing, as well as those numbers that are not changing.

In the **Date Change Will Take Effect** field, enter the future date that the new information will become effective.

After entering all the future dated Contact Information, click the [Return to Current Contact Information](#) hyperlink.

This will return you to the **Current Contact Information** page. It will then be necessary to click the **Save** button to save the Future effective dated information.

Special Messages displayed after Updating Order Address or Purchasing Contact Information

City Utilities' procurement application notifies Vendors of Bidding Opportunities and awarded Purchase Orders by both email and fax notification methods. The Email addresses and Fax numbers used for these notifications are maintained in two locations within the Vendor's Supplier Information – the ORDER ADDRESS and PURCHASING CONTACT. Depending on the internal procurement situation, sometimes the system will use the email and fax data that is maintained on the ORDER ADDRESS and other times the system will use the email and fax data that is maintained on the PURCHASING CONTACT when sending notifications to the Vendor about bidding opportunities or awarded Purchase Orders.

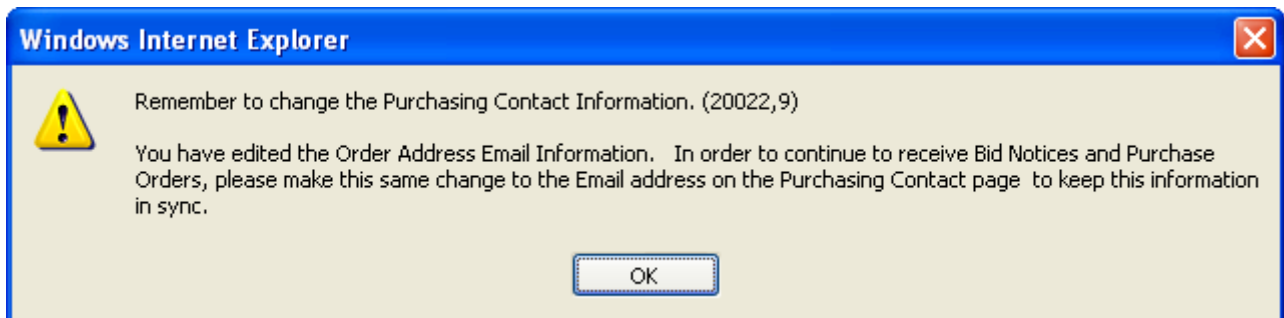
Therefore, it is very important that the Email address and Fax number information on the ORDER ADDRESS and the PURCHASING CONTACT be kept in sync with each other.

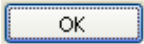
If the Vendor User updates either the email address or fax number on the ORDER ADDRESS, the system will display a message reminding the Vendor User to make the same update to the PURCHASING CONTACT email or fax number.

Likewise, if the Vendor User updates either the email address or fax number on the PURCHASING CONTACT, the system will display a message reminding the Vendor User to make the same update to the ORDER ADDRESS email or fax number.

Updating this information in both locations is very important to insure that future bidding opportunities and purchase order award notices are correctly sent to and received by the Vendor.

Sample Message:



Clicking the  button will remove the message from the screen so the Vendor User can continue with the necessary updates.

Email notifications when changes are made to Vendor Address or Contact Information

Anytime a Vendor User for the Vendor organization makes a change to any data element of the Address or Contact information, an email notice confirming the changes will be sent. This email confirmation is sent to all the Vendor Users for the vendor organization, regardless of which Vendor User actually made the changes.

The confirmation email is intended for informational purposes. City Utilities desires and encourages Vendor Users to maintain their Supplier Information online. However, if changes or updates were made in error or might negatively impact the Vendor organization from receiving future bidding notifications, CU wants to make sure the Vendor Users are aware and have the opportunity to review and correct those changes if necessary.

Sample Confirmation Email:

