

A guide for you

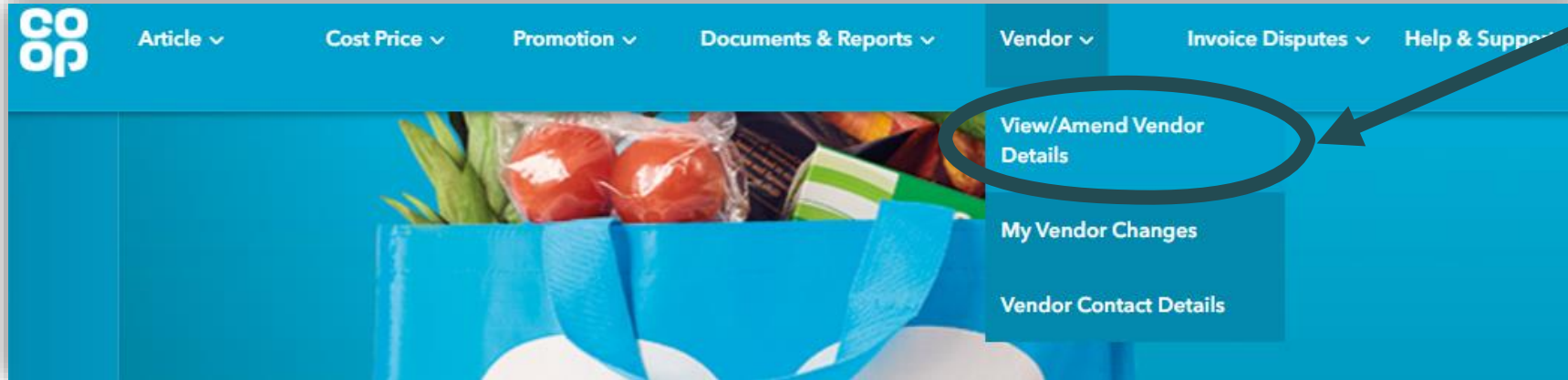
Updating your Account Manager contact



Is your Account Manager contact correct?

It's important to ensure your contact is up to date, not only so they have access to the system to review cost prices, articles etc but so our communications go to the correct contact

To view or amend Vendor details, you can do this here by clicking on 'View/Amend Vendor Details'



Tick the 'Edit' checkbox. The fields will then turn white and will be available to amend

View/Amend Vendor Details

Any changes need to be agreed with your Buyer and any changes will not be instantly actioned. The Data Steward must approve any changes.

General Details

Company Name*

Telephone Number

Company Email Address

☒ Edit

View and amend your Account Manager here