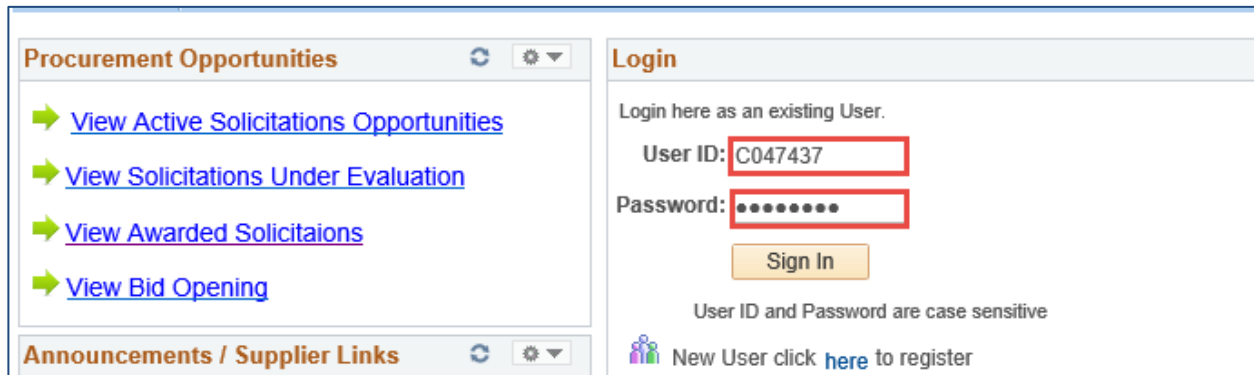


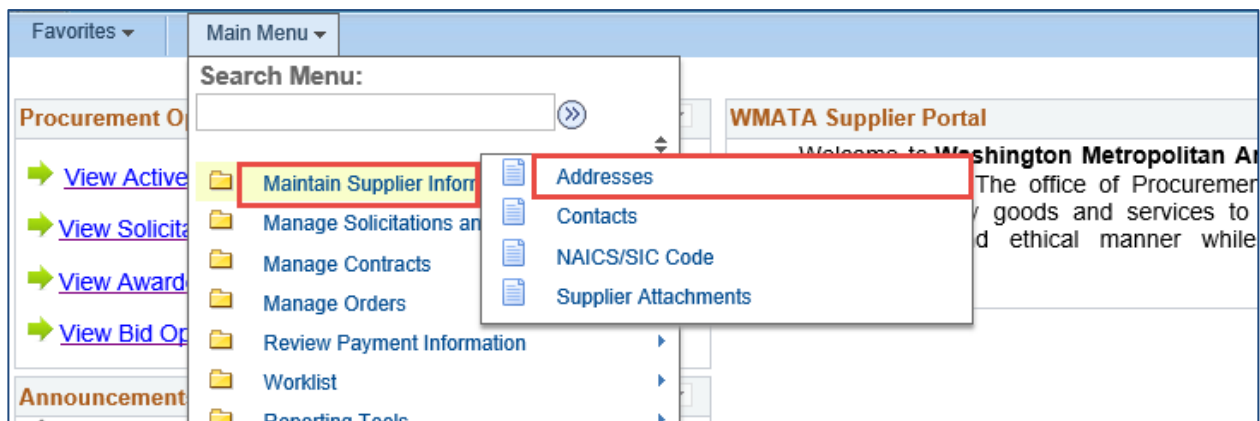
Maintain Supplier Address Information

Job Aid





Step	Action
1.	Enter your User ID in the User ID field.
2.	Enter your password in the Password field.
3.	Click the Sign In button.



Step	Action
4.	Navigate to the Addresses page using the following menu path: <i>Main Menu > Maintain Supplier Information > Addresses</i>



Maintain Addresses

Current Addresses

DHC Supply

Address List Personalize | Find | First 1-3 of 3 Last

Addresses	Address Use		
Description	Address Type		
Business	Business	Edit	Delete
Remit	Business	Edit	Delete
New Remit	Business	Edit	Delete

Add a New Address

Step	Action
5.	Click the Edit button. Note: Use the Delete button to delete an address. Use the Add a New Address button to add a new address.



Maintain Addresses

Address Information

DHC Supply

Description:

Address Type:

Country: United States

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State: Maryland

Email ID:

Telephone Information [Personalize](#) | [Find](#) | | First 1-2 of 2 Last

*Type	Prefix	Phone	Ext		
Business Phone		301/440-8972		Add	Delete
FAX		410/721-2077		Add	Delete

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

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

[Save](#)

Step	Action
6.	Update/complete the fields on the Address Information page as appropriate to update your supplier address information.
7.	Click the Save button. End of procedure.