

USER GUIDE

UPDATING CONTACT INFORMATION IN SMART

- 1) Click **CREATE CHANGE REQUEST** button (bottom right of the screen)



- 2) Go to **CONTACT INFORMATION** section and click the **Full Name** of the contact to be updated.

CONTACT INFORMATION (4) (4 Registered) [+ Add New Contact](#)

*indicates required fields

All 4 Registered 4 Pending Activation 0 Invited 0

Non-Invited 0

	Full Name	Status	Primary Phone No.
<input type="checkbox"/>	Test Vendor Primary Last Login : Friday, March 7, 2025 9:25 AM	Registered	
<input type="checkbox"/>	Test Vendor Secondary Last Login : Friday, September 12, 2025 3:15 PM	Registered	
<input type="checkbox"/>	Test Vendor Third Last Login : Wednesday, February 11, 2026 1:56 PM	Registered	
<input type="checkbox"/>	Test Vendor Fourth Last Login : Monday, May 4, 2026 3:15 PM	Registered	

1 To 4 of 4 Page 1 of 1

- 3) **EDIT CONTACT** details. Update or input the **Primary Business Phone Number, Secondary Business Phone Number, ISD code and Mobile Number.**

EDIT CONTACT

*indicates required fields

First Name*
Test Vendor

Last Name*
Primary

E-mail Address*
testvendor_one@outlook.com

Designation (Optional)

Default Role
Please Select

Primary Business Phon... E...

Secondary Business P... E...

Fax No.

ISD Code (Optional)
Please Select

Mobile Number (Optional)

CANCEL SAVE

- 4) Click **SAVE** and **SUBMIT**.

DELETE SUBMIT SAVE AND EXIT CLOSE SAVE

- 5) Verify contact mobile number by referring to the user guide on **VERIFYING CONTACT MOBILE NUMBER.**

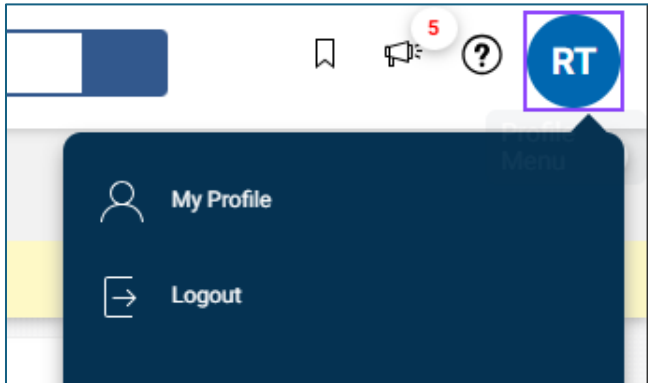
-END-

USER GUIDE

VERIFYING CONTACT MOBILE NUMBER

Steps to verify your mobile number.

- 1) Click on **My Profile** to open your user profile Settings.



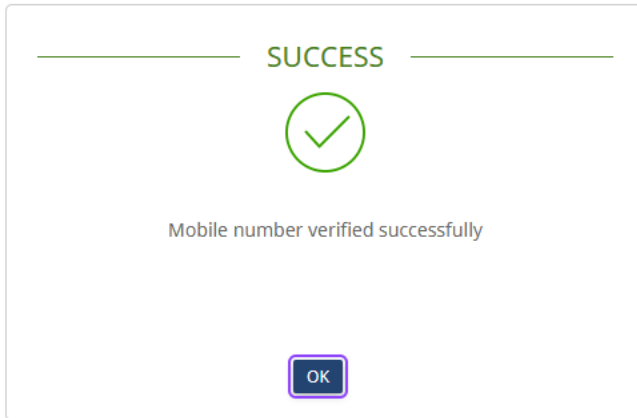
- 2) Go to **Supplier Contact**, enter your **Country Code**, **Mobile Number** and click **Verify**.

A screenshot of the 'Supplier Contact' form. The form has a white background with a dark blue border. It contains two input fields: 'Country Code' with the value '+673' and 'Mobile Number' with an information icon. To the right of these fields is a red-bordered 'Verify' button. Below the input fields is a 'Change Password' button.

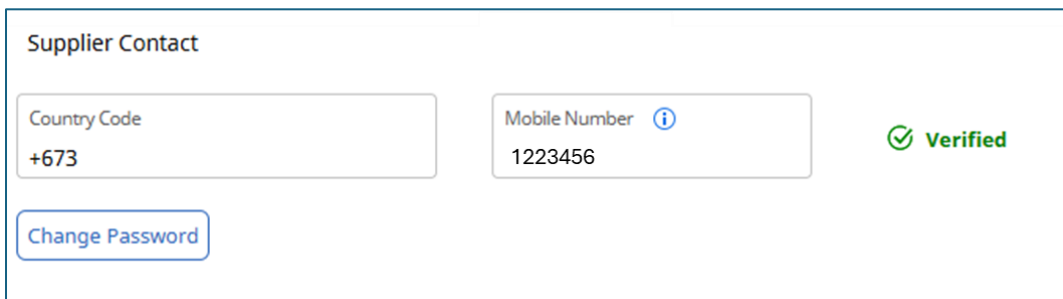
- 3) A verification code will be sent to your mobile number. Enter the verification code and click **VERIFY**.

A screenshot of the 'Mobile Number Verification' screen. The screen has a white background with a dark blue border. It displays the text 'Verification Code has been sent to your mobile number ****100'. Below this is a 'Verification Code' input field with a dashed line. At the bottom, there is a 'Didn't receive the Verification Code? Resend 16 Seconds' link. At the very bottom, there are two buttons: 'CANCEL' and 'VERIFY'.

- 4) Your mobile number has been successfully verified when the following confirmation message appears. Click **'OK'**

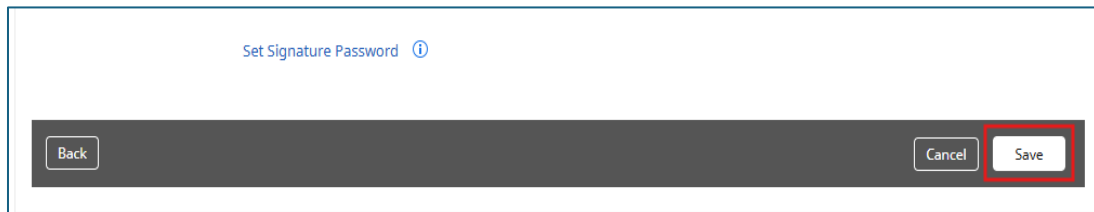


And the **Verify** button flagged as **Verified**.



A form titled "Supplier Contact" with a light blue border. It contains two input fields: "Country Code" with the value "+673" and "Mobile Number" with the value "1223456". To the right of the "Mobile Number" field is a green checkmark icon followed by the word "Verified" in green. Below the "Country Code" field is a blue button labeled "Change Password".

- 5) Click **Save** and click **Back** to return to the Supplier Profile screen.



A screen titled "Set Signature Password" with a light blue border. At the top center, the text "Set Signature Password" is displayed with a small information icon to its right. At the bottom, there is a dark grey bar containing three buttons: "Back" on the left, "Cancel" in the middle, and "Save" on the right. The "Save" button is highlighted with a red rectangular border.

-END-