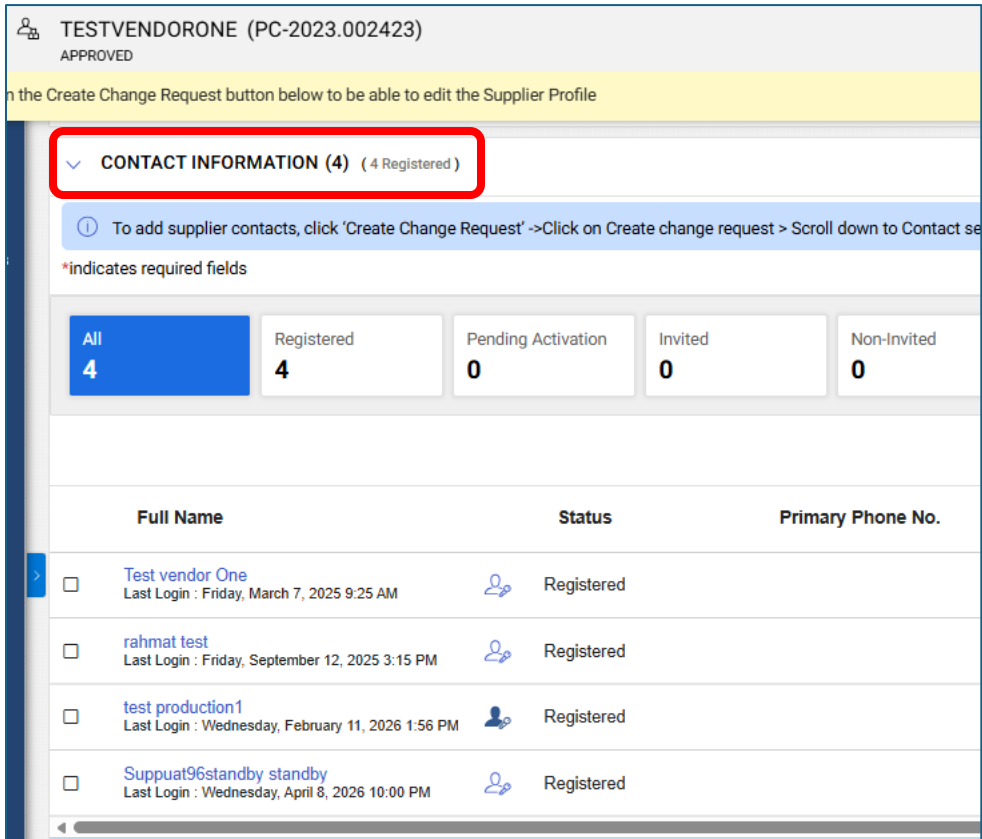


UPDATING CONTACT INFORMATION IN SMART GEP

- 1) Click create change request



- 2) Go to contact information



TESTVENDORONE (PC-2023.002423)
APPROVED

Click on the Create Change Request button below to be able to edit the Supplier Profile

CONTACT INFORMATION (4) (4 Registered)

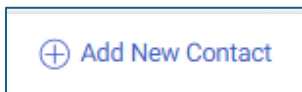
To add supplier contacts, click 'Create Change Request' ->Click on Create change request > Scroll down to Contact se

*indicates required fields


All	Registered	Pending Activation	Invited	Non-Invited
4	4	0	0	0

Full Name	Status	Primary Phone No.
<input type="checkbox"/> Test vendor One Last Login : Friday, March 7, 2025 9:25 AM	Registered	
<input type="checkbox"/> rahmat test Last Login : Friday, September 12, 2025 3:15 PM	Registered	
<input type="checkbox"/> test production1 Last Login : Wednesday, February 11, 2026 1:56 PM	Registered	
<input type="checkbox"/> Suppuat96standby standby Last Login : Wednesday, April 8, 2026 10:00 PM	Registered	

- 3) Click add new contact or choose one of the contacts to edit.



- 4) Add the details, first name, last name, email, primary business phone, mobile phone. Once done, click save.

 Add New Contact

*indicates required fields

First Name*	Last Name*	E-mail Address*
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Designation (Optional)	Default Role Please Select
------------------------	-------------------------------

Primary Business Phone (Optional)	Extn	Secondary Business Phone...	Extn	Fax No.
-----------------------------------	------	-----------------------------	------	---------

ISD Code (Optional) Please Select	Mobile Number (Optional)
--------------------------------------	--------------------------

Send Invitation

[CANCEL](#) [SAVE](#)

- 5) After all the contacts have been updated, please click save and submit.

[DELETE](#) [SUBMIT](#) [SAVE AND EXIT](#) [CLOSE](#) [SAVE](#)

-END-