

University of Iowa – Update Addresses and Contacts

Link to Online Application: [eSupplier Connection Supplier Portal](#)

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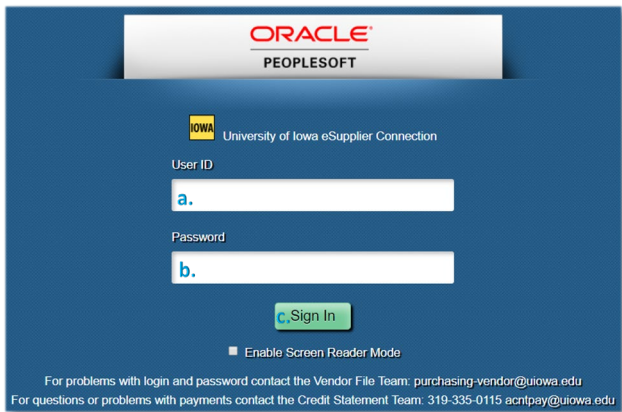
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Introduction:

Thank you for doing business with the University of Iowa. This script will help you to maintain your addresses and contacts. Should you have any questions or comments, please email the Supplier Relations team at purchasing-vendor@uiowa.edu.

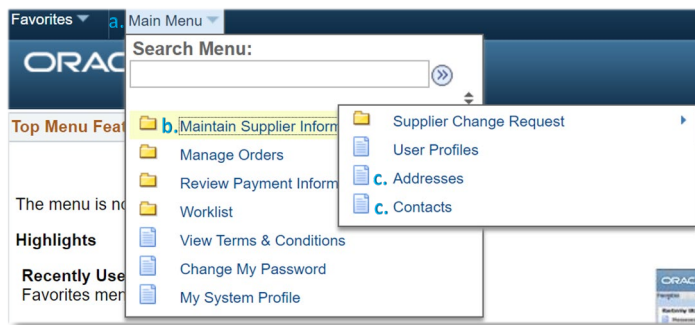
NOTE: We recommend that you use one of the following browsers: Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge. **For security purposes while logged in, anytime you are not actively using the system for approximately 20 minutes you will timeout from the system. Any unsaved work will need to be entered again from the beginning.** To guard against this, we recommend that you save any changes once entered.

Step 1 – Login



- a. Enter your **User ID** which begins with 'ES-'. **User ID** is case sensitive, be sure to use the same case from the email you received with your login credentials.
- b. Enter your **Password** which is case sensitive, be sure to use the same case from the email you received with your login credentials. If it is the first time you are logging in, you will be asked to change your password and to set your forgotten password reminder.
- c. Select the **Sign In** button to continue to **Step 2**.

Step 2 – Navigate



- Select the **Main Menu** at the top of the webpage on the top left of eSupplier Connection.
- Select the **Maintain Supplier Information** menu group.
- Select the **Addresses** or the **Contacts** menu item. Continue to **Step 3** or **Step 4**, respectively.

Step 3 – Addresses

Address List Personalize | Find | First 1 of 3 Last

Description	Address Type	Address Line 1	City	State	Postal Code		
Order/Remit	Business	892 Shrub Way	Iowa City	IA	52240	Edit	Inactive
Withholding	Permanent	890 Shrub Way	Iowa City	IA	52240	Edit	Inactive
Remit	Business	PO Box XYZ	North Liberty	IA	52317	Edit	Inactive

[Add a New Address](#)

Supplier Address

Maintain Addresses
Address Information
Shrubs and Flowers

a. Description

Address Type

b. Country

c. Address 1

Address 2

Address 3

Address 4:

City

County

State

Postal

d. Email ID

Telephone Information Personalize | Find | First 1 of 1 Last

*Type	Prefix	Phone	Ext	
<input type="text" value="Business Phone"/>	<input type="text"/>	<input type="text" value="888/999-4545"/>	<input type="text"/>	Add Delete

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

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

h. [Save](#)

* Required Field

- a. When the **Edit** button is selected, the **Description** can be updated by selecting the magnifying glass to see the list of valid selections which are used to identify if the address should be used for ordering only, remittances only, or both ordering and remittances.
- b. For firms based in the United States of America, the **Country** code will default to USA and is not updatable. Foreign-based firms can change the **Country** code by clicking on the magnifying glass and selecting from the list of valid **Country** codes.
- c. **Address line 1, City, County, State,** and **Postal** can all be changed and are all required. **Address lines 2, 3,** and **4** can be updated and should be used if more space is needed than provided in **Address line 1**.
- d. **Email ID** is required on the default ordering address if **Email** was selected to receive your purchase orders.
- e. The **Telephone Information Type** can be changed by selecting the field to see a list of valid values. The **Phone** can also be updated if needed. A **Type of FAX** must be included in the **Telephone Information** for the default ordering address if **FAX** was selected to receive your purchase orders.
- f. Select the **Add** hyperlink to add a new telephone number. A **Type of FAX** must be included in the **Telephone Information** for the default ordering address if **FAX** was selected to receive your purchase orders.
- g. The links below **Date Change Will Take Effect** can be used to identify if changes should become effective when the supplier change request is approved or if the changes should be effective on some future date.
- h. Select the **Save** button once all changes have been made for the address.

Supplier Address

Maintain Addresses

Address Information

FISHER SCIENTIFIC COMPANIES LLC

i. Description

Address Type Business

j. Country United States

k. Address 1

Address 2

Address 3

Address 4:

City

County

State

Postal

Email ID

Telephone Information Personalize Find First 1 of 1 Last

*Type	Prefix	Phone	Ext		
<input type="text" value="Business Phone"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="m Add"/>	<input type="button" value="Delete"/>

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

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

* Required Field

- i. When the **Add a New Address** button is selected, the **Description** can be completed by selecting the magnifying glass to see the list of valid selections which are used to identify if the address should be used for ordering only, remittances only, or both ordering and remittances.
- j. For firms based in the United States of America, the **Country** code will default to USA and is not updatable. Foreign-based firms can select the appropriate **Country** code by clicking on the magnifying glass and selecting from the list of valid **Country** codes.

- k. **Address line 1, City, County, State,** and **Postal** are all required. **Address lines 2, 3,** and **4** should be used if more space is needed than provided in **Address line 1**.
- l. The **Telephone Information** section must include a **Type** of **Business Phone** at a minimum. The list of valid **Phone Types** can be viewed by selecting the field to see a list of valid values.
- m. Select the **Add** hyperlink to add a new telephone number.
- n. The links below **Date Change Will Take Effect** can be used to identify if changes should become effective when the supplier change request is approved or if the changes should be effective on some future date.
- o. Select the **Save** button once all changes have been made for the address. Then, a confirmation box will be displayed, if you want to save the changes click the **OK** button.

Step 4 – Contacts

Maintain Contacts

Current Contacts

Current Contacts				Personalize	Find	First	1 of 1	Last
Description	Name							
Order	Your Vendor Name	a. Edit	Delete					
b. Add a New Contact								

- a. Select the **Edit** button to make changes to an existing address.
- b. Select the **Add a New Contact** button to enter a new contact at your firm.

Supplier Contacts

Maintain Contacts

Contact Information

Shrubs and Flowers

c. *Description

d. *Name

*Email ID

URLID

*Location

Role

Status

Telephone Information				Personalize	Find	First	1 of 1	Last
*Type e.	Prefix	Phone	Ext					
Business Phone		888/999-4545		f. Add	Delete			

Return to Contact List g. Future Contacts

h. Save

* Required Field

- c. When the **Edit** button (a. above) is selected, the **Description** can be updated by selecting the magnifying glass to see the list of valid selections.
- d. The **Name, Email ID, URLID** (your firm's web address), **Location** and **Role** can all be updated as appropriate. **Name, Email ID,** and **Location** are all required.

- e. The **Telephone Information** section must include a **Type** of **Business Phone** at a minimum. The list of valid **Types** can be viewed by selecting the field to see a list of valid values.
- f. Select the **Add** hyperlink to add an additional telephone number.
- g. The **Future Contacts** hyperlink below the **Telephone Information** can be used to identify if changes should become effective on some future date, otherwise changes will become effective immediately once the **Save** button is selected.
- h. Select the **Save** button once all changes have been made for the contact.

The screenshot shows a web application interface for 'Supplier Contacts'. The main heading is 'Supplier Contacts', followed by 'Maintain Contacts' and 'Contact Information'. Below this, the text 'Shrubs and Flowers' is displayed. The 'Contact Information' section contains several input fields: '*Description' (with a magnifying glass icon), '*Name', '*Email ID', 'URLID', '*Location' (a dropdown menu), 'Role' (a dropdown menu), and 'Status' (set to 'Active'). Below this is the 'Telephone Information' section, which includes a table with columns: '*Type', 'Prefix', 'Phone', and 'Ext'. The first row shows 'Business Phone' as the type. To the right of the table are links for 'Add' and 'Delete'. At the bottom of the form, there are links for 'Return to Contact List' and 'Future Contacts', and a prominent 'Save' button. A note at the bottom states '* Required Field'.

- i. When the **Add a New Contact** button (b.) is selected, the **Description** can be completed by selecting the magnifying glass to see the list of valid selections.
- j. The **Name** (first and last), **Email ID**, **URLID** (your firm's web address), **Location** and **Role** can all be entered. **Name**, **Email ID**, and **Location** are all required.
- k. The **Telephone Information** section must include a **Type** of **Business Phone** at a minimum. The **Type** can be changed by selecting the field to see a list of valid values.
- l. Select the **Add** hyperlink to add an additional telephone number.
- m. The **Future Contacts** hyperlink below the **Telephone Information** can be used to identify if changes should become effective on some future date, otherwise changes will become effective immediately once the **Save** button is selected.
- n. Select the **Save** button once all changes have been made for the contact.