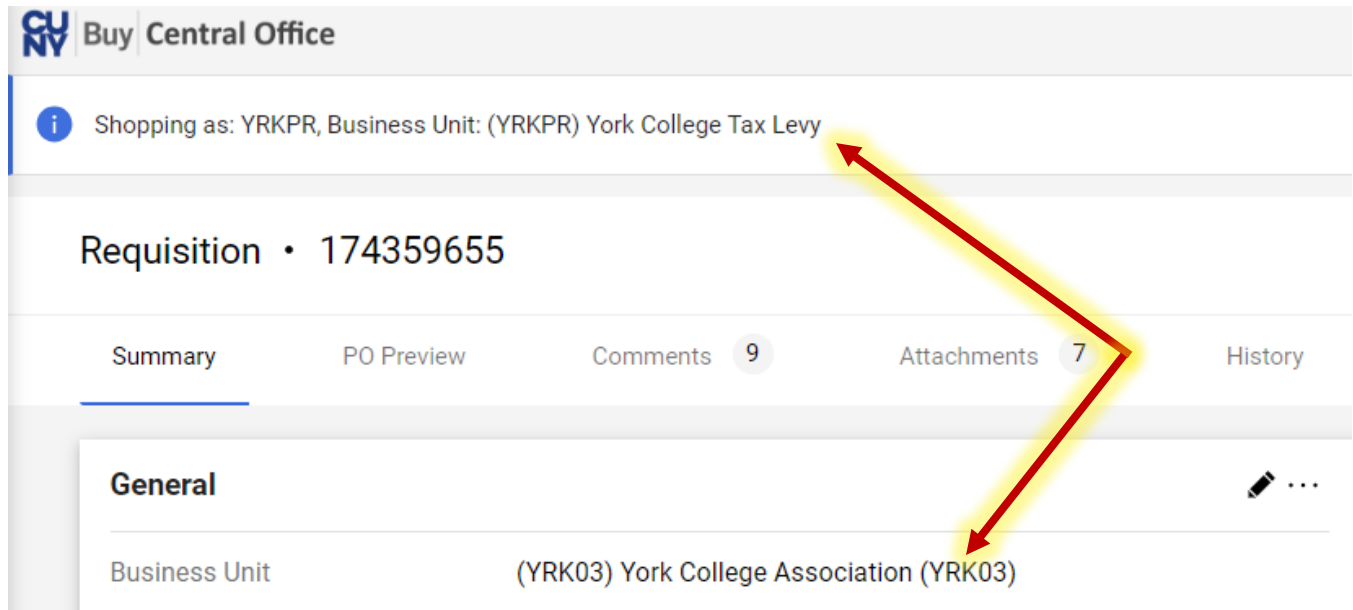
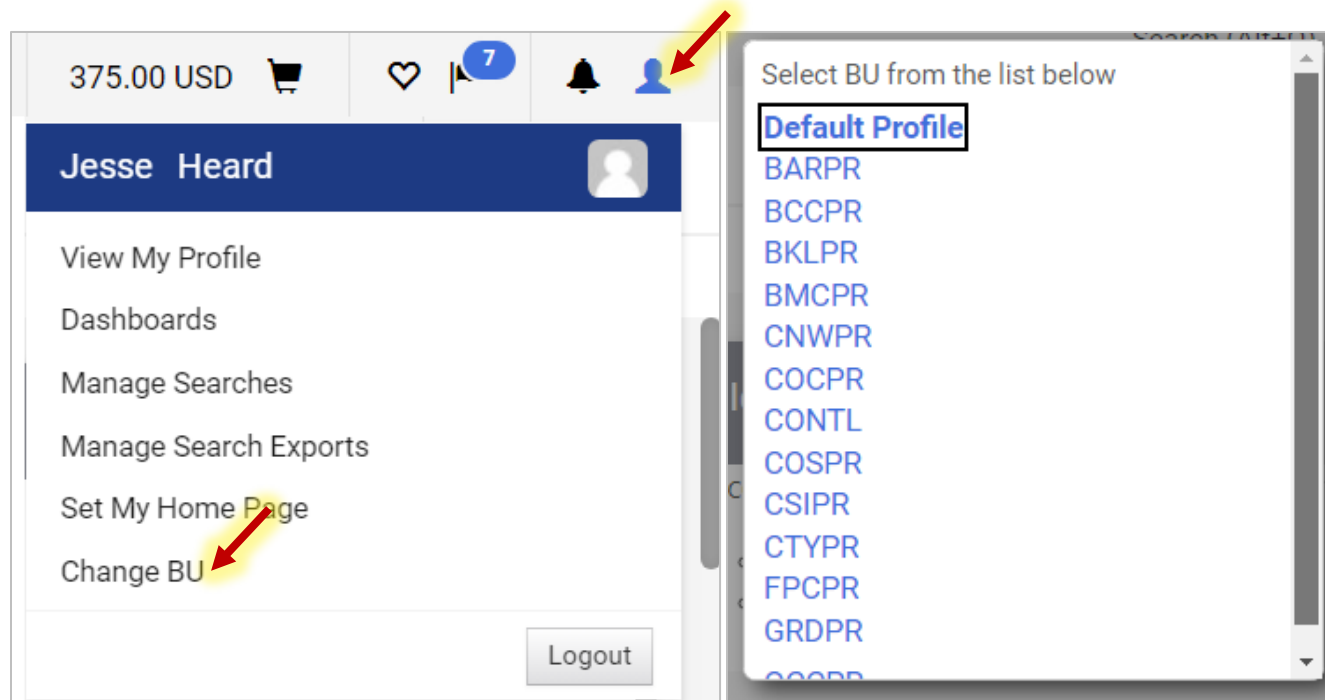


How to Update Supplier

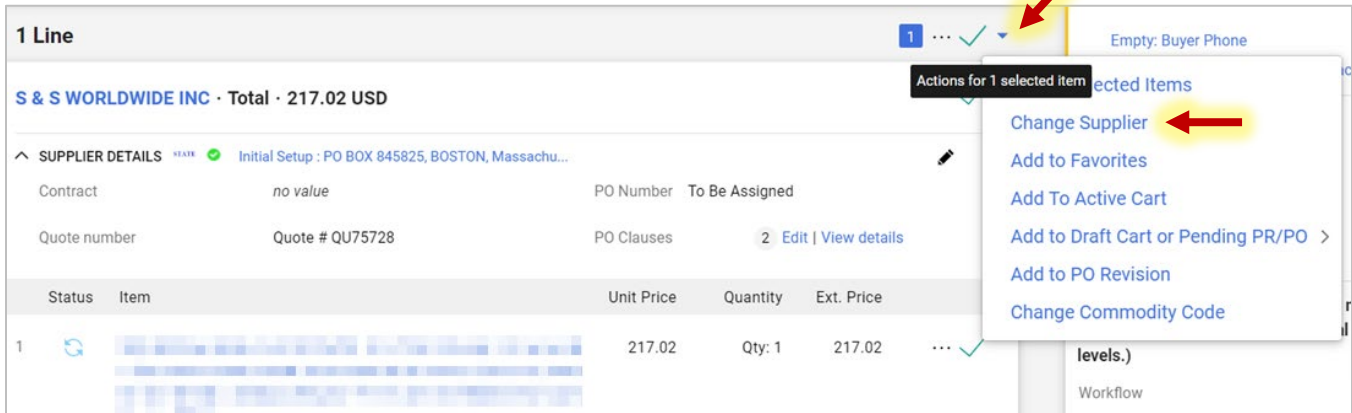
To update the supplier, Buyer must ensure they are in the correct Business Unit, as the system default is the buyer's default Business Unit, which may or may not appear on the requisition.



If the Business Unit is not correct, update it by going to your **User** profile icon and selecting **Change BU** from the dropdown menu. Select the Business Unit that the requisition is associated with.

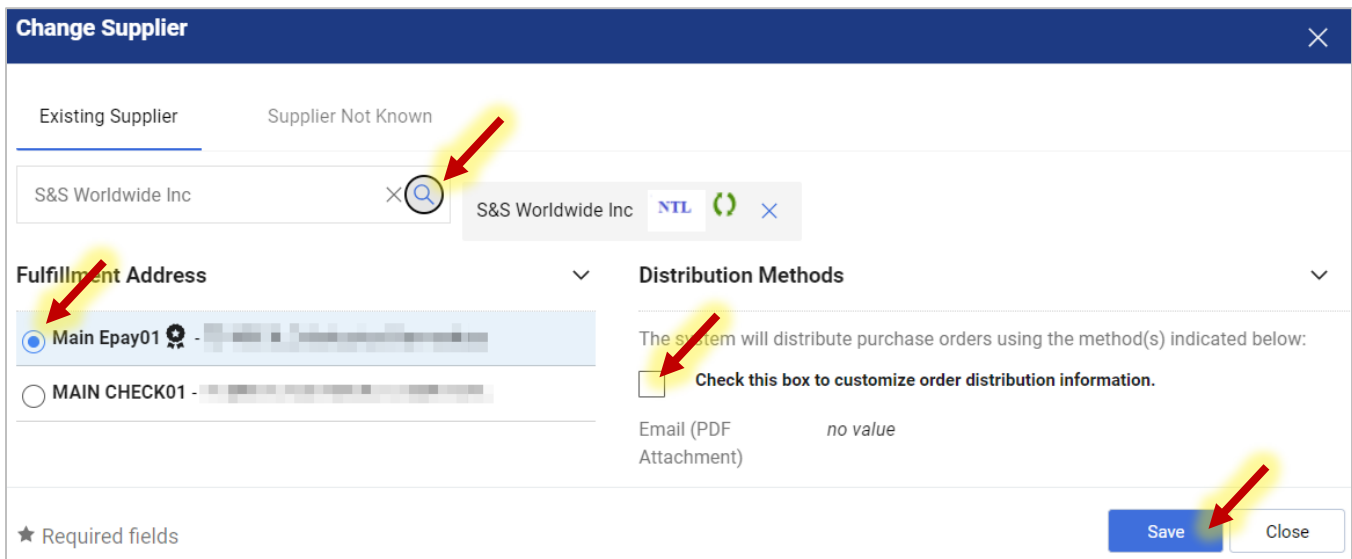


On the **Requisition** page, scroll down to the line item. Click the down arrow and select the **Change Supplier** option from the dropdown menu.



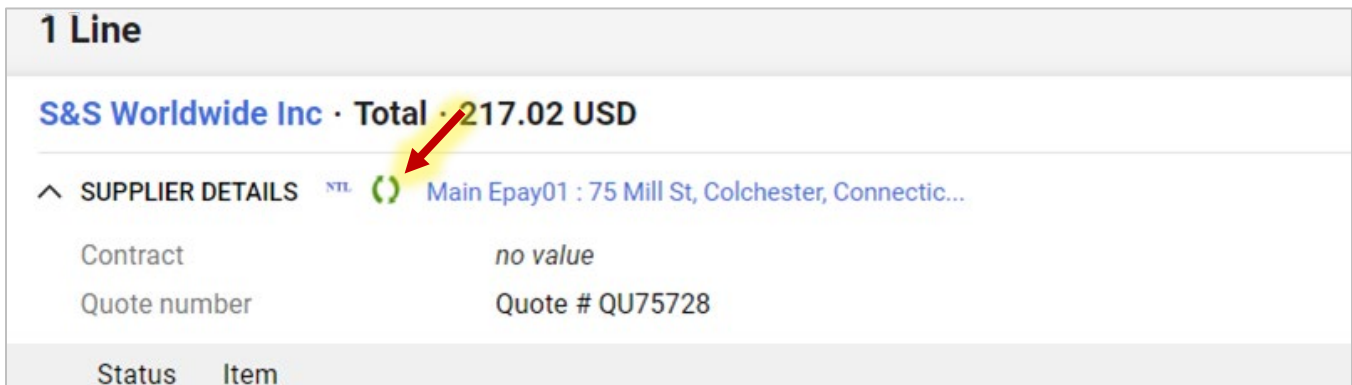
The screenshot shows a requisition line item for 'S & S WORLDWIDE INC' with a total of 217.02 USD. A dropdown menu is open, showing options like 'Change Supplier', 'Add to Favorites', and 'Add to Draft Cart or Pending PR/PO'. A red arrow points to the 'Change Supplier' option.

In the **Change Supplier** window, select the new supplier using the **Search** magnifying glass icon. Select the **Fulfillment Address**. In the **Distribution Methods** section, select the checkbox to customize order distribution information and add the email address. Click the **Save** button when done.



The 'Change Supplier' window shows the 'Existing Supplier' as 'Supplier Not Known'. A search bar contains 'S&S Worldwide Inc' with a magnifying glass icon. Below, the 'Fulfillment Address' section has 'Main Epay01' selected. The 'Distribution Methods' section has a checkbox checked for 'Check this box to customize order distribution information.' and an email address field with 'no value'. A 'Save' button is highlighted with a red arrow.

Verify the supplier by clicking the **Check Supplier** icon next to the **Supplier Details** heading.



The screenshot shows the requisition line item updated with 'S&S Worldwide Inc' and a total of 217.02 USD. The 'Supplier Details' heading now includes a 'Check Supplier' icon (a green circle with a checkmark) and the address 'Main Epay01 : 75 Mill St, Colchester, Connecticut...'. A red arrow points to the 'Check Supplier' icon.