AP-23 Update Suppliers

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Update Suppliers in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the maintenance of suppliers in NCFS, which will enable you to Update different Supplier date elements.

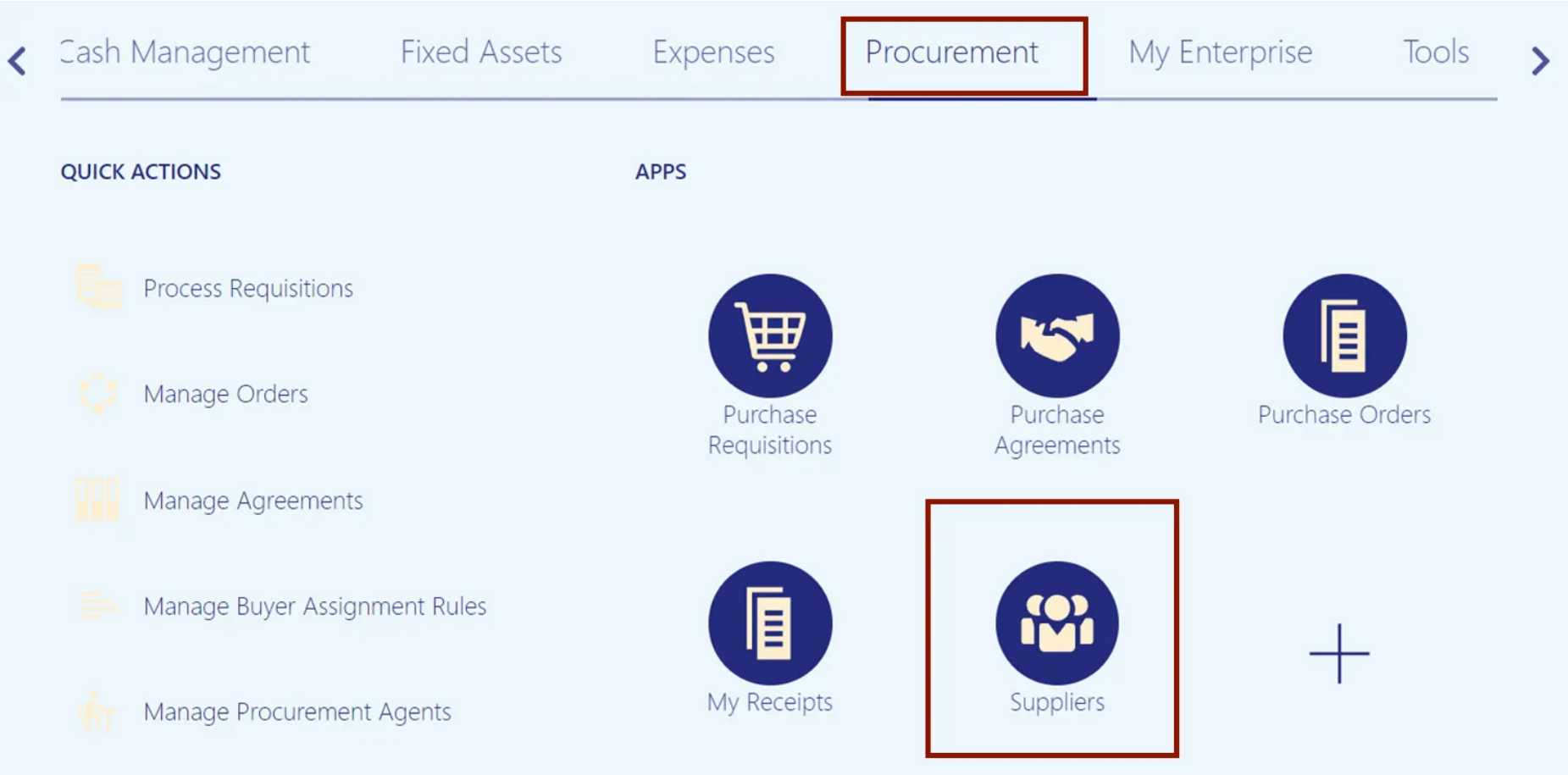
Update the Supplier

To update the supplier data elements in NCFS, please follow the steps below. There are 21 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

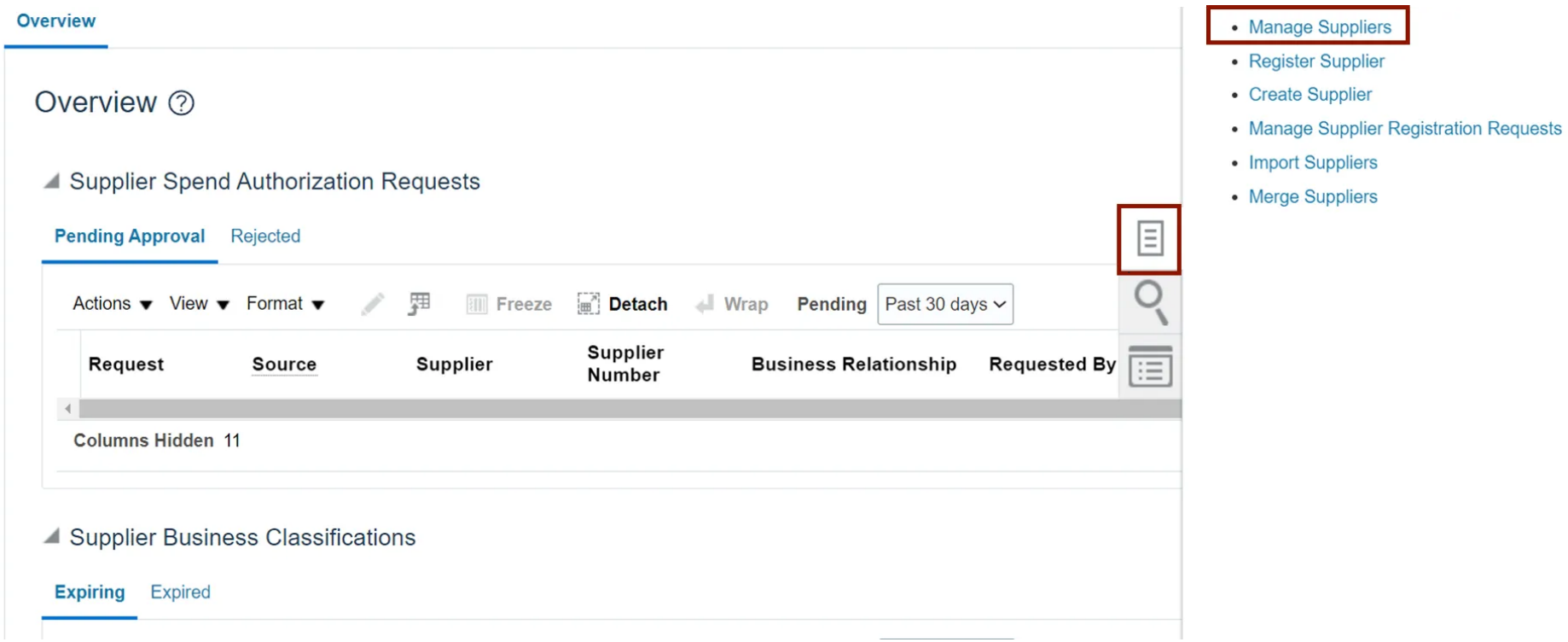
Step 2. On the Home page, click the **Procurement** tab, and then click the **Supplier** app.

Image



Step 3. On the Overview page, click the **Tasks** icon, and click **Manage Supplier**.

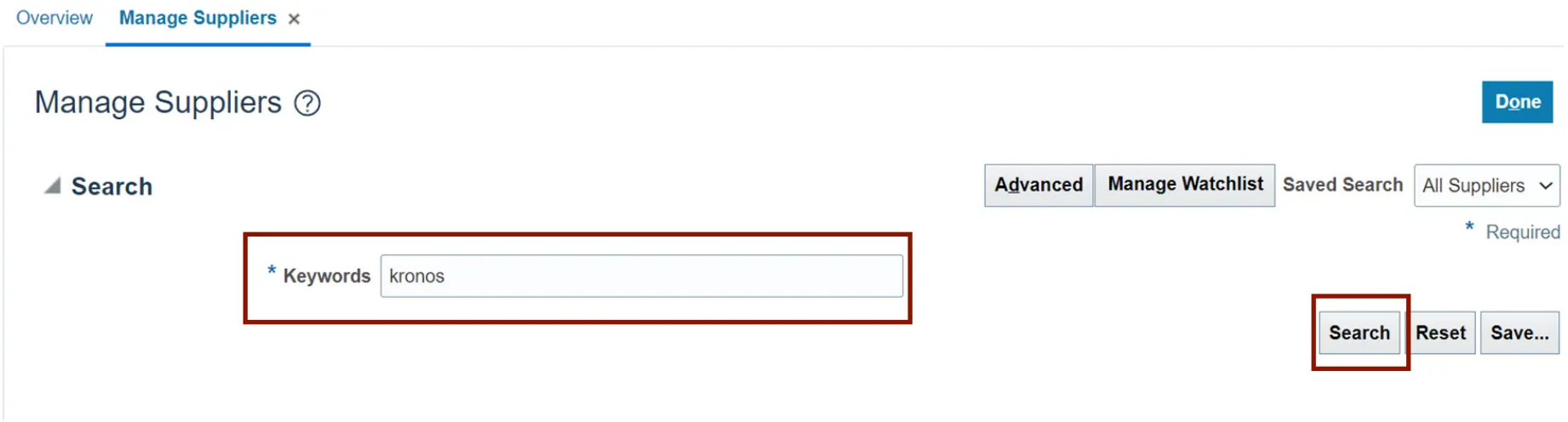
Image



Step 4. Enter the keywords in the **Keywords** field.

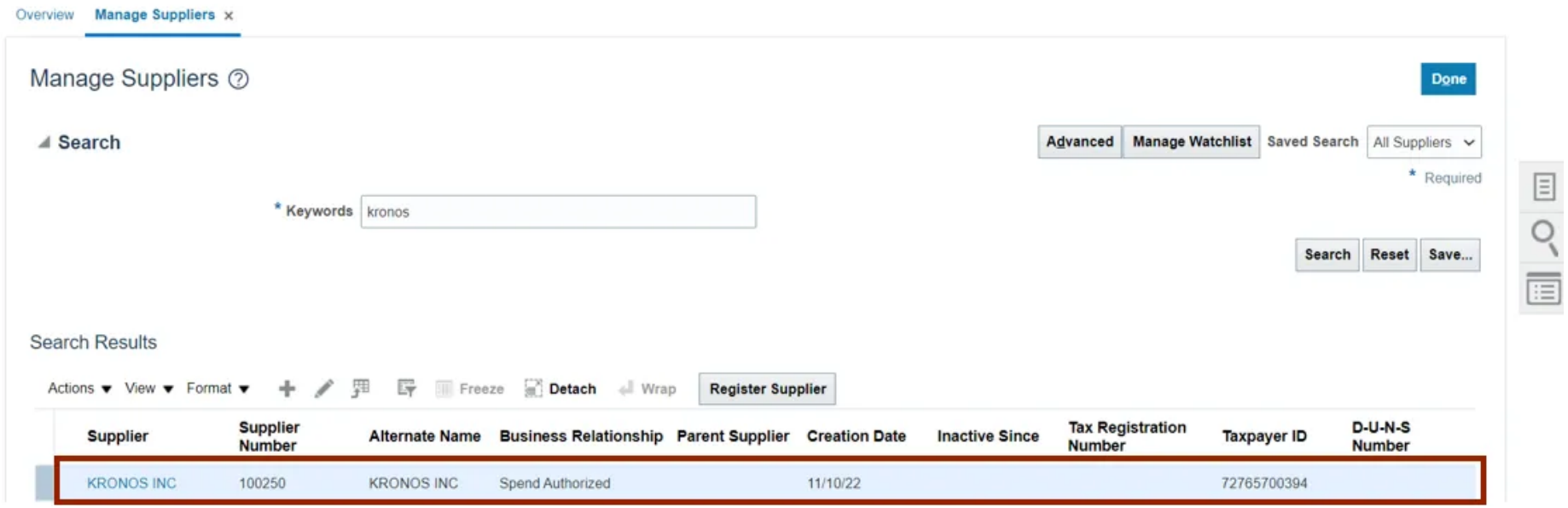
In this example, we choose **Kronos**. Click the **Search** button.

Image



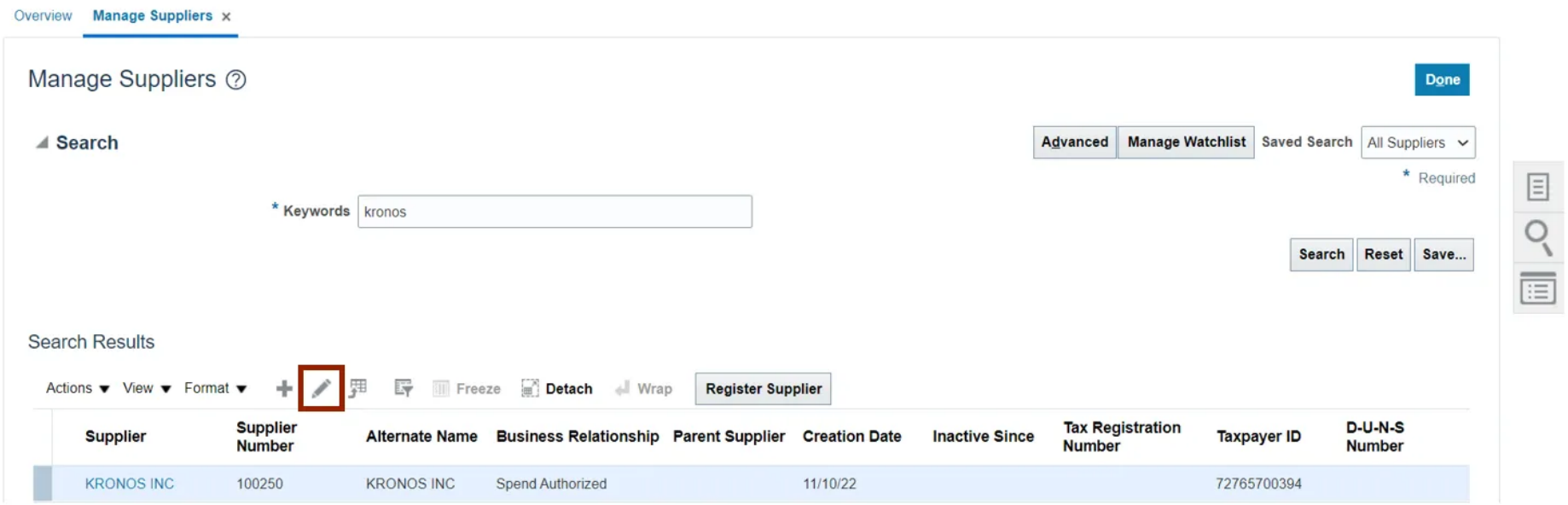
Step 5. The **Supplier** is displayed in the **Search Results** section.

Image



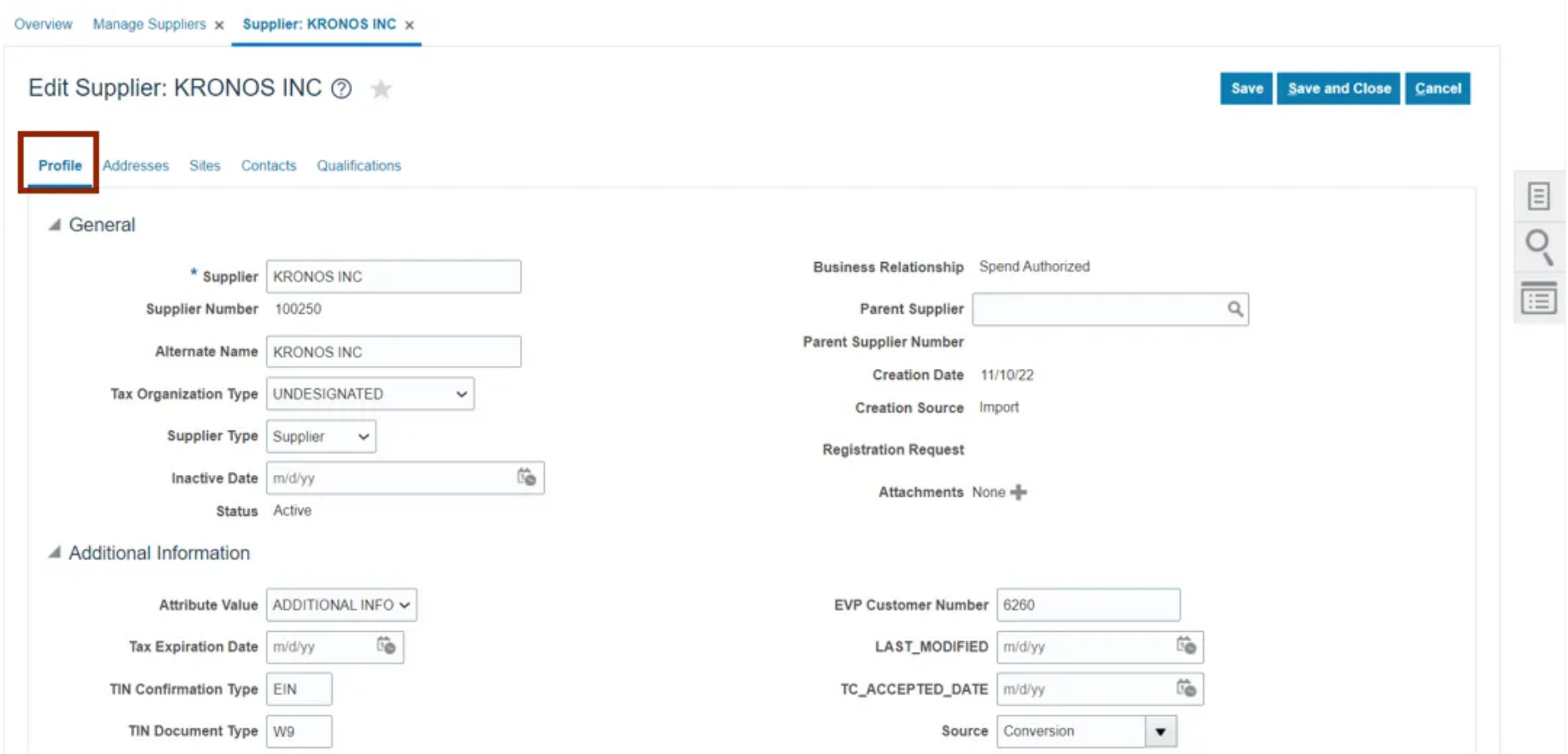
Step 6. Click the **Edit** icon.

Image



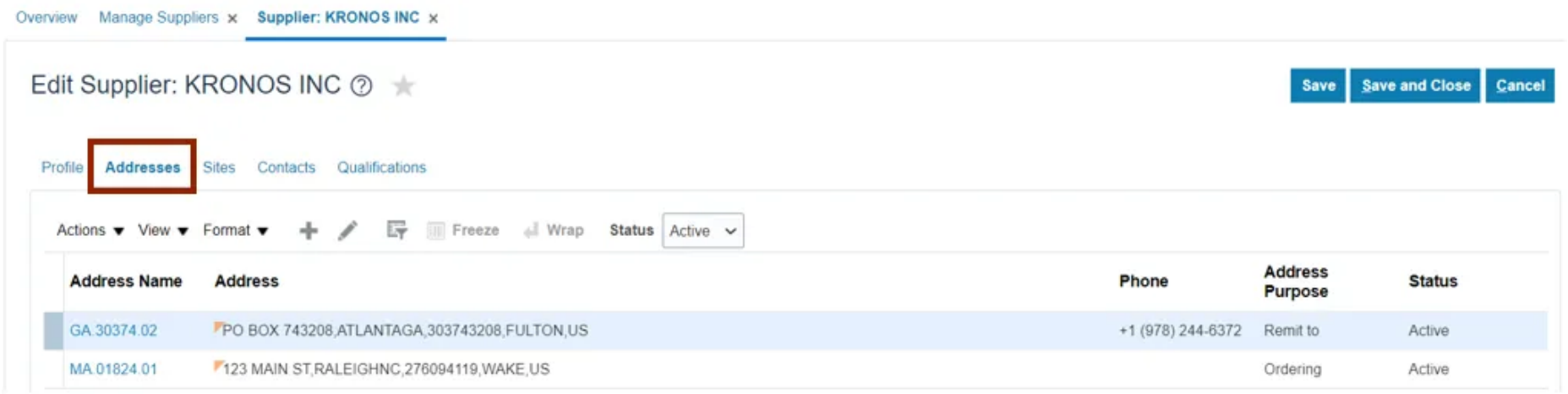
Step 7. Click the **Profile** tab and make edits to the **Supplier** if required.

Image



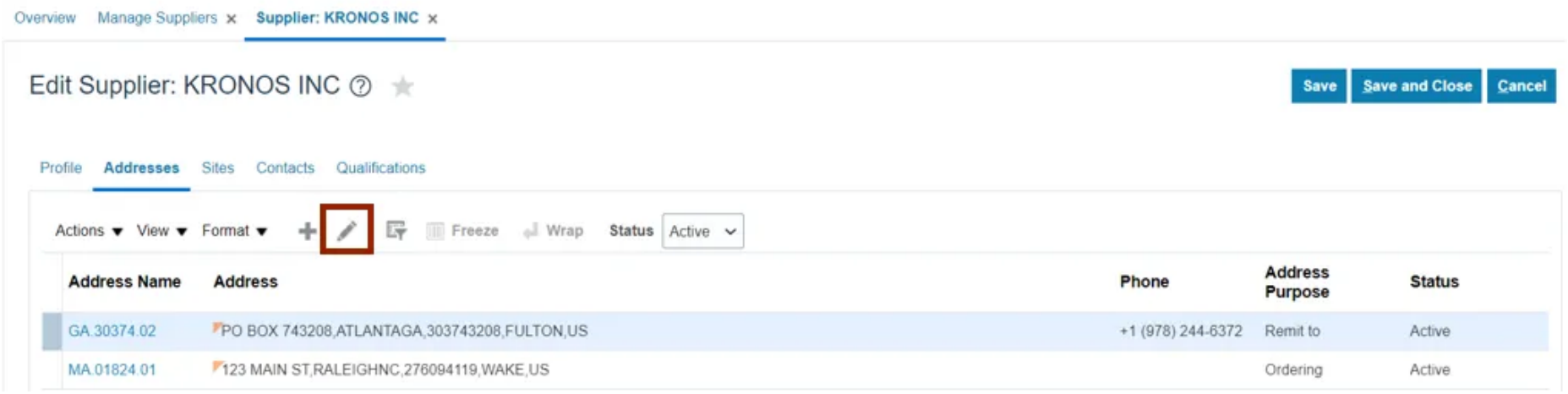
Step 8. Click the **Addresses** tab.

Image



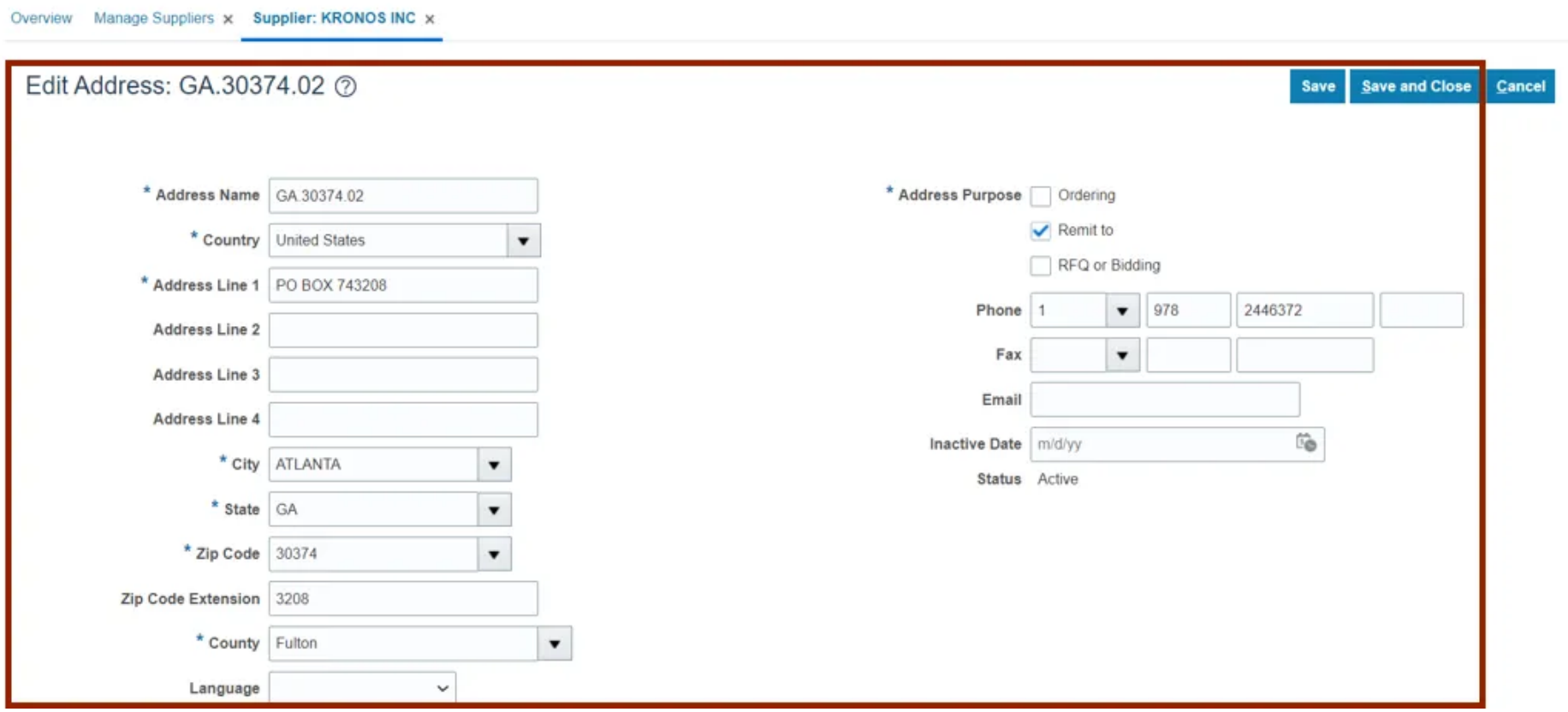
Step 9. Click the **Edit** icon.

Image



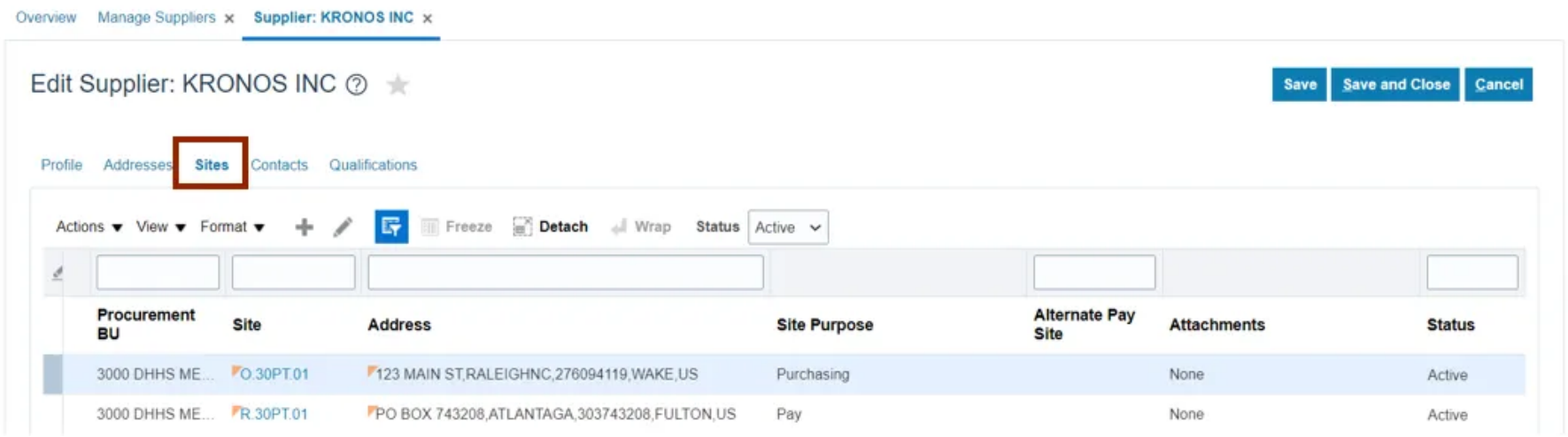
Step 10. Edit the **Address** section if required and click the **Save and Close** button.

Image



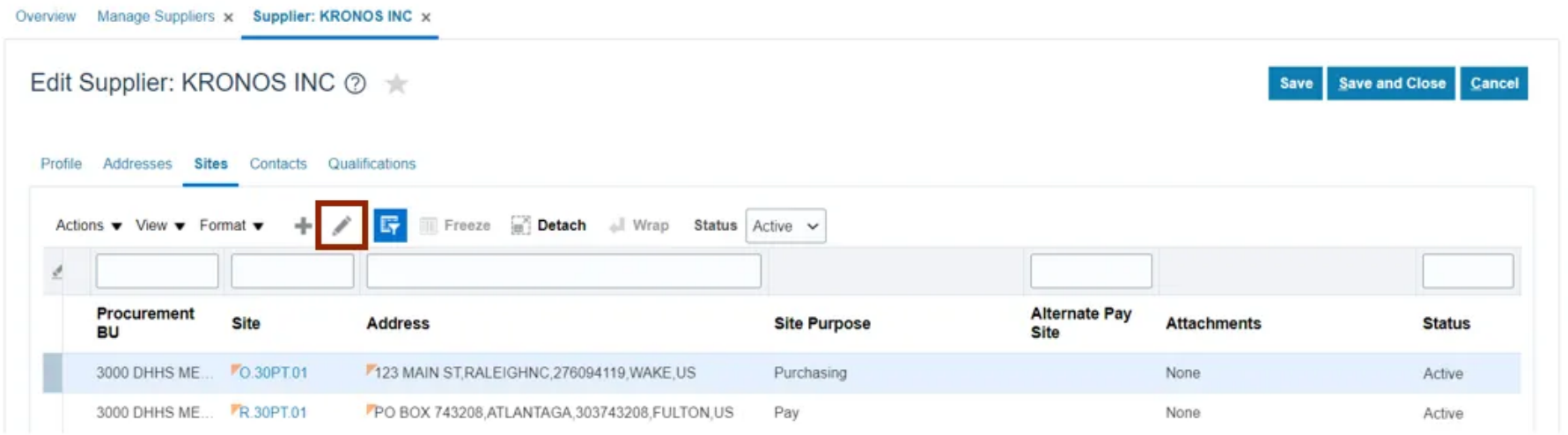
Step 11. Click the **Sites** tab.

Image



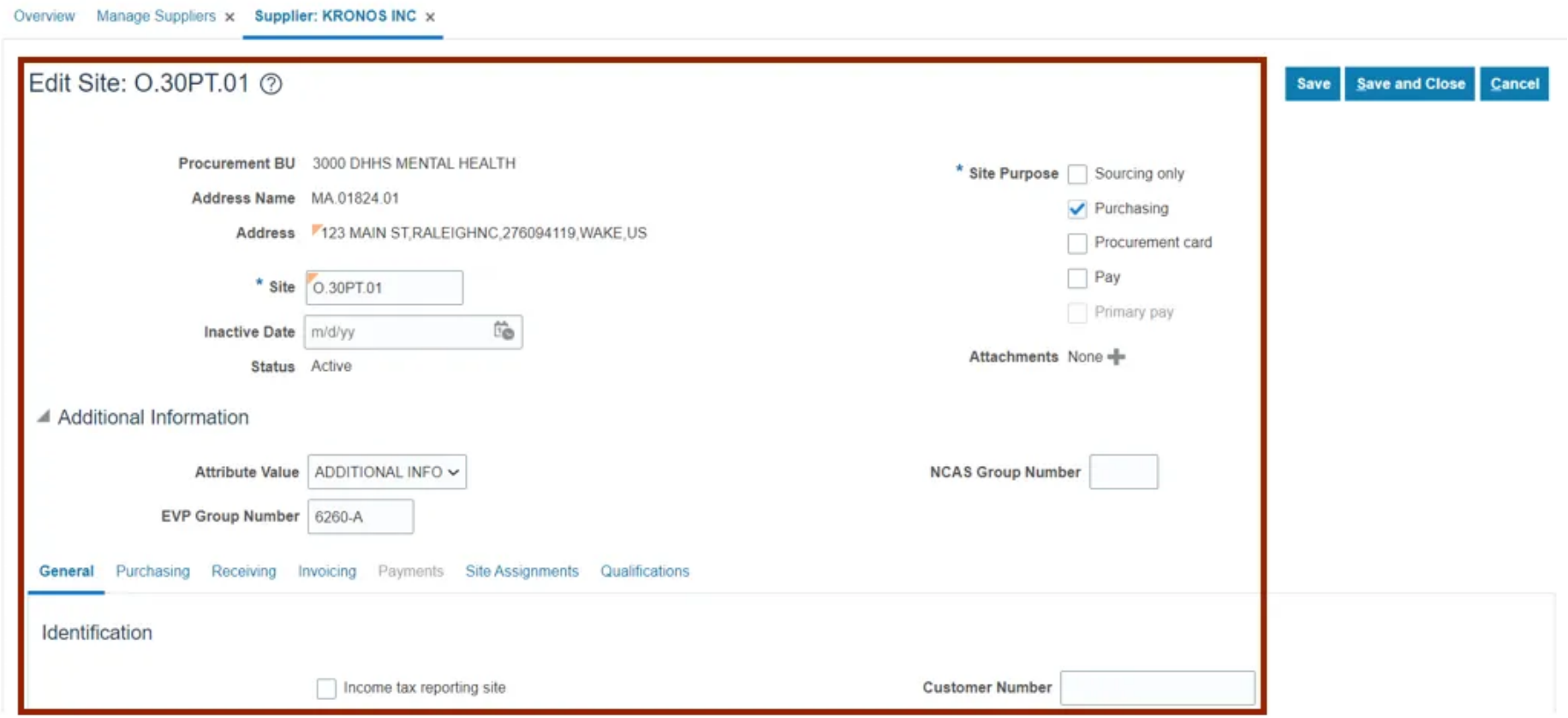
Step 12. Click the **Edit** icon.

Image



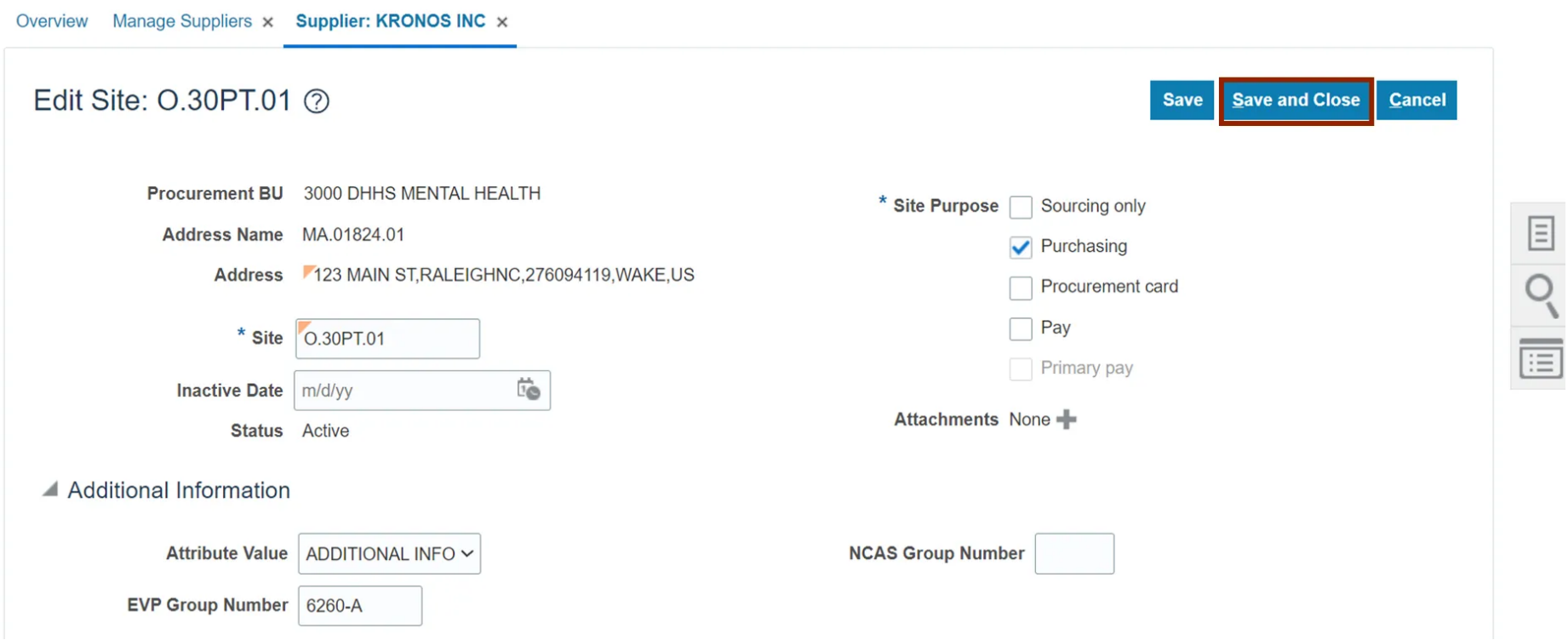
Step 13. Edit the **Supplier Site** if required.

Image



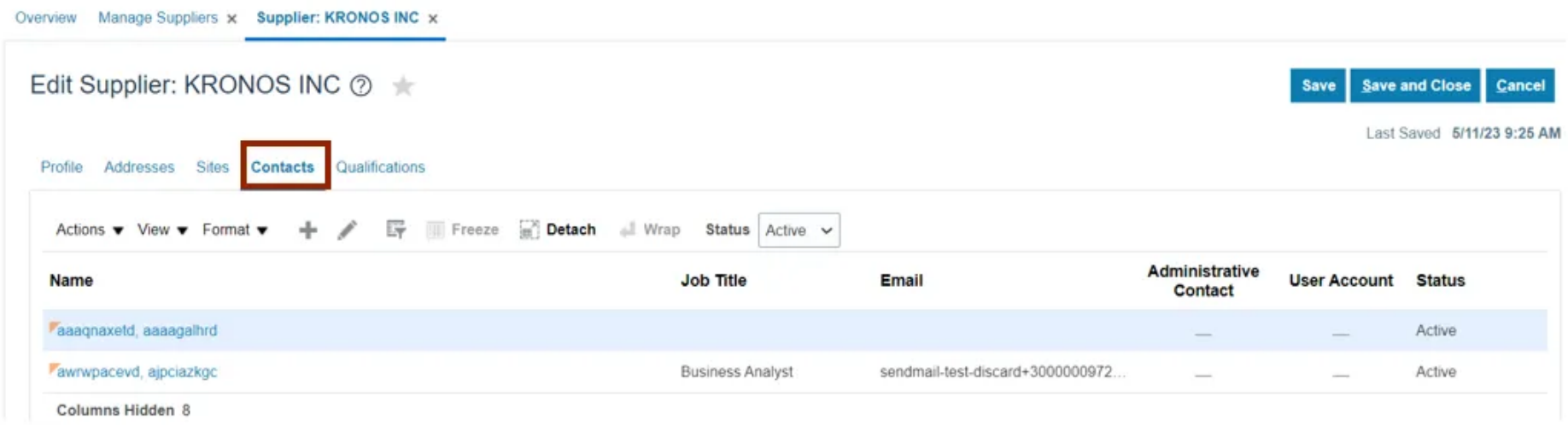
Step 14. Click the **Save and Close** button.

Image



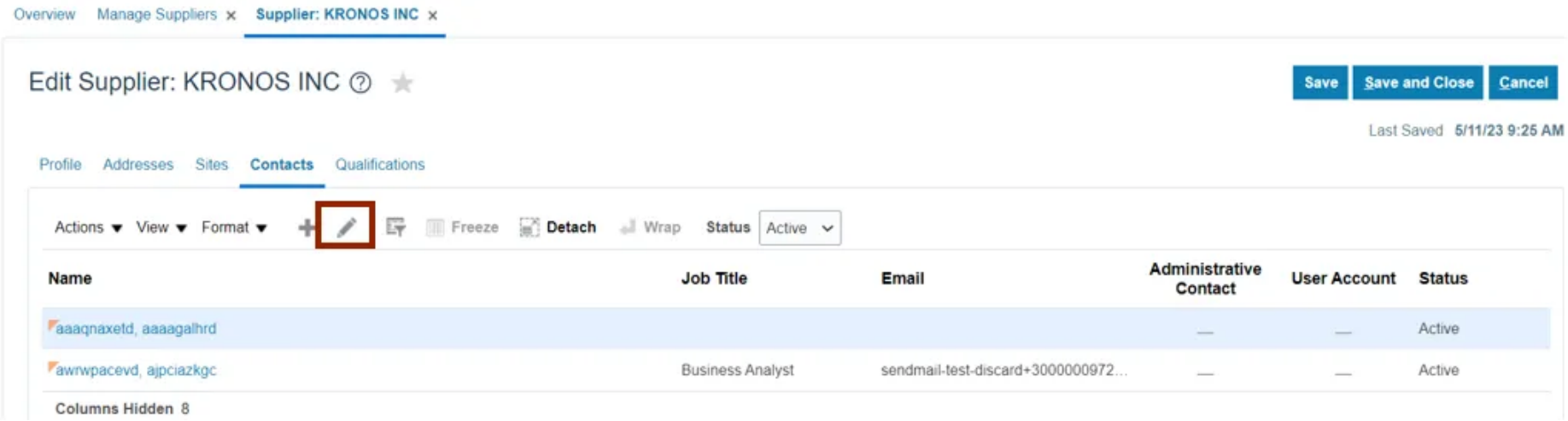
Step 15. Click the **Contacts** tab.

Image



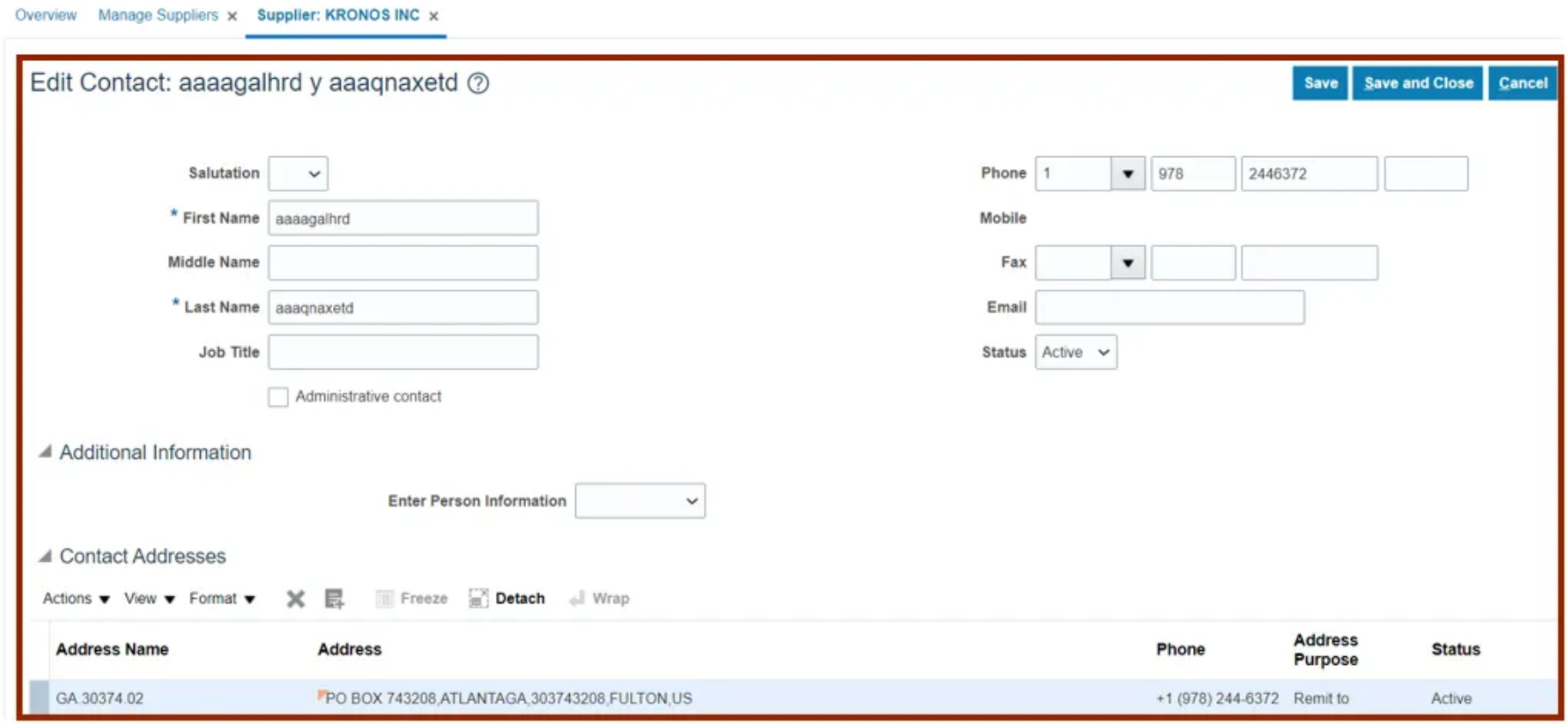
Step 16. Click the **Edit** icon.

Image



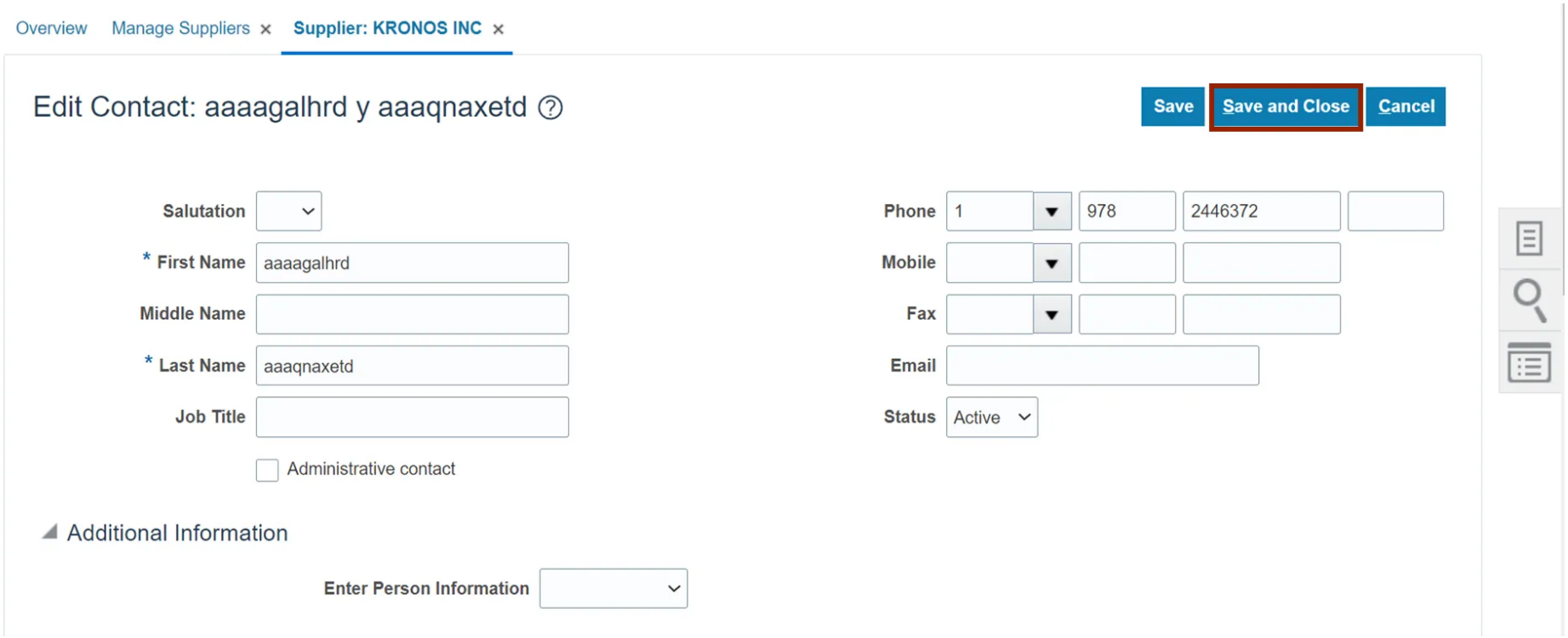
Step 17. Edit the **Contact information** if required.

Image



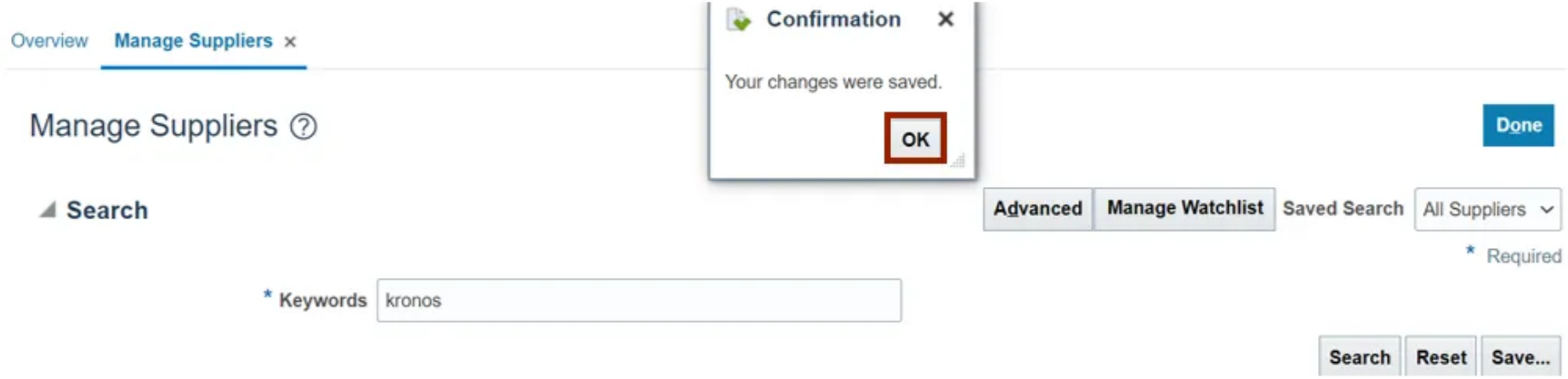
Step 18. Click the **Save and Close** button.

Image



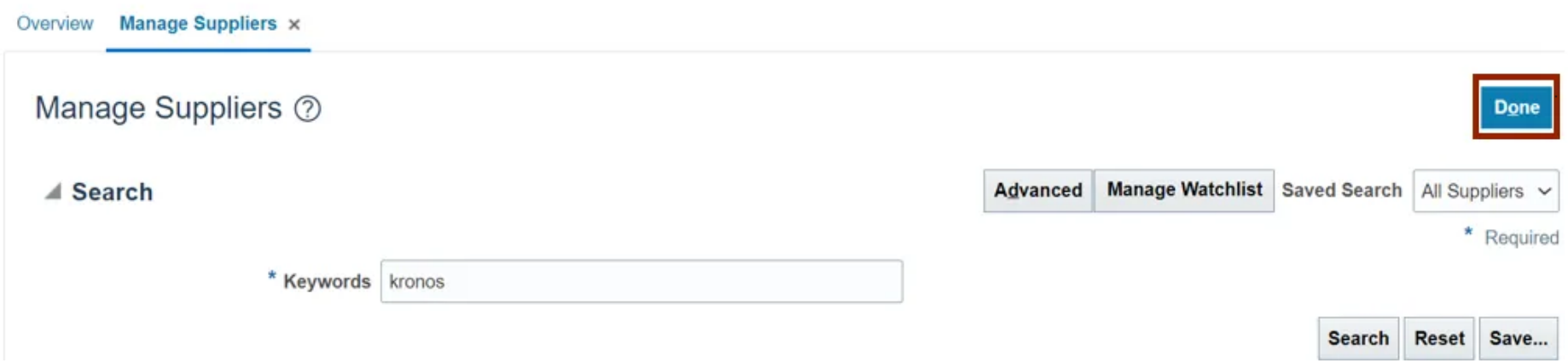
Step 19. The **Confirmation** pop-up appears. Click the **OK** button.

Image



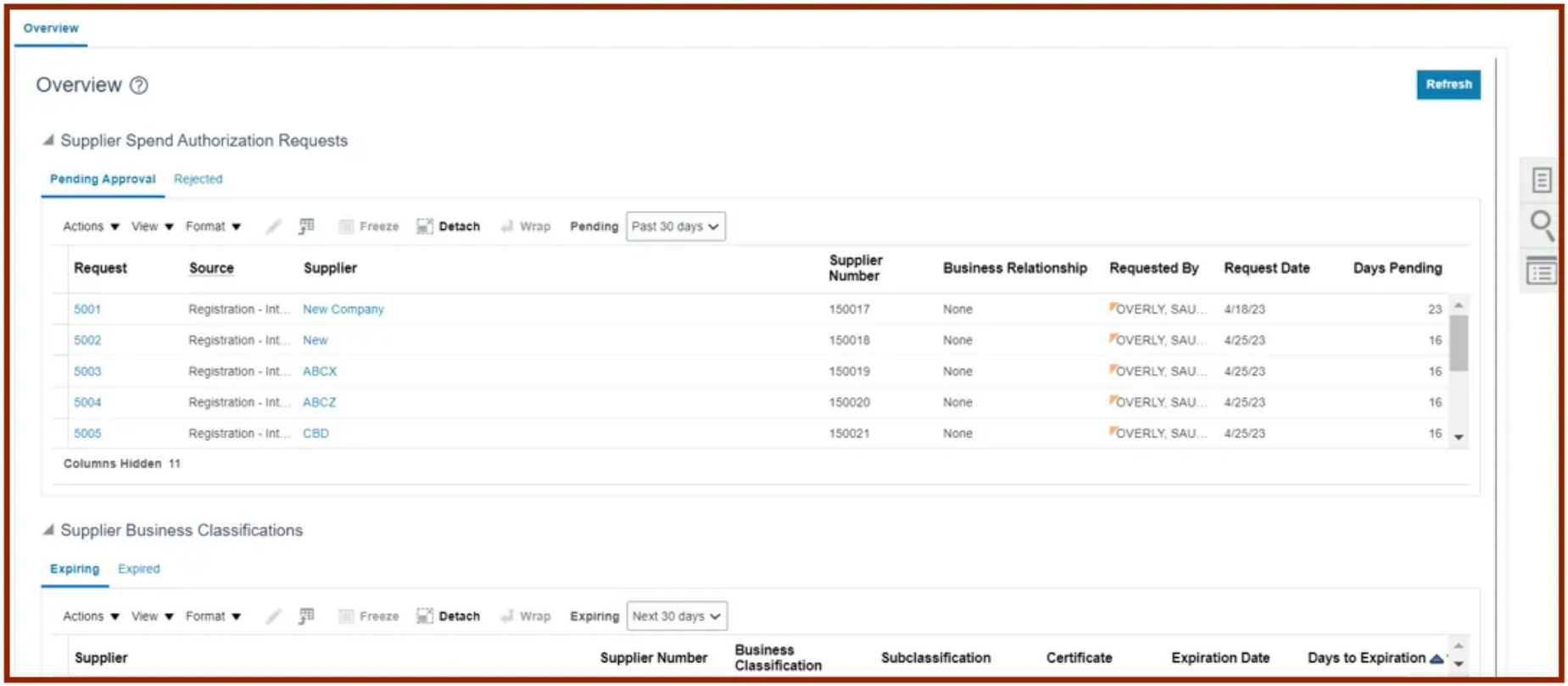
Step 20. Click the **Done** button.

Image



Step 21. The **Overview** dashboard displays.

Image



Wrap-Up

Create and manage suppliers using the steps above to update the supplier registration request and update the supplier data elements.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - PO104: Supplier Registration
  - PO105: Supplier Management

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