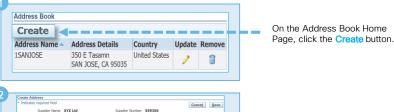# ADDRESS BOOK

The Address Book gives you the functionality to maintain your address details online. Here you can **create, modify and end date** multiple addresses.
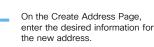
CREATE A NEW ADDRESS & LINK TO A CISCO ENTITY

UPDATE AN EXISTING ADDRESS

END DATE AN EXISTING ADDRESS

CREATE A NEW ADDRESS & LINK TO A CISCO ENTITY

1

On the Address Book Home Page, click the Create button.

2

On the Create Address Page, enter the desired information for the new address.

3

Click the Payment Address check box to indicate the function of this address.

If you need to include a Purchasing Site where Purchase Orders will be sent you will need to indicate this in the notes section.

In the Notes section, indicate what Cisco entity this address is associated with (e.g., Cisco Systems Canada).

4

5

Click the Save button when complete.

NOTE: A notification is sent to Cisco to review the information and update our vendor master data base.

UPDATE AN EXISTING ADDRESS

1

On the Address Book Home Page, click the Pencil icon next to the contact you'd like to update.

2

Make changes or additions to address information.

NOTE: You can only edit information displayed in the right hand column (Phone number, fax area code, fax number, email address). Information contained in the left column will be greyed out and you will be unable to edit.

3

In the Notes section, indicate what changes are being made to the address (e.g., Updated phone number...etc.).

4

Click the Save button.

NOTE: A notification is sent to Cisco to review the information and update our vendor master data base.
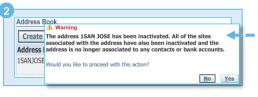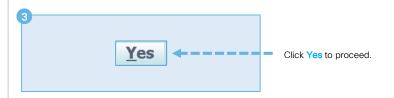
END DATE AN EXISTING ADDRESS

1

Click the Trash Can icon next to the address you'd like to end date.

NOTE: The system will prohibit you from end dating an address with an open Purchase Order or Invoice. You will need to email the iSupplier help desk to transfer any open invoices to a new address prior to end dating these addresses.

2

A Warning message will be displayed at the top of the Address Book Home Page, indicating that by end dating the address invoices can no longer be booked to an inactive address and associated sites.

3

Click Yes to proceed.

NOTE: A notification is sent to Cisco to review the information and update our vendor master data base.