

## Supplier Information – Summary Tab

An enhancement has been made when accessing the **Supplier Information** page. The system used to open to the **Identifying Information** tab. Now the system will default to the **Summary** tab.

**Navigation:** NavBar > Navigator > Suppliers > Supplier Information > Add/Update > Supplier

The landing page opens on the **Summary** tab.

| Summary             | Identifying Information                                     | Address        | Contacts           | Location           | Custom          |
|---------------------|---|----------------|--------------------|--------------------|-----------------|
| SetID               | STATE   |                |                    |                    |                 |
| Supplier ID         | 0000404089  |                |                    |                    |                 |
| Supplier Short Name | COVENDISTE  | COVENDISTE-001 |                    |                    |                 |
| Supplier Name       | COVENDIS TECHNOLOGIES                                       |                |                    |                    |                 |
| Order               | COVENDISTE-001<br>200 WALKER ST UNIT B<br>ATLANTA, GA 30313 |                |                    |                    |                 |
| Remit To            | COVENDISTE-001<br>200 WALKER ST UNIT B<br>ATLANTA, GA 30313 |                |                    |                    |                 |
| Status              | Approved  |                | Last Modified By   | JRROSS01           |                 |
| Persistence         | Regular   |                | Last modified date | 02/09/2022 10:35AM |                 |
| Classification      | Other - Non-Supplier  |                | Created By         | ERPHILLI           |                 |
| HCM Class           |   |                | Created Date/time  | 05/31/2007 9:39AM  |                 |
| Open for Ordering   | Yes   |                | Last Activity Date | 02/26/2022         |                 |
| Withholding         | No  |                |                    |                    |                 |
| Save                | Return to Search  | Notify         | Add                | Update/Display     | Include History |
| Correct History     |   |                |                    |                    |                 |

Summary | Identifying Information | Address | Contacts | Location | Custom

If you need to view the **Identifying Information** page, click on the **Identifying Information** tab.