

How to edit vendor details

BOOTHS VENDOR PORTAL

Move the mouse to the link **Manage Vendor Details**

	First Name:
	Last Name:
	Contact Number:
	Manage Vendor Details Change

Click on the link **Manage Vendor Details**

	First Name:
	Last Name:
	Contact Number:
	Manage Vendor Details Change

Move the mouse to the button **Edit**

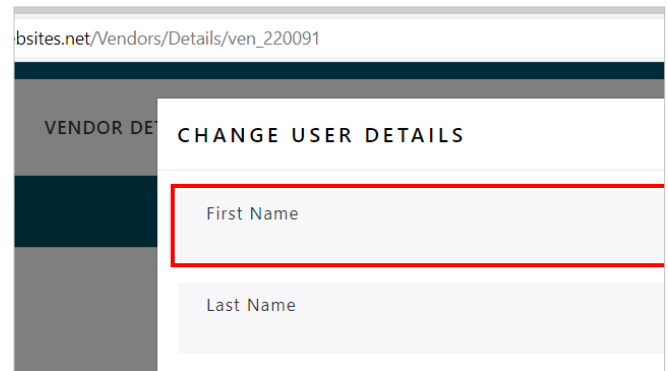
	ADD NEW USER
ROLES	
- Primary User - Account Manager	EDIT

Click on the button **Edit**

	ADD NEW USER
ROLES	
- Primary User - Account Manager	EDIT

Edit Vendor Details

Move the mouse to the input field **First Name**



bsites.net/Vendors/Details/ven_220091

VENDOR DE

CHANGE USER DETAILS

First Name

Last Name

Click on the input field **First Name**



bsites.net/Vendors/Details/ven_220091

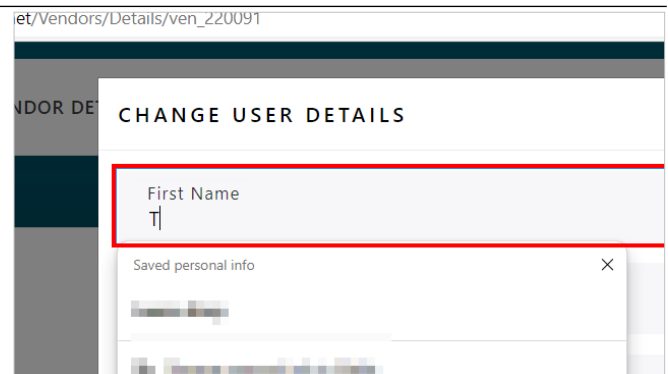
VENDOR DE

CHANGE USER DETAILS

First Name

Last Name

Enter **First Name**.



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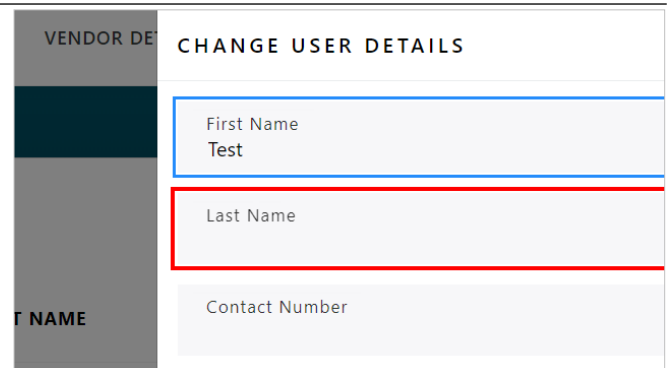
NDOR DE

CHANGE USER DETAILS

First Name
T

Saved personal info

Move the mouse to the input field **Last Name**



VENDOR DE

CHANGE USER DETAILS

First Name
Test

Last Name

Contact Number

T NAME

Edit Vendor Details

Click on the input field **Last Name**

VENDOR DETAILS	CHANGE USER DETAILS
	First Name Test
	Last Name
	Contact Number

Enter **Last Name**.

VENDOR DETAILS	CHANGE USER DETAILS
	First Name Test
	Last Name
	Saved personal info 

Move the mouse to the input field **Contact Number**

	First Name Test
	Last Name User
	Contact Number
	At least one role must be selected
	☒ Account Manager

Click on the input field **Contact Number**

	First Name Test
	Last Name User
	Contact Number
	At least one role must be selected
	☒ Account Manager

Edit Vendor Details

Enter **Contact Number**.

First Name
Test

Last Name
User

Contact Number
1

At least one role must be selected

☒ Account Manager

Select the relevant role(s) from the list.

At least one role must be selected

☒ Account Manager

☐ Supply Chain Contact

☐ Technical Contact

You can also uncheck boxes.

At least one role must be selected

☒ Account Manager

☐ Supply Chain Contact

☐ Technical Contact

Move the mouse to the button **Save**

Account Manager

CLOSE SAVE

Edit Vendor Details

Click on the button **Save**

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Contact

ctact

CLOSE

SAVE

Account Manager