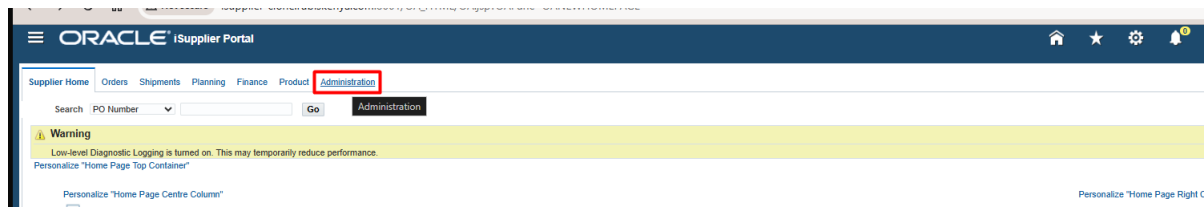
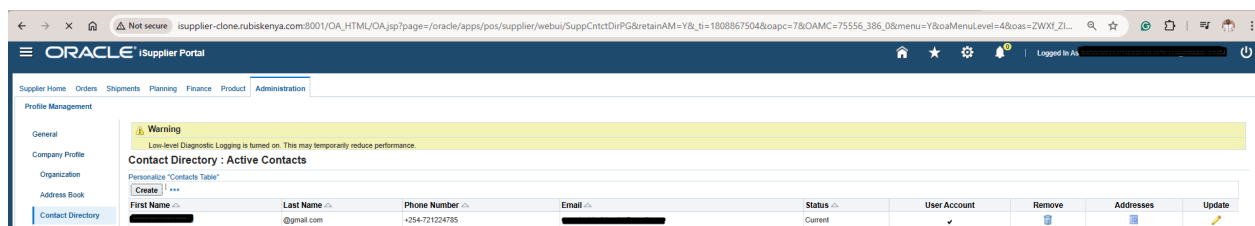
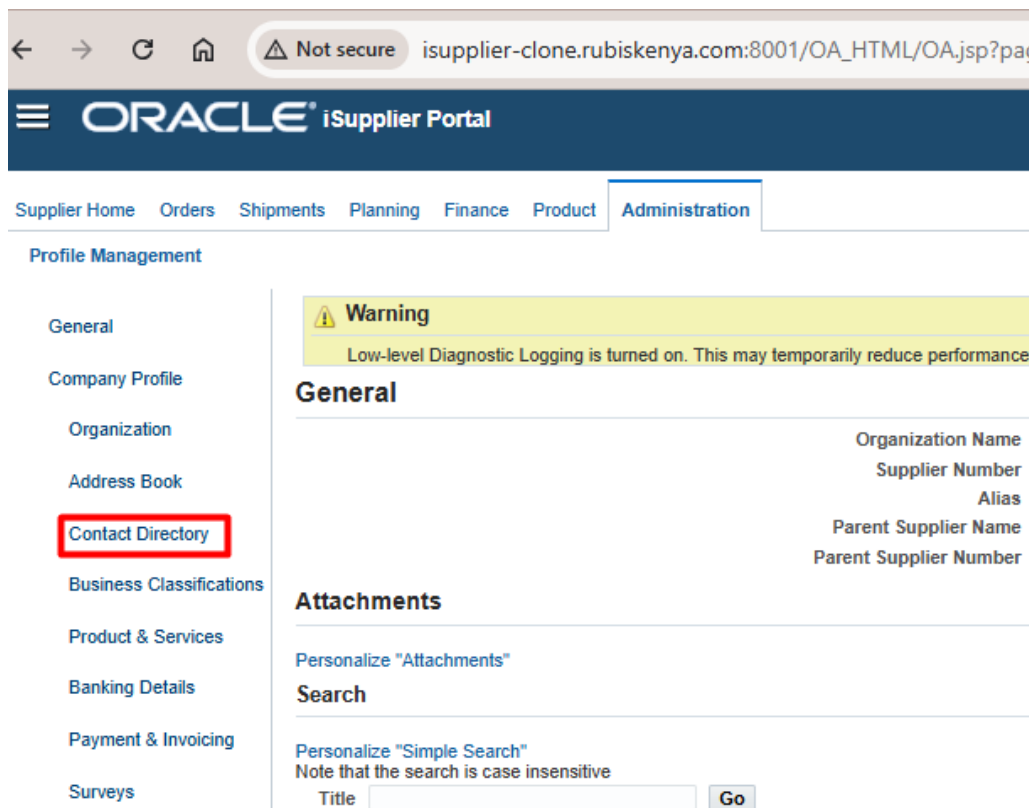


How do I change a username in case the contact person leaves the company?

Log in to your supplier account, in the Admin tab



Click on the "Contact Directory" > Click on the Create Button and enter the details of the new contact person, and click on the Save Button.



Create Contact

CancelSave

Indicates required field

Personalize Header : ContactSRN

Personalize Default Double Column : region2

Contact Title

First Name

Middle Name

Last Name

Alternate Name

Job Title

Department

Contact Email

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Contact Purpose

Personalize "Contact Purpose"

Personalize "Contact Purpose"

\*\*\*

Purpose

No results found.

Remove

Table: Personalize

| Contact Directory : Active Contacts |            |                |                                |         |              |        |           |        |
|-------------------------------------|------------|----------------|--------------------------------|---------|--------------|--------|-----------|--------|
| Personalize "Contacts Table"        |            |                |                                |         |              |        |           |        |
| Create ***                          |            |                |                                |         |              |        |           |        |
| First Name                          | Last Name  | Phone Number   | Email                          | Status  | User Account | Remove | Addresses | Update |
| arrowtechbuildersitd                | @gmail.com | +254-721224785 | arrowtechbuildersitd@gmail.com | Current | ✓            |        |           |        |
| Test                                | Rubis      | 0723*****      | Test@rubiskenya.com            | Pending |              |        |           |        |

This information will be sent to the Supplier Admin, and he will either approve or reject it. If a rejection is made, a rejection reason will be sent with a rejection reason.