



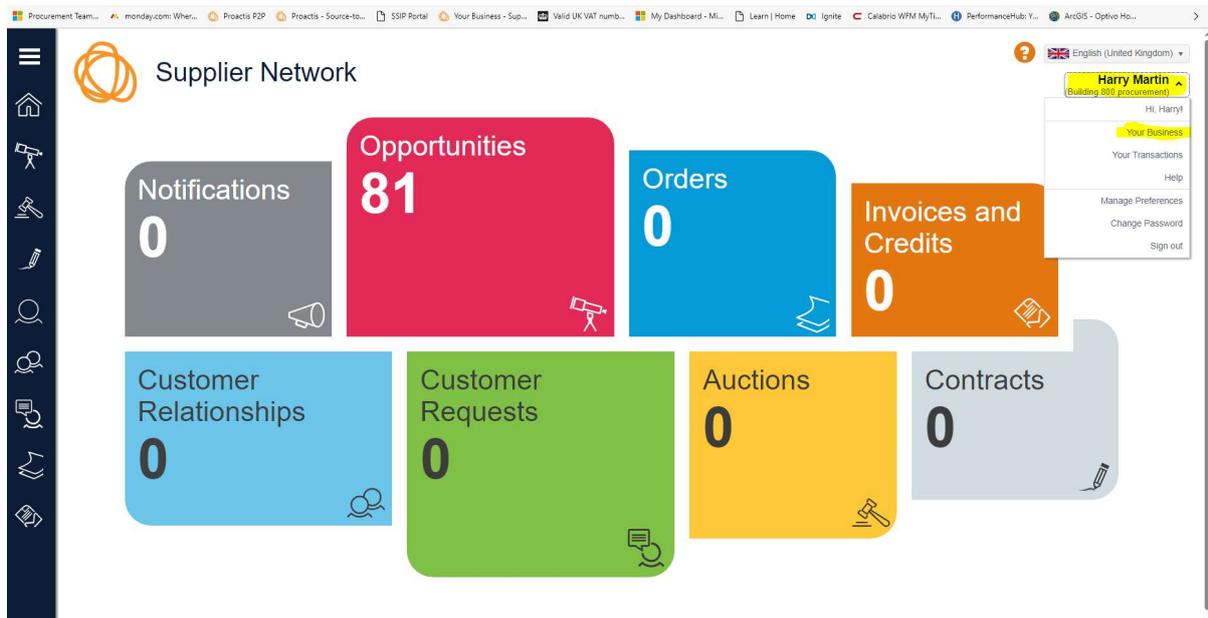
Procurement

SUPPLIER RELATIONSHIP MANAGEMENT

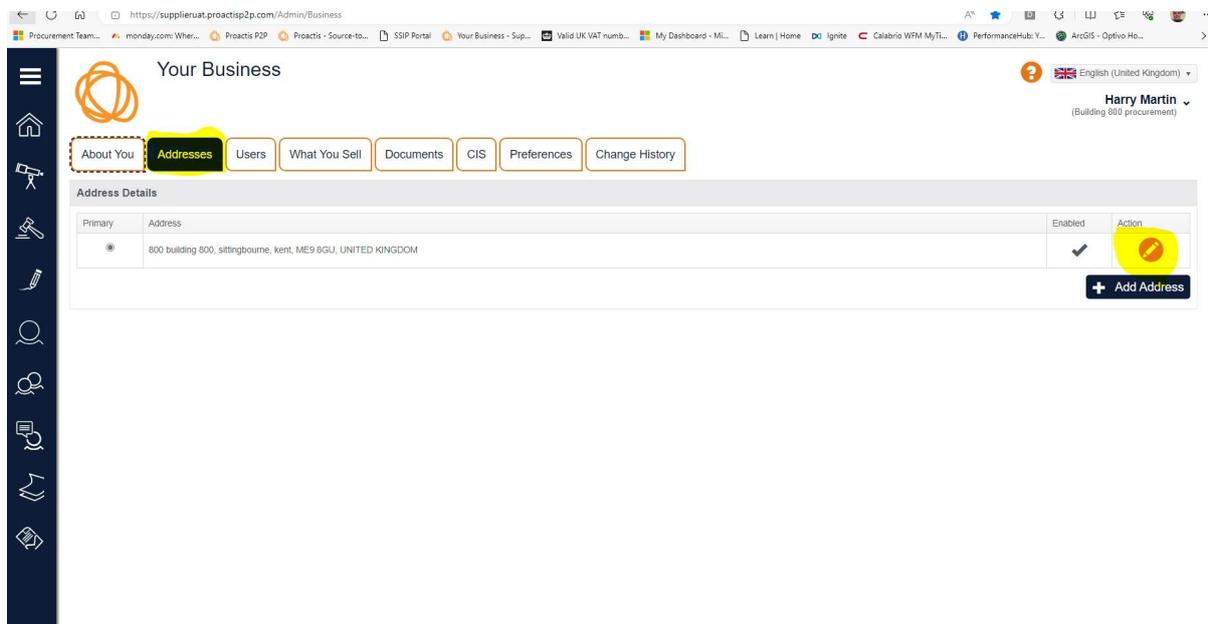


Updating email address in Proactis

1. First from the home screen of Proactis click your name in the top right and go to 'Your Business'



2. Go to the Addresses tab and then the orange circle with the pencil inside





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3. Finally go to contact details and there you can update our email.

The screenshot shows the 'Address Details' dialog box in the Procurement Supplier Relationship Management system. The dialog has three tabs: 'Address', 'Contact Details', and 'Address Types'. The 'Contact Details' tab is selected and highlighted with a blue circle. The 'Email Address' field is highlighted in yellow and contains the text 'building800procurement@gmail.com'. The 'Telephone Number' field contains '07999999999' and the 'Fax Number' field is empty. The dialog has 'OK' and 'Cancel' buttons at the bottom right.

***Please note that this is where we store your remittance email.**