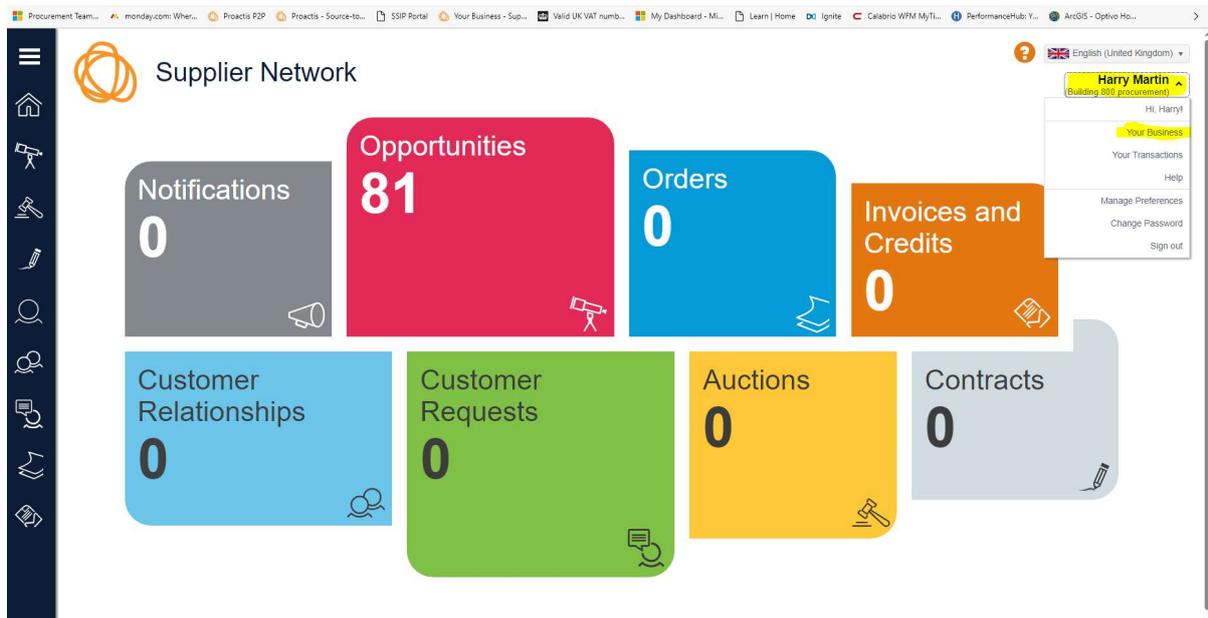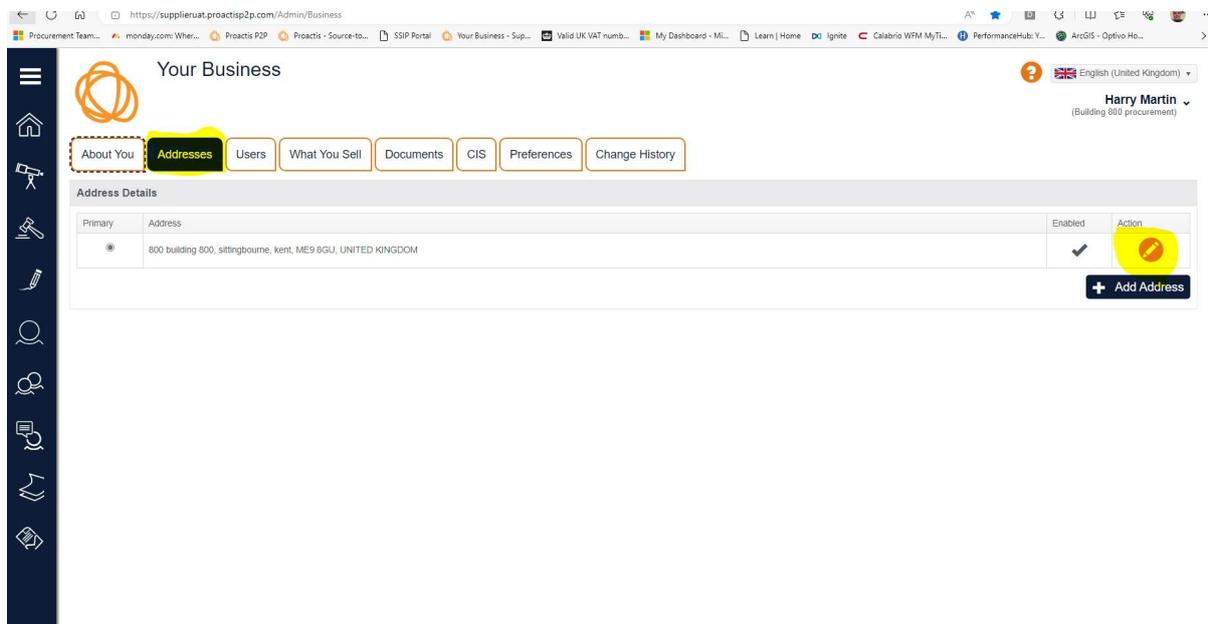# Procurement
SUPPLIER RELATIONSHIP MANAGEMENT

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

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

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