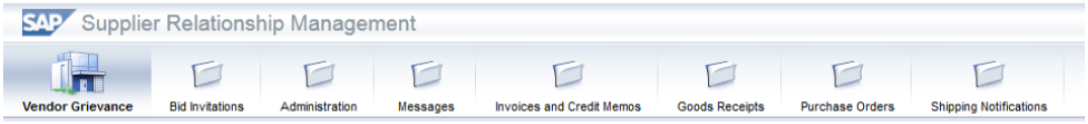
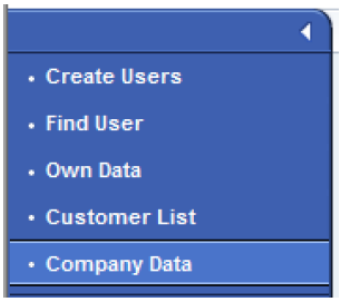
Login as a Supplier

Find tab Administration in task bar



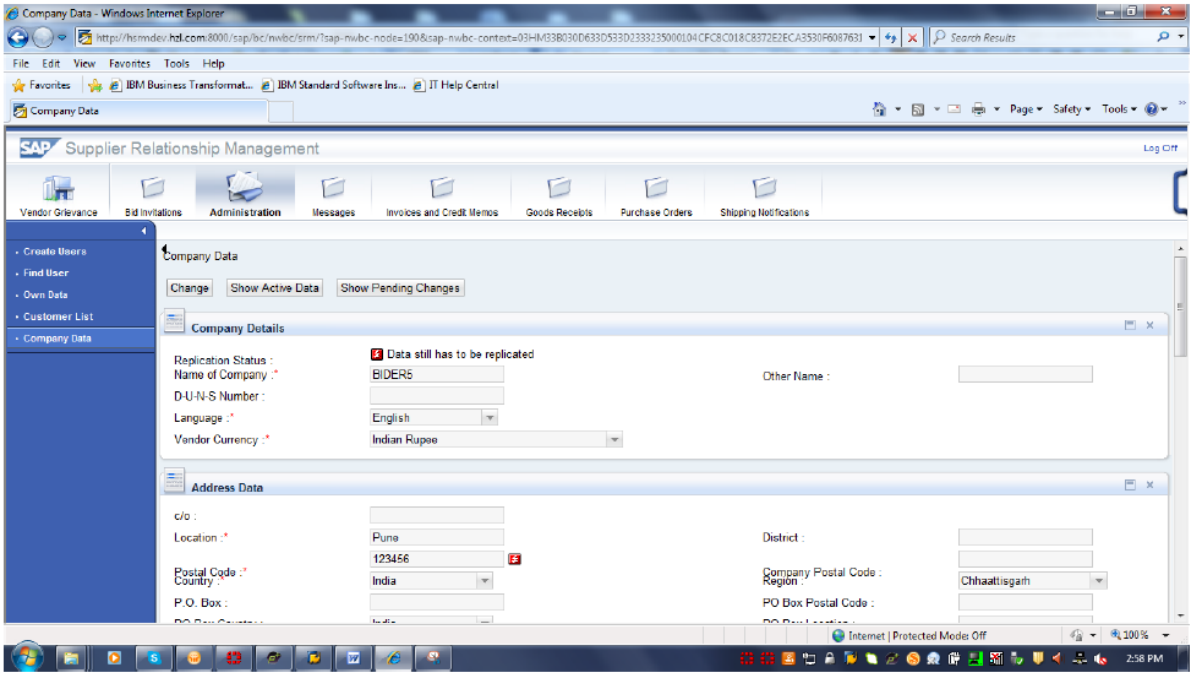
Click on Administration

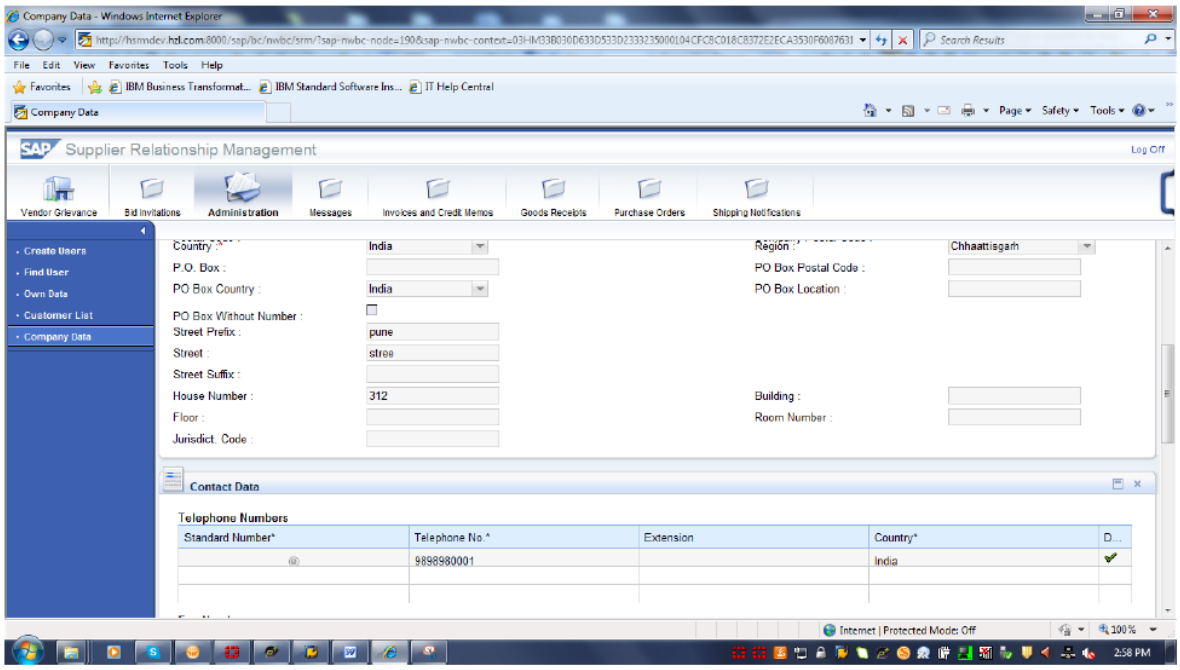
Then below options we can find

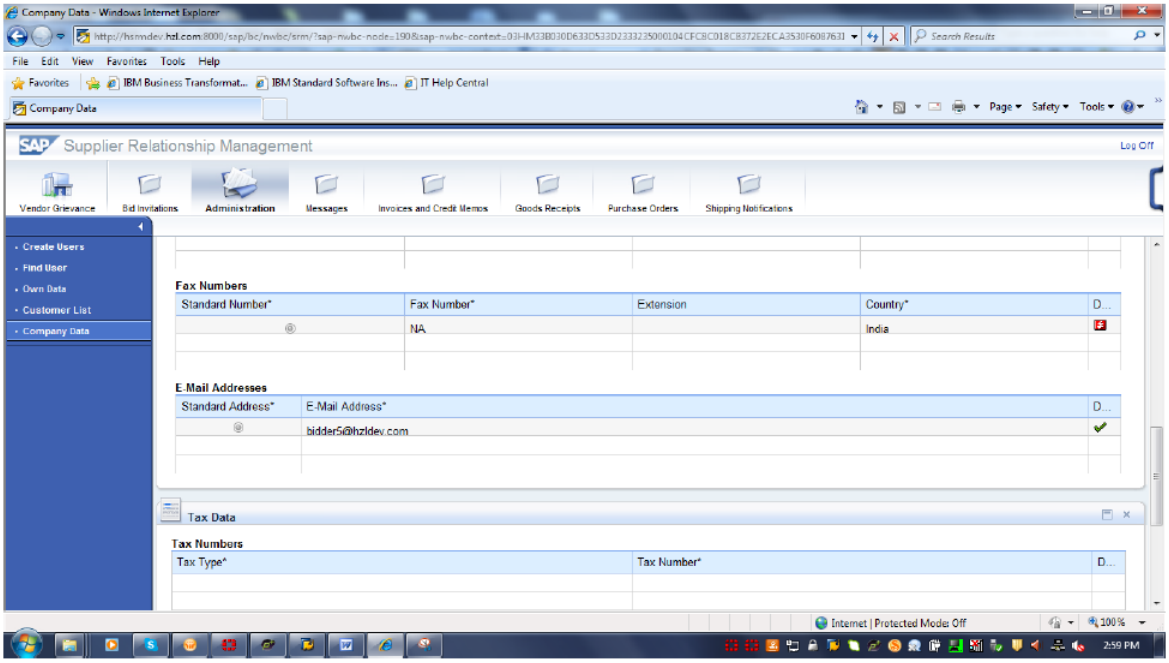


Click on Company Data

Then we can find the information of supplier

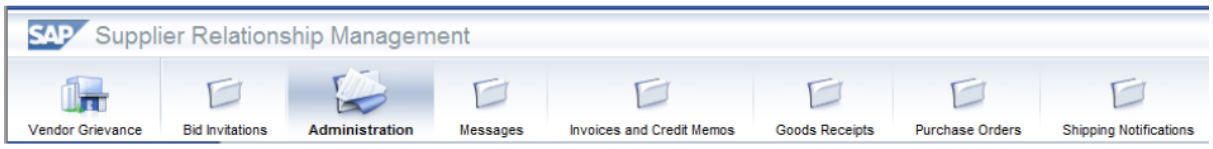




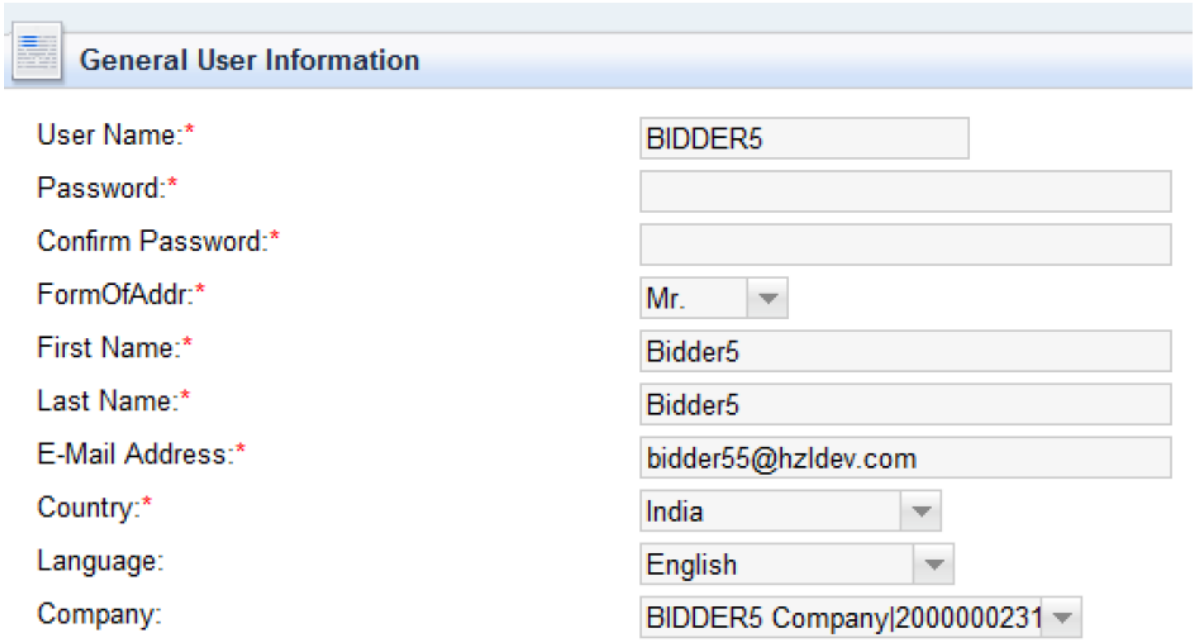


Click on SAVE on the top of the page.

Click on Administration



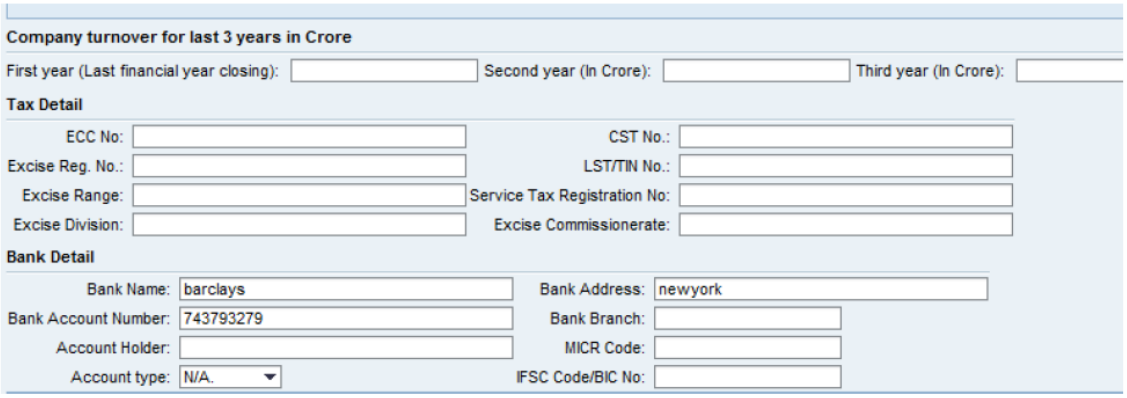
Find the changes



We have changed Email address and Company name those two changes have got reflected.

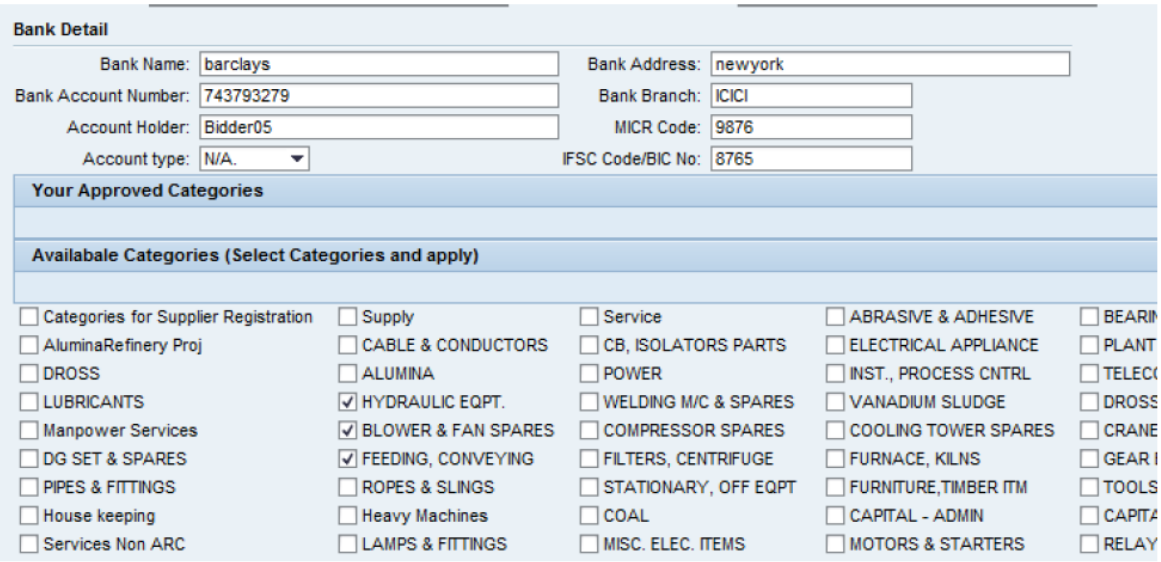
If vendor changing the ZFIELDS from the vendors data

Then before changing the data the screen is like below mentioned screenshot.



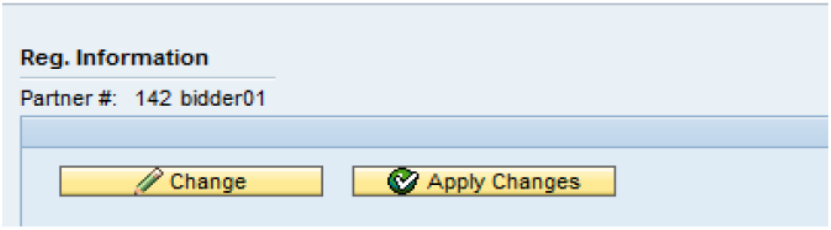
Click on Change on the top of screen

Then system will allow changing the data

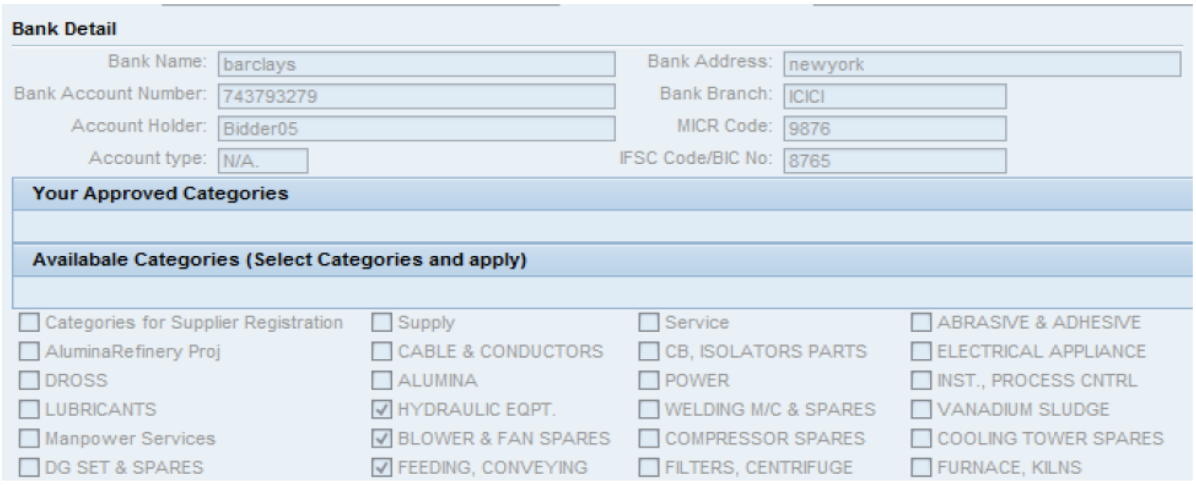


After changing the data

Click on Apply changes from the top of the page



Then changes have been reflected in the vendor data.



This data should go for approval process.