

## [Vendor Customer Modification - Contact Modification](#)

### [Scenario](#)

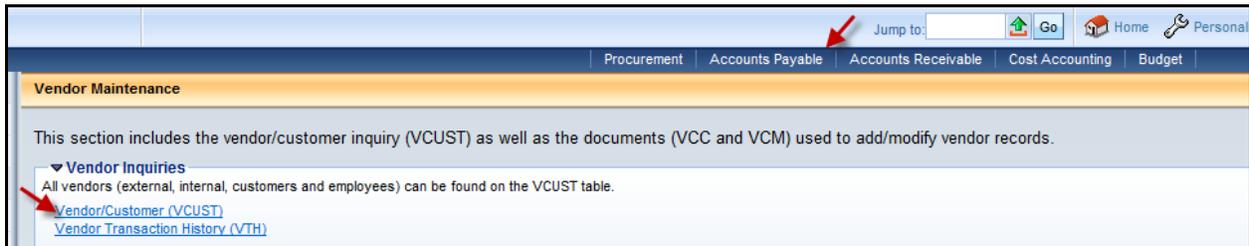
One of the most common uses of the **VCM** document is to change the Contact on a current Vendor record. The following steps will walk you through the process of changing the contact for a vendor.

#### **Contact Modification**

A Vendor Customer Modification (**VCM**) document is created to change or modify information on a current Vendor record. This document is used to update the Vendor Customer table information, Customer Account Options table information, and 1099 Reportable Information table information. No agency approvals are required on the **VCM** and once submitted the document will be sent through workflow to the Finance Department for review and approval.

One of the most common uses of the **VCM** document is to change the contact on a current Vendor record. The following steps will walk you through the process of changing the contact for a vendor.

1. Go to the **VCUST** table and bring up the vendor record. You can click on the **Account Payable Workspace** in the dark blue bar at the top of the screen, then click on the **VCUST** link. Or type **VCUST** in the **Jump To** box at the top of the page, then click **Go**.



2. Click **Search**.
3. Enter the name or vendor code Click **OK**. Open the vendor record to modify. Always review the vendor record, as it is currently set up, before continuing with the modification.

https://emars.ky.gov/ - Search - Windows Internet Explorer

Legal Name :  Last Name :

Alias/DBA :  Vendor Active Status :

Vendor/Customer :  Customer Active Status :

Taxpayer ID Number :  VSS Registered :

[Ok](#) [Clear](#) [Cancel](#)

4. Click on the **Address Section**. Look at the **Contact Information** section to see if there is only one, or if there are multiple contacts. Now you are ready to create the VCM.
5. Go back to the **Vendor/Customer** Section. At the bottom of the screen, click on **Modify Existing Record**.
6. Enter your Dept #, no Unit is needed. Check **Auto Numbering**, then click on **Create Document**. A **VCM** is generated with the vendor code and all the information that was on the Vendor/Customer section of the vendor record.
7. On **Header**, in the Document Description field, enter the reason for the modification. (Example: Updating contact name, phone # and email address.)

Header

General Information | Legal Name Change | Extended Description | Document Information | Rejection Reasons

Vendor/Customer:

Legal Name: CONNIE K DOWNEY

Headquarters Code:

CONNIE K DOWNEY

Document Name:

Record Date:

Document Description: Update Contact informaton

Tracking Number:

Prefix:

VSS-Initiated:

Changes Rejected:

Never Archive:

8. Go to the **Contacts** section, **Insert a New Line.**
9. In the **Line Action** dropdown, choose **Modify**.

Contacts Total Lines: 1 Line Action: Contact ID: Contact Name:

Line Action	Contact ID	Contact Name	Phone	Email
Modify	Connie K Downey	502-564-9641	connie.downey@ky.gov	

From 1 to 1 Total: 1 First Previous Next Last

Line Action: Modify

Headquarters:

Contact ID:

10. Open the **Modify Existing Contact** tab. Use the Pick List to **Select** the contact to be changed.
11. On the **Contact Information** tab, delete the information to be changed (Example: name, email address, phone. Then type in new name, address and telephone number.)

Note: The Contact Name and Phone Number are *required* fields on the Contact Section.

Contacts Total Lines: 1 Line Action: Modify Contact ID: Contact Name: Connie K Downey

Line Action	Contact ID	Contact Name	Phone	Email
Modify	Connie K Downey	502-564-9641	connie.downey@ky.gov	

From 1 to 1 Total: 1 First Previous Next Last

Line Action: Modify

Headquarters:

**Contact Name:** 
**Alternate Phone:**

**Title/Role:** 
**Alternate Phone Extension:**

**Permissions:** 
**Fax:**

**Authorized Representative:** 
**Fax Extension:**

**Country Phone Code:** 
**Alternate Fax:**

**Phone:** 
**Alternate Fax Extension:**

**Phone Extension:**

**Email:**

12. Click on the **Address Information** tab. Click on the **Green Arrow (Pick List)** to see the address(s) associated with the vendor record. **Select** the address to go with your Contact.

The screenshot shows a web application interface for managing contacts. At the top, there's a header bar with 'Contacts', 'Total Lines: 1', 'Line Action: Modify', 'Contact ID:', and 'Contact Name: Connie K Downey'. Below this is a table with columns for 'Line Action', 'Contact ID', 'Contact Name', 'Phone', and 'Email'. The table contains one row with 'Modify', 'Connie K Downey', '502-564-9641', and 'connie.downey@ky.gov'. Below the table, there are navigation buttons: 'From 1 to 1 Total: 1', 'First', 'Previous', 'Next', 'Last', and 'Go to line:'. The main form area has a 'Line Action' dropdown set to 'Modify' and a 'Headquarters' field with 'HHW0004'. At the bottom, there are four tabs: 'Add New Contact', 'Modify Existing Contact', 'Contact Information', and 'Address Information'. The 'Address Information' tab is active, showing an 'Address ID' field with 'AD001' and a green arrow icon next to it, which is highlighted by a red arrow. Other fields include 'Street 1: 2583 Burks Branch Rd', 'Street 2:', 'City: Shelbyville', 'State/Province: KY', 'Zip/Postal Code: 40065-8024', 'Country: US', and 'County Name:'.

13. Click **Validate**. When the document validates successfully, it can be submitted.
14. Click **Submit**, the VCM will go to Pending Status for approval. **VCCs** and **VCMs** are routed to a vendor Worklist and are reviewed and approved by the Finance Statewide Accounting or Customer Resource Center office.

NOTE: To add an additional contact

1. Go to the **Contact Section**,
2. **Insert a New Line**, **Line Action** will be **New**.
3. Open the **Add New Contact** section, and click the **Auto Generate** box.
4. Open the **Contact Information** section and type in the new *contact name* and *phone number*. These 2 fields are *required*. You can also add an email address if desired.
5. Go to the **Address Information** section and use the **Pick List** to select an existing address to be associated with this new contact. (The document will not validate if an address is not chosen.)
6. Click **Validate**.
7. **Submit** when there are no errors. The VCM will route to the Finance department for review and approval.