USER GUIDE

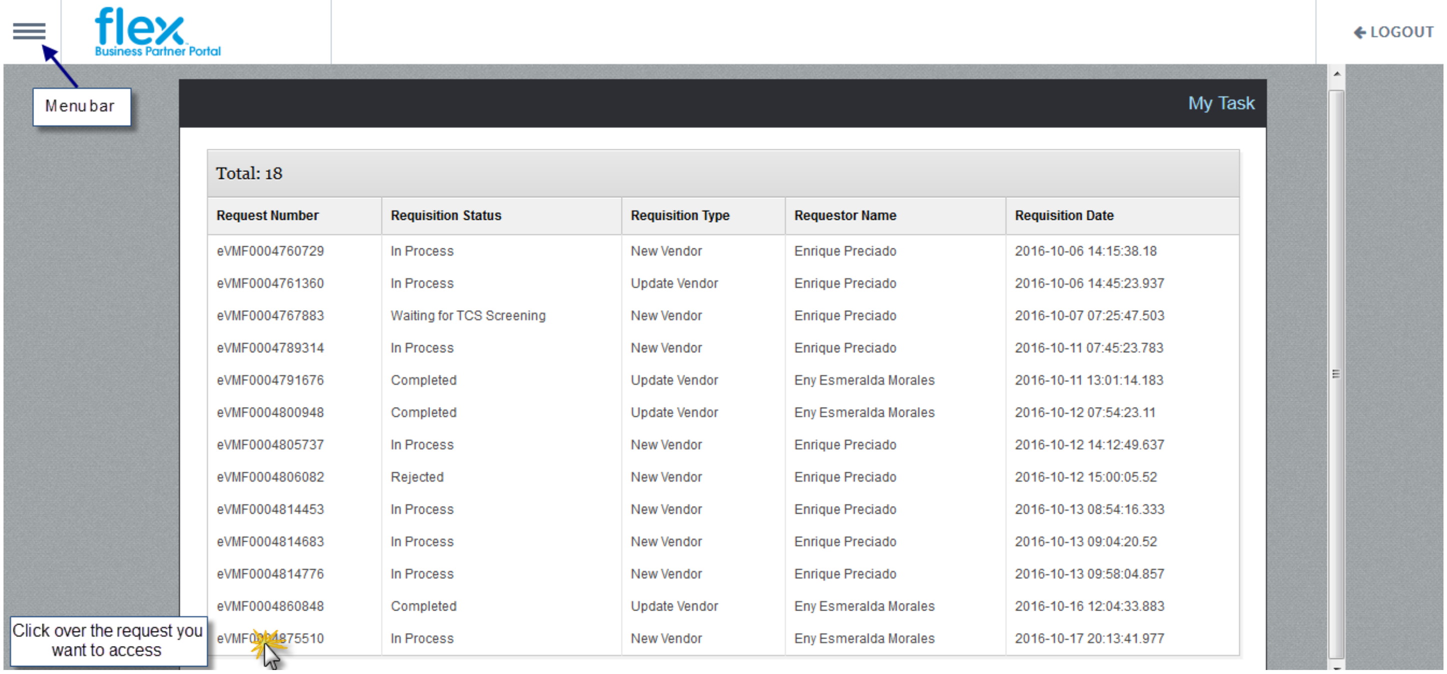
FOR

FLEX BUSINESS PARTNER PORTAL

1.0

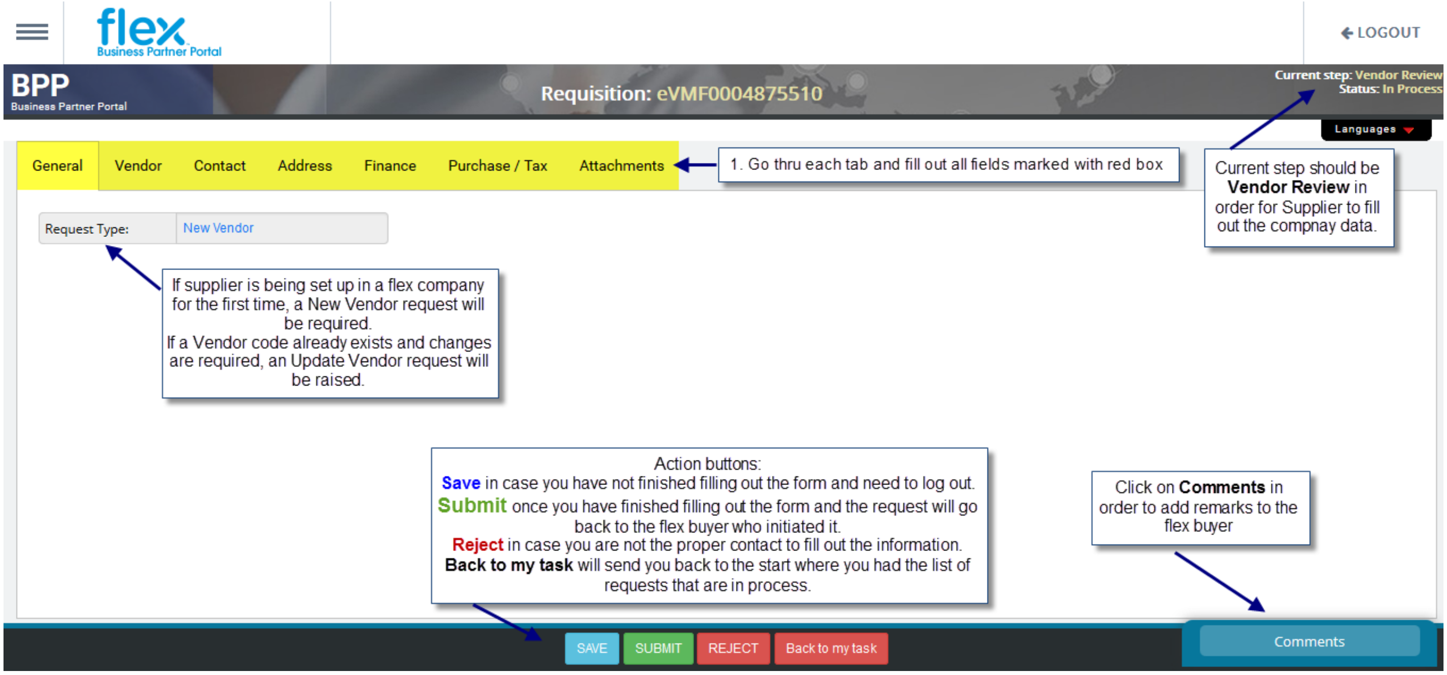
Once you have passed the login credentials, requests pending for you action will appear under **My Tasks**.

Step 1: Click on the request number.

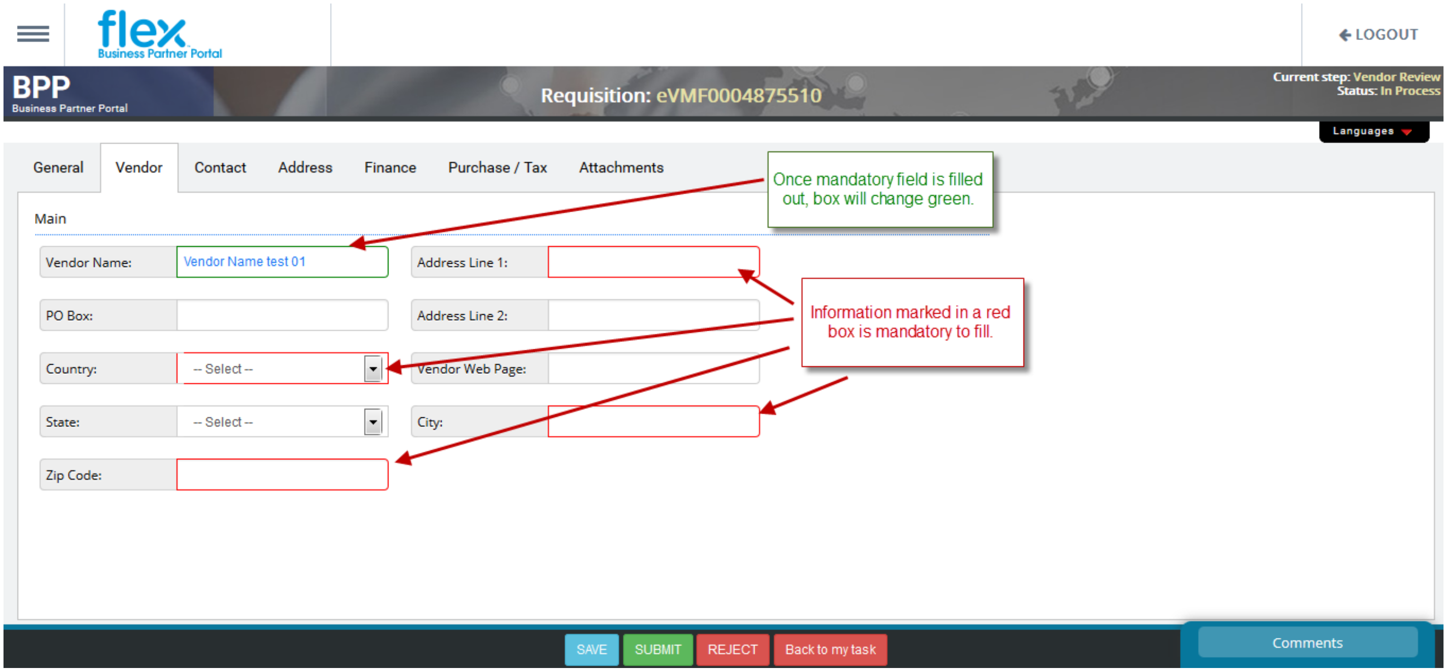


Request Number	Requisition Status	Requisition Type	Requestor Name	Requisition Date
eVMF0004760729	In Process	New Vendor	Enrique Preciado	2016-10-06 14:15:38.18
eVMF0004761360	In Process	Update Vendor	Enrique Preciado	2016-10-06 14:45:23.937
eVMF0004767883	Waiting for TCS Screening	New Vendor	Enrique Preciado	2016-10-07 07:25:47.503
eVMF0004789314	In Process	New Vendor	Enrique Preciado	2016-10-11 07:45:23.783
eVMF0004791676	Completed	Update Vendor	Eny Esmeralda Morales	2016-10-11 13:01:14.183
eVMF0004800948	Completed	Update Vendor	Eny Esmeralda Morales	2016-10-12 07:54:23.11
eVMF0004805737	In Process	New Vendor	Enrique Preciado	2016-10-12 14:12:49.637
eVMF0004806082	Rejected	New Vendor	Enrique Preciado	2016-10-12 15:00:05.52
eVMF0004814453	In Process	New Vendor	Enrique Preciado	2016-10-13 08:54:16.333
eVMF0004814683	In Process	New Vendor	Enrique Preciado	2016-10-13 09:04:20.52
eVMF0004814776	In Process	New Vendor	Enrique Preciado	2016-10-13 09:58:04.857
eVMF0004860848	Completed	Update Vendor	Eny Esmeralda Morales	2016-10-16 12:04:33.883
eVMF0004875510	In Process	New Vendor	Eny Esmeralda Morales	2016-10-17 20:13:41.977

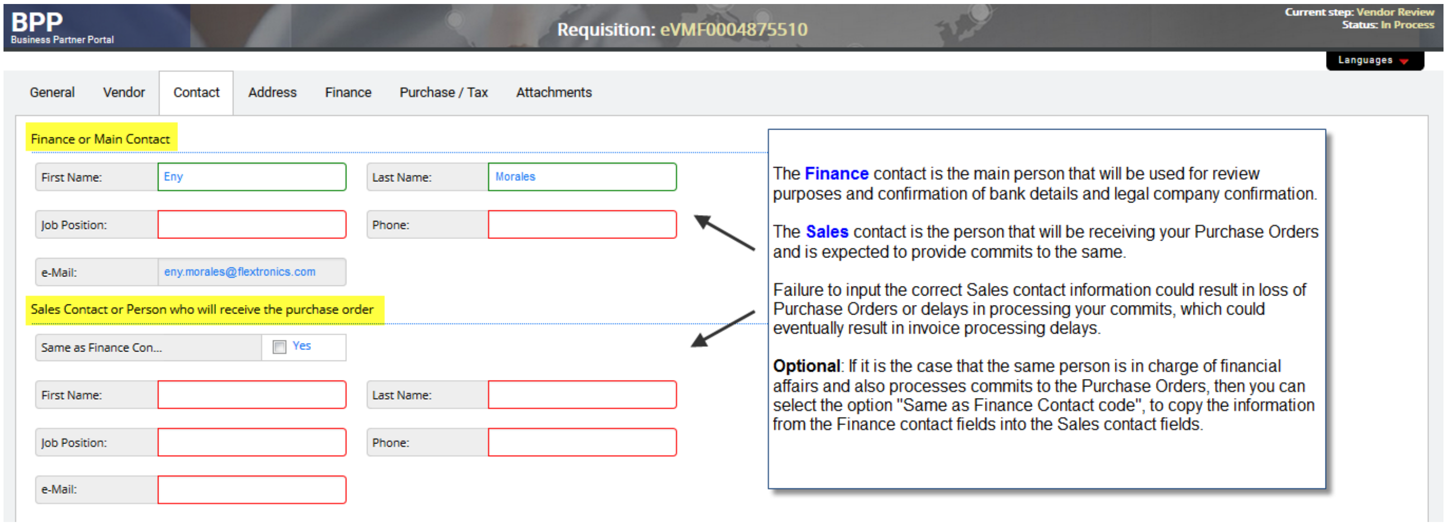
Step 2: Go thru each tab of the request and fill out all mandatory information marked with a red box.



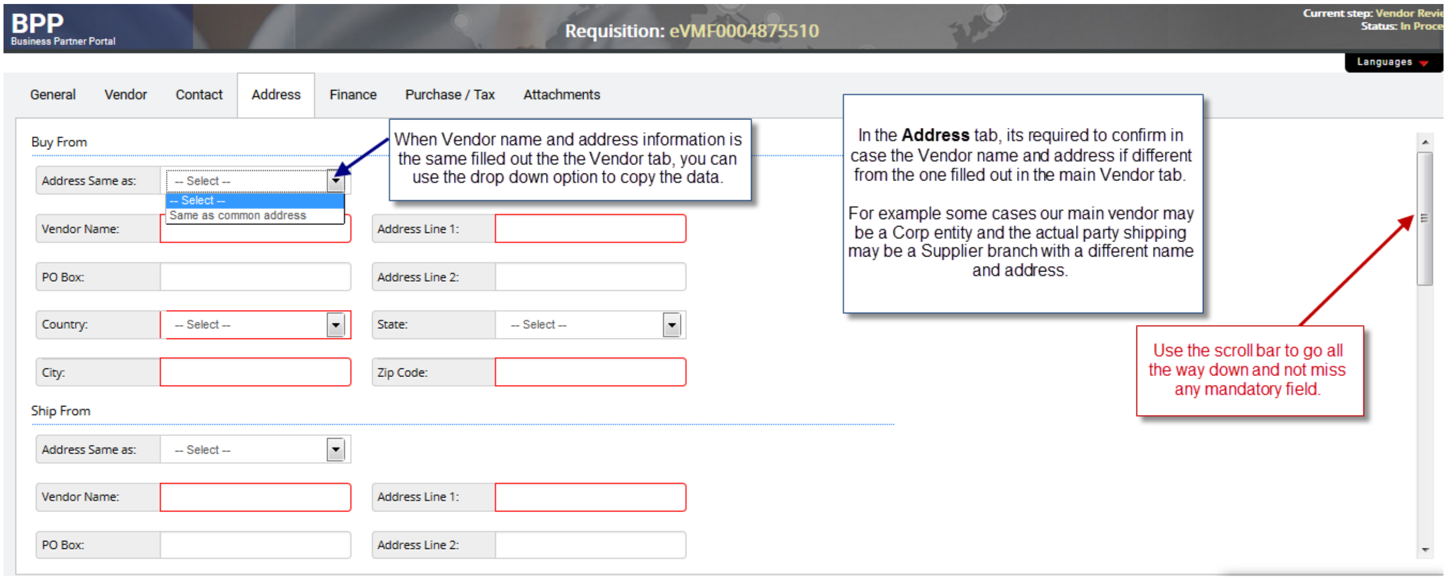
Step 2.1: Vendor Tab



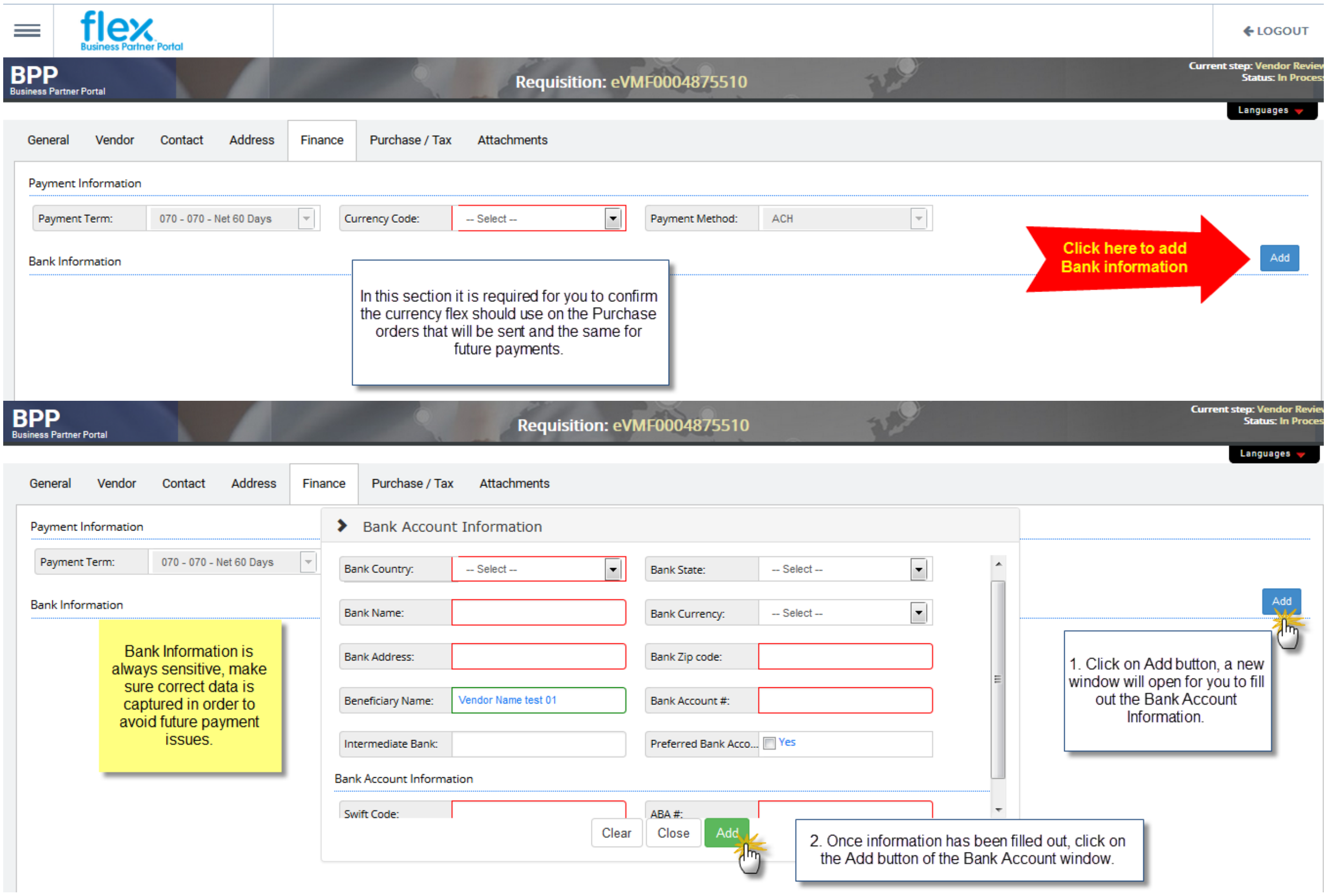
Step 2.2: Contacts Tab



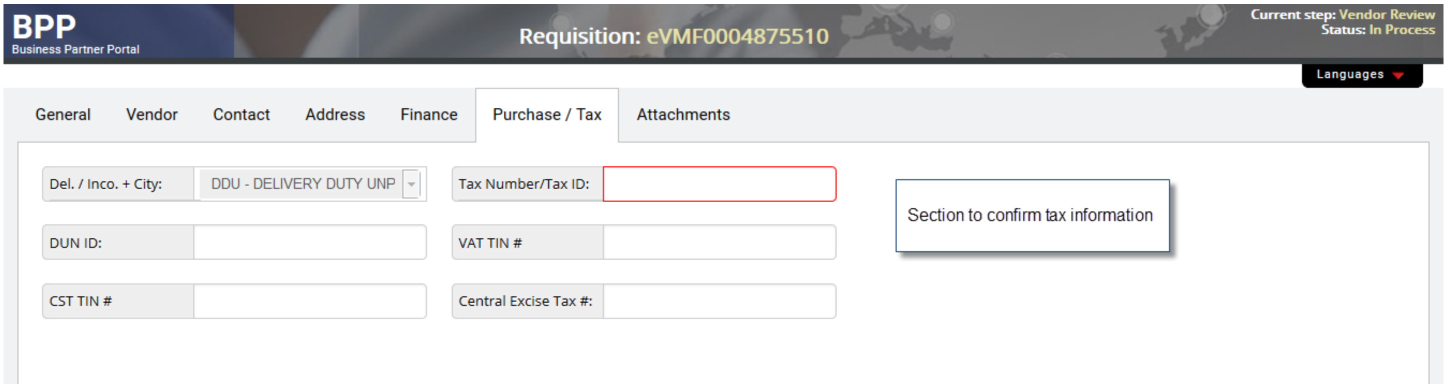
Step 2.3: Address Tab



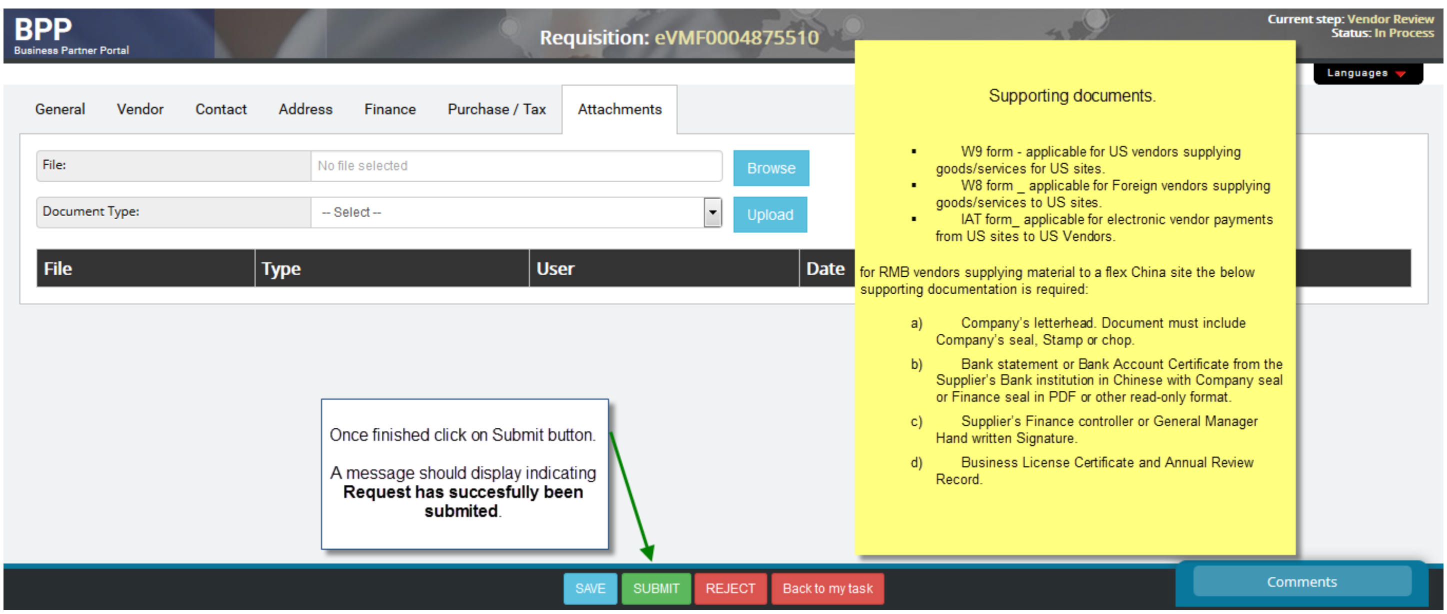
Step 2.4: Finance Tab



Step 2.5: Purchase / Tax Tab



Step 2.6: Attachments Tab



Step 3: LOGOUT.