Business Partner Self Service

Creating Additional Contacts
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At the time of registration on the CalSTRS Business Partner Self Service system, you are asked to enter information about the contact person within the organization. However after your registration is complete, you may at any time add another person as a point of contact within your organization.

Click the NEXT button to watch as we demonstrate the process for adding a contact on the CalSTRS Business Partner Self Service system.
This simulation demonstrates the process for creating additional Business Partner contacts in CalSTRS' Business Partner Self Service system.
Begin by clicking the **Users Administration** tab.
The system updates the screen and displays the fields that are required to be completed to create an additional Business Partner contact.
On this screen, as illustrated in this example you will enter all the required information for a new contact. Also in this section, the password for the additional contact is created and confirmed.
## Create User

### General User Information

Completing all fields is required.

- **User Name**: Johnson
- **Password**: ********
- **Confirm Password**: ********
- **Address**: Ms.
- **First Name**: Kenya
- **Last Name**: Johnson
- **E-Mail Address**: johnson@gmail.com
- **Country**: USA
- **Language**: English
- **Company**: High Level Office Supply Inc

### Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZOR SUPL USER</td>
<td>Composite - Supplier User</td>
</tr>
</tbody>
</table>
The next step in creating the additional Business Partner is to assign a role to the new contact. Two roles are available:
- **Supplier User** is the basic role that allows the contact to submit bids and create invoices.
- In addition to submitting bids and creating invoices, the **Supplier Administrator** can create new contacts and assign roles.
For this example, we are assigning this contact the **Supplier User** role.
Continuing with the contact information, information regarding means of communication is required to be entered. Also required is information regarding date and decimal format, and time zone.
Scroll back to the top of the screen to complete the entry for the additional Business Partner contact.
It is essential that the new contact understand and agree to the CalSTRS Internet Privacy Principles and Policy. Please share this information with the person you are about to designate as a contact and ensure his or her agreement before finishing the process of creating the new contact.

Click the check box to acknowledge that the new contact agrees to the terms of CalSTRS’ Internet Privacy Principles and Policy.
Click the **Save** button to save the entries made in creating the additional Business Partner contact.
Click the Process button to complete the creation of the additional Business Partner contact.
You have successfully created an additional Business Partner contact. Click the course contents button in the lower left corner of the screen to review another selection or click the NEXT button to proceed to the next lesson.
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Business Partner Self Service

Changing Account Information
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If certain information about your account changes after you’ve registered as a CalSTRS Business Partner, the system allows you to correct and update the information you’ve entered.

Please note: It is important that once you’ve started the process of changing your account information through CalSTRS Business Partner Self Service, you must complete the process or your company data may be lost.

Click the NEXT button to view a demonstration of how to change your account information.
This simulation demonstrates how you change certain information in your CalSTRS Business Partner Account at any time.

For this demonstration let us assume that your telephone number has changed and you would like to update CalSTRS records.
To update your account information, log in to CalSTRS Business Partner Self Service using your user ID and password.

Once you are logged in, click the **Own Administration** tab on the Business Partner Self Service home page.
To access your account for editing, click the **Process** button.
The system updates the screen which allows you access to change any field entry that is not grayed-out.
Since we are demonstrating a change to the Business Partner’s phone number, scroll down to access the contact information section of the screen.
Click into the **Telephone** field to change the contact's phone number.
Changing Account Information

<table>
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<th>Role</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ZCR_SUCO_SUPL_USER</td>
<td>Composite - Supplier User</td>
</tr>
<tr>
<td>ZCR_SUCO_SUPL_ADMIN</td>
<td>Composite Role - Supplier Administrator</td>
</tr>
</tbody>
</table>

For this example, we are entering **555-619-1212** for the updated phone number.

**Contact Information**

- **Telephone**: [Redacted]
- **Fax**: [Redacted]
- **Position**: [Redacted]
- **Department**: [Redacted]

**Settings**

- **Date Format**: MM/DD/YYYY
- **Decimal Format**: 12,345.6789
- **Time Zone**: Pacific Time (Los Angeles)
Scroll back to the top of the screen to save your updates.
Click the Save button to save changes you have made to the contact information.
You have successfully completed updating your Business Partner contact information. Click the course contents button in the lower left corner of the screen to review another selection or click the NEXT button to proceed to the next lesson.