

# Managing Company Contact Data

## Contact Data

Contact Data – Administrators of Bidder companies have the authority to manage contact data. These fields include: Telephone Numbers, Fax Numbers and Email Addresses. Update the fields as appropriate. Required fields are indicated with an asterisk (\*).

To update these fields:

- Select the line you wish to edit by selecting the blue selection box to the left of the field:

|                          |                       |              |     |
|--------------------------|-----------------------|--------------|-----|
| <input type="checkbox"/> | <input type="radio"/> | 703-324-3201 | USA |
|--------------------------|-----------------------|--------------|-----|

- The line will turn orange indicating it is ready to be updated.

| Telephone numbers        |                       |              |           |
|--------------------------|-----------------------|--------------|-----------|
| Standard Number *        | Telephone No. *       | Extension    | Country * |
| <input type="checkbox"/> | <input type="radio"/> | 703-324-3201 | USA       |

- If additional lines are required select the box titled “New Lines”.

- If an entire line of data needs to be removed, select the line and select the box titled “Delete Line”.

**NOTE:** Additional lines will not display. To view the additional lines select the appropriate arrows from the bottom menu:

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To navigate one line at a time use the arrows:  . To navigate to the top or bottom of the list use these arrows:

- Enter your updates and select the button titled save at the top of the page.

**NOTE: To keep data integrity with IRS records, Fairfax County Suppliers will have limited capabilities on this screen.**