

## OBM Supplier Entry or Update Notice


### Location tab

A supplier **Location** is a default set of rules which define how business is conducted with the supplier.

1. Enter **Location** as "CHK."
2. Enter **Description** as "CHK."
3. Confirm the **Effective Date** displays today's date.
4. Confirm the **Status** is "Active."
5. Click the **Procurement** link.

 The **Procurement Options** page displays.

6. Click **Additional Procurement Options** to expand the section.
7. Click the **Payment Terms Options** dropdown and select "Specify."
8. Click the **Look up Payment Term ID** icon and select "Net 30."
9. Click **OK**.


 The **Location** tab displays again.

10. Click **Save**.

 The **Summary** tab will appear.

11. Click the **Summary** tab.

Once all updates have been made to the supplier record, review the **Summary** tab to verify that the record was modified.

 *Next steps - Updating the Supplier Operations Tracker*