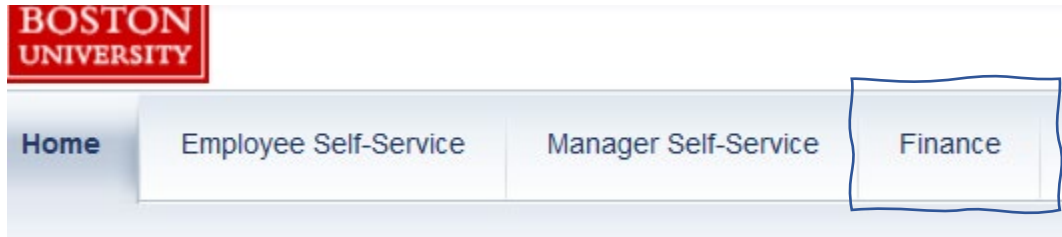


## Instructions To Change an Existing AR Customer:

Log onto BUworks Central Portal

1. Click on the Finance Tab



2. Click on the Distributed Forms then click on the Customer Master Data



3. Enter Contact Information on the left hand side
4. Choose "Yes" to change an existing customer Data.
5. Enter the existing customer number and press ENTER
6. Select the drop down menu for Change Reason
7. Enter the following information (ALL CAPS) on the right side of form
  - a. Title Drop Down: Company or Salutation
  - b. Customer Name: Company Name or Last Name, First Name
  - c. Search Term: Same as the Customer Name
  - d. C/O (if applicable)
  - e. Customer Address (Select the expand/enlarge box + to enter additional line items, i.e. Suites and PO Box)
  - f. City, State, Country and Zip code
  - g. Telephone
  - h. Fax
  - i. Email
  - j. WBUR Salesperson (ONLY for WBUR Customers)
  - k. Description of Sales and Services / Comments
8. **Click on Validate Request**, scroll up to top to see if you have any error messages. If there are no errors, scroll back down to click Submit Request.

Note: Your screen may time out and will ask if you wish to log out. Select yes if you are done or no if there are other accounts that need to be set up.

System will auto generate an email to you with the tracking number and the new customer number. It is recommended that you should verify the new customer number in SAP, T-Code FD03 "Display Customer" to ensure the customer data is accurate.