

Web EDI-FAQ

How to change Email Address?

Thomas Gries / 7/17/2006 12:02 PM

Change Email

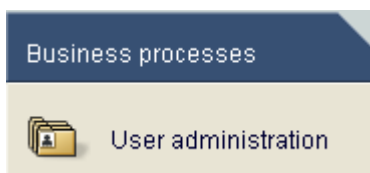
The Email address of the supplier is an important information. When messages are send to WebEDI the supplier is informed at this Email about new messages and the supplier could check the data in WebEDI.

The change of the Email has to be done by the suppliers, because it could only be done with the account of the main user of the suppliers.

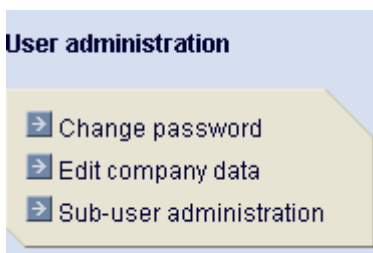
Changes of Email address are necessary when the contact person at the suppliers change.

Change Email Company data

After the login to Valeo WebEDI choose the process User administration:



Under the point edit company data:



You find all details about the maintained data for your company and could change it:

User administration > **Company-specific data**

Company-specific data

Company name

ILN

Street, No.

ZIP/Postcode

City

Country

Type of notification

E-mail

Phone

Fax

Language

Change Email Sub-user

To change the Email of an Sub-user, go to the User Administration and choose the point sub-user administration.

User administration

- [➤ Change password](#)
- [➤ Edit company data](#)
- [➤ Sub-user administration](#)

User administration > **Sub-user administration**

Sub-user Entry count: 1

Name	User name
Thomas	Thomas

On the screen you see the already created sub-user and you could select the one to change:

[→ Change address](#)

User data

User name	<input type="text" value="Thomas"/>
Password	<input type="password"/>
Confirm password	<input type="password"/>
Name	<input type="text" value="Thomas"/>
Type of notification	<input type="text" value="E-mail"/>
E-mail	<input type="text" value="Thomas@test.de"/>
Phone	<input type="text" value="12345"/>
Fax	<input type="text" value="654321"/>
Language	<input type="text" value="English"/>

On the next screen you could change the data for a subuser.