


Contract Errors or Issues	Resolution
<p> Output: No details for medium Mail in supplier master record</p>	<p>Problem: No email address is listed for a vendor in the Output Medium.</p> <p>Solution: (to be performed by buyer)</p> <ol style="list-style-type: none"> 1. Go to the RFx and select the Bidders tab. 2. Identify the vendor with the error using one of the options below: <ol style="list-style-type: none"> a. Error Message: The system was updated to provide a 4-5 digit contact person in the error message to help buyers identify the vendor with the error. b. Manual: If the contact person is not displayed in the error message, you will have to manually search for it. Highlight the line to select each vendor individually, then select the Output Medium box to open and verify that each email address is listed. 3. Once the vendor is identified, select Cancel to return to the bidder screen. 4. Select the bidder's number to open up the bidder's details and locate an email address. 5. Select the Company Data tab. 6. Scroll down to the email address so you can copy it. 7. Select and copy the email address. Once the email address is copied, select Cancel. 8. On the Display RFx screen, select the Edit button. 9. On the Edit RFx screen, make sure the bidder's line is highlighted and select the Output Medium button. 10. Add the email address and select OK. 11. Select the check button, and you will see that the error has been corrected. Select the Save button.