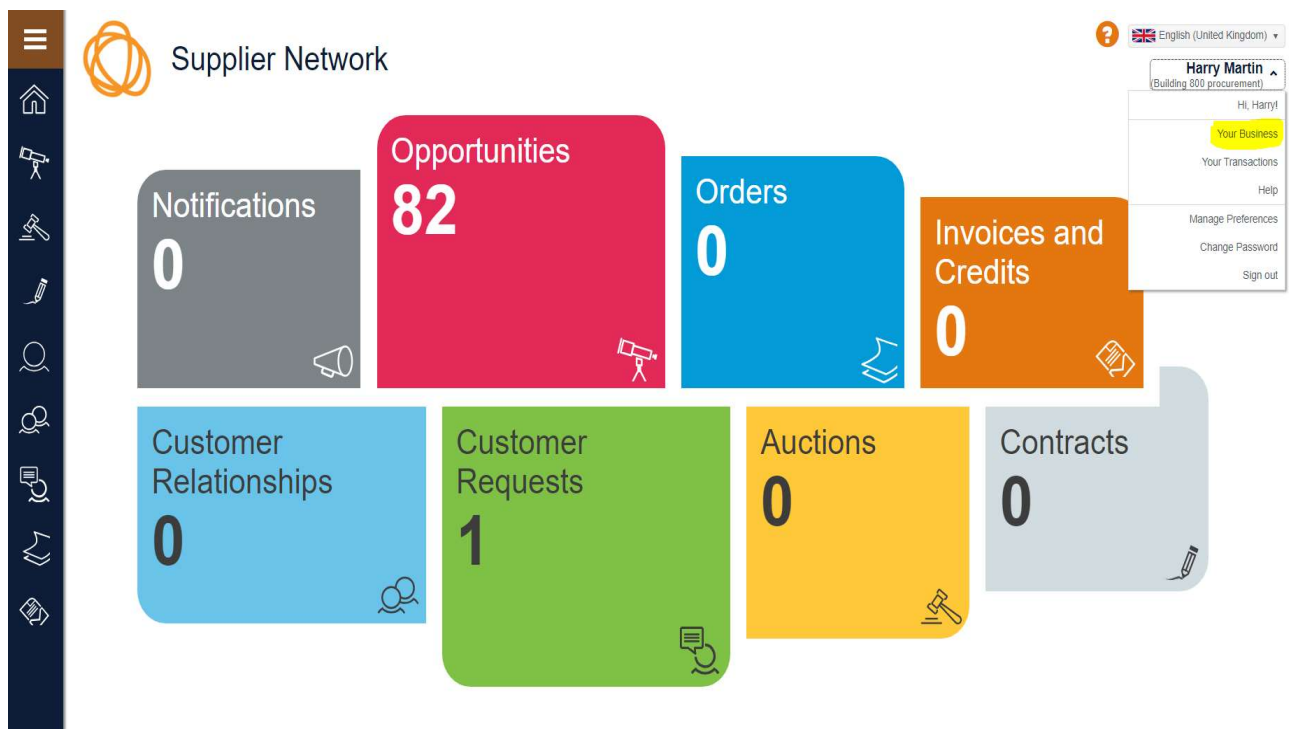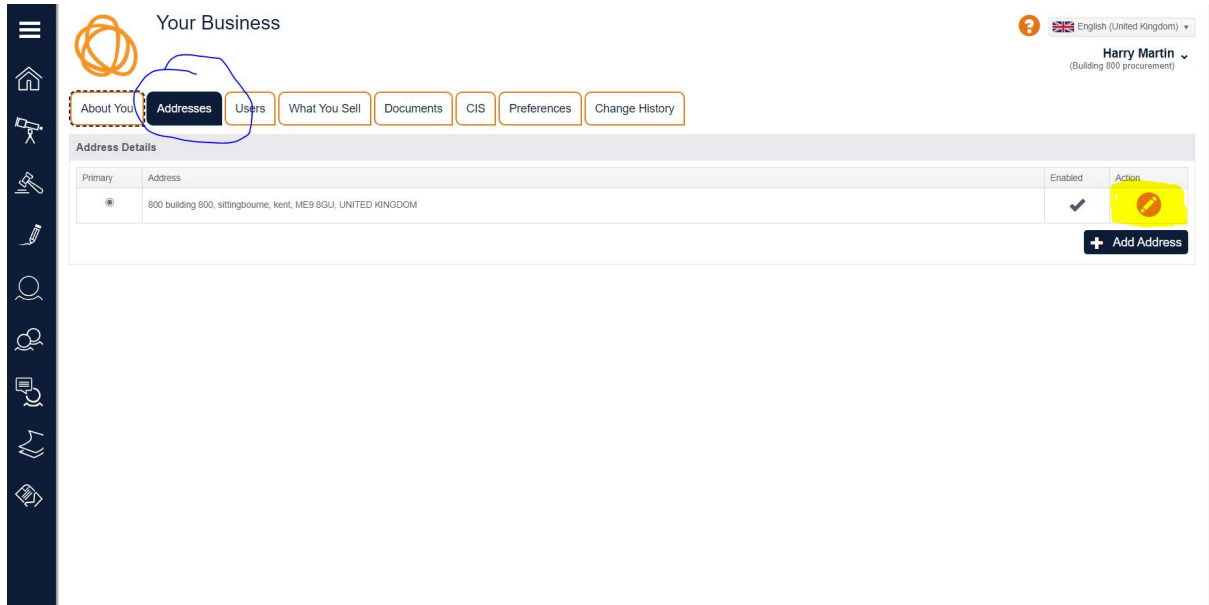# Procurement
SUPPLIER RELATIONSHIP MANAGEMENT

Updating address tab in Proactis

1. First log in, from the home screen click the name in the top right of the screen and go to 'your business' highlighted in yellow

2. Then go to the Addresses tab which has been circled below, and click on the pencil which has been highlighted

3. This will bring up this final screen and this is where you can update the address.