Update Location or Mark as Not Used Job Aid:

Step 1: Log into the HICX platform using your Okta Credentials Step 2: From the HICX Dashboard, select "company profile" from the task board on the left side



Step 3: Once it loads click "Locations" and then the three dots under "Actions"

Locations Bank Acc	ounts Con	tacts Addre	esses	
Locations				₽Add
Description		SAP Vendor ID Loo	cation Type	Actions
213 DOROTHY DR	In Use	Pur	rchasing,Payment	

Step 4: To update the information click "update" Fill out all the required information with the red * then click "save" Step 5: To mark out-of-use click "mark out-of-use" after clicking the three dots

