

Edit a Contractor (Admin Level Access Only)

1. Select the contractor you want to edit from the **Contractor List**.

Contractor List

[Add New Contractor](#)

Contractor Name	Vendor ID	Address Line 1	City	Suspended by Const	Suspended by Maint
AJAX CONSTRUCTION, INCORPORATED	F590907100	1512 SW 5TH AVE..	OCALA	Yes	
GENERAL ASPHALT CO., INC.	F591115297	4850 NW 72 AVE	MIAMI	Yes	Yes
HIGDON WELDING & FABRICATION, I	F593450448	P.O.BOX 183	BALDWIN	Yes	
LONG FENCE COMPANY, INC.	F530257174	42521 JOHN MOSB..	CHANTILLY		
LOVETT CONSTRUCTION AGENCY	F222222222	HUNTERS GLEN AV..	TIMBUCKTO		
RANGER CONSTRUCTION INDUSTRIES, INC.	F592098662	101 SANSBURY'S ..	WEST PALM BEACH	Yes	
WHITE CONSTRUCTION COMPANY, INC	F590619348	PO BOX 790	CHIEFLAND	Yes	

[Add New Contractor](#)

2. The contractor information will be displayed. Select the **Edit Contractor** link directly below the information.

AJAX CONSTRUCTION, INCORPORATED ID: F590907100

Details

Address Line 1	1512 SW 5TH AVENUE SW
Address Line 2	P.O. BOX 1688
City	OCALA
State	FL
Phone	(352) 732-2404
ZipCode	34471
Modified_By	COBS973VC
Modified_Date	1/24/2011 2:25 PM

[VIEW SUSPENSIONS\(4\)](#)

[ADD SUSPENSIONS](#)

[VIEW AGREEMENT\(1\)](#)

[ADD AGREEMENT](#)

[Edit Contractor](#) | [Add New Contractor](#) | [Back to Contractor List](#)

3. All fields can be modified with the exception of the **Modified By** & **Modified Date**. Once you have completed making changes, click on the **Save** button. To cancel the changes select the **Back to Details** button.

Edit Contractor

Fields

Contractor Name	AJAX CONSTRUCTION, INCORPORATED
Vendor ID	F590907100
Address Line 1	1512 SW 5TH AVENUE SW
Address Line 2	P.O. BOX 1688
City	OCALA
State	FLORIDA
Phone	3527322404
Zip Code	34471
Modified By	COISS973VC
Modified Date	1/24/2011 2:25 PM

Save

[Back to Details](#)

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