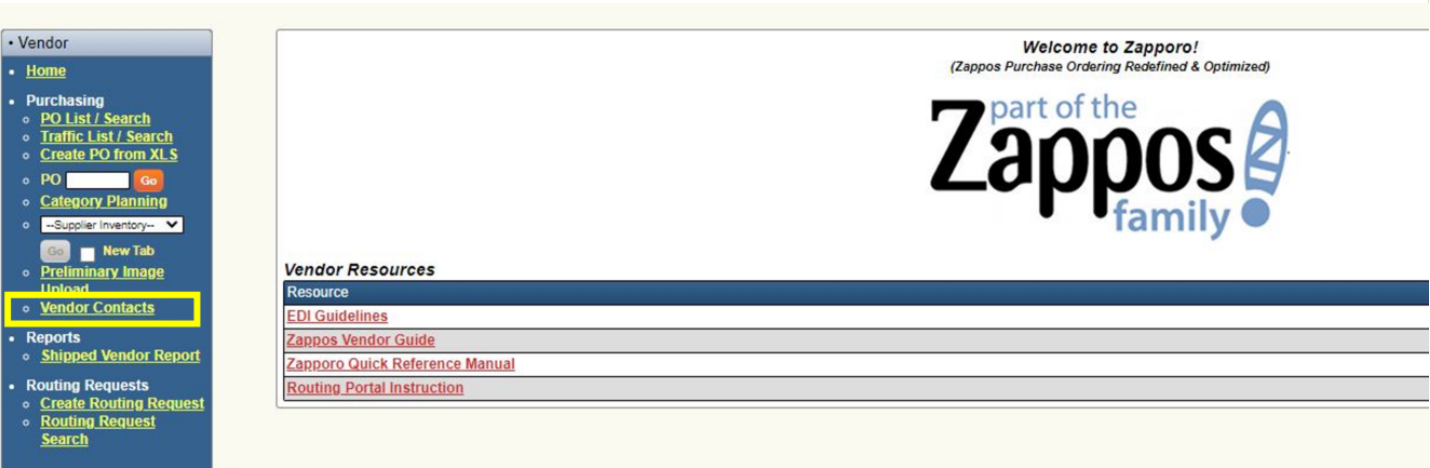# Zapporo Vendor Contacts

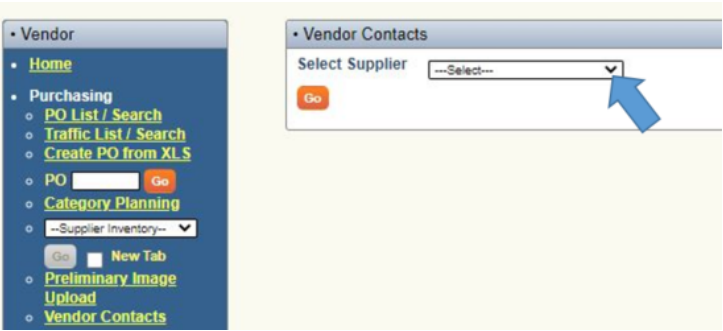**Section 1: How to view your Vendor Contacts**

To view your supplier's Vendor Contacts you must be setup as a Brand Rep or a Compliance contact in Zapporo and you must be logged in.

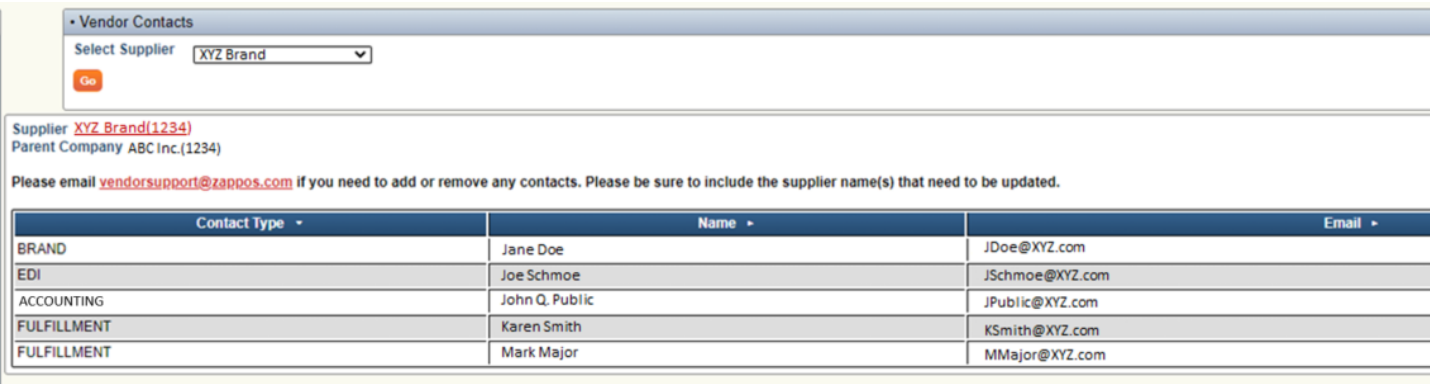If you have trouble logging in, please contact zappos-vendorsupport@amazon.com.

1. Select "VENDOR CONTACTS"

2. Select the appropriate supplier from the dropdown then select "Go" to view the Vendor Contacts associated to that supplier.

3. The results will indicate the Contact Type, Name and Email (example pictured below). The email addresses indicated also represent the username for each contact.

Supplier XYZ Brand(1234)
Parent Company ABC Inc.(1234)

Please email vendorsupport@zappos.com if you need to add or remove any contacts. Please be sure to include the supplier name(s) that need to be updated.

Contact Type ▾	Name ▸	Email ▸
BRAND	Jane Doe	JDoe@XYZ.com
EDI	Joe Schmoe	JSchmoe@XYZ.com
ACCOUNTING	John Q. Public	JPublic@XYZ.com
FULFILLMENT	Karen Smith	KSmith@XYZ.com
FULFILLMENT	Mark Major	MMajor@XYZ.com

Section 2: Updating your Vendor Contacts

To make changes to your supplier Vendor Contacts please email zappos-vendorsupport@amazon.com and include the following information.

1. Supplier(s) you would like to update
2. Name/email of the person(s) you would like to add and/or remove.
3. Type of access the new user requires.

Section 3: Contact Types

Brand Rep

- Has full access to Zapporo.
- Can create and release a PO for associated supplier(s).
- Receives auto generated Daily Shipped Reports and weekly Routing Request Reminder emails.
- Receives the Monthly Vendor Scorecard for associated supplier(s) that do not have a designated Compliance Contact.
- Copied on all compliance related communication.

Brand Management

- Has full access to Zapporo.
- Can create and release a PO for associated supplier(s).
- Does not receive any auto-generated reporting or reminder emails.

EDI Contact

- No Zapporo access.
- Will receive EDI error and failure messages.

Fulfillment Contact

- Access to Routing Request Portal only.
- Can route PO/Shipments for associated supplier(s).
- Receives weekly Routing Request Reminder emails.

Supplier Accounting Contact

- No Zapporo access.
- Will receive accounting related communication.
- For access to the accounting portal, Taulia, please work with your designated Taulia admin or email zappos-apretail@amazon.com.

Compliance Contact

- Has full access to Zapporo.
- Receives monthly vendor scorecard for associated supplier(s).
- Receives all compliance related communication.