

MAINTAIN ADDRESSES

ADD an address/Remittance Address:

Note: this address is where payments will be directed to!

1. Click on Add Address. Notice that all the fields are blank, and can now be edited. Please make sure to fill in ALL fields with the *. **Please note, that only a street address OR a PO Box can be added not both.**

business Partner number: 300362 business Partner Name: MULTIPLE AWARD VENDOR

Address Overview

Address num...	Country	City	Street	Company Address (Standard)	Ordering Address	Ship-From
28704595	US	Harris burg	555 Walnut Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

US

Address:

Street Number and Name:

Street 2 (apt. or suite no., room no., floor no. etc.):

*City:

*Country:

PO Box:

PO Box Country:

*Country:

*State:

*Zip / Postal Code:

Address Type

Company Address (Standard):

Use this Address as:

Ordering Address: Set Ordering Address as Default:

Ship-From Address: Set Ship-From Address as Default:

Invoicing Party Address: Set Invoicing Party Address as Default:

Contact Data

2. Scroll down to select an address type. If this is for a **remit-to address**, please make sure to select the box to the right of **Invoicing Party Address** and the box to the right of **Set Invoicing Party Address as Default**

Address Type

Company Address (Standard):


Use this Address as:

Ordering Address: Set Ordering Address as Default

Ship-From Address: Set Ship-From Address as Default

Invoicing Party Address: Set Invoicing Party Address as Default



3. Select **SAVE** at the top – validate address via USPS pop up.

 Address Saved!

4. Scroll down if you wish to edit the Company phone, fax and email addresses on file.



Contact Data

Telephone Numbers

 Add Row
 Delete Row



*Telephone	Extension	*Country	Description	Standard
<input type="text"/>		US		<input checked="" type="radio"/>

Email Addresses

 Add Row
 Delete Row

*E-Mail Address	Standard
<input type="text"/>	<input checked="" type="radio"/>

Fax Numbers

 Add Row
 Delete Row

Fax	Extension	Country	Description	Standard
<input type="text"/>		US		<input checked="" type="radio"/>