QUICK REFERENCE GUIDE

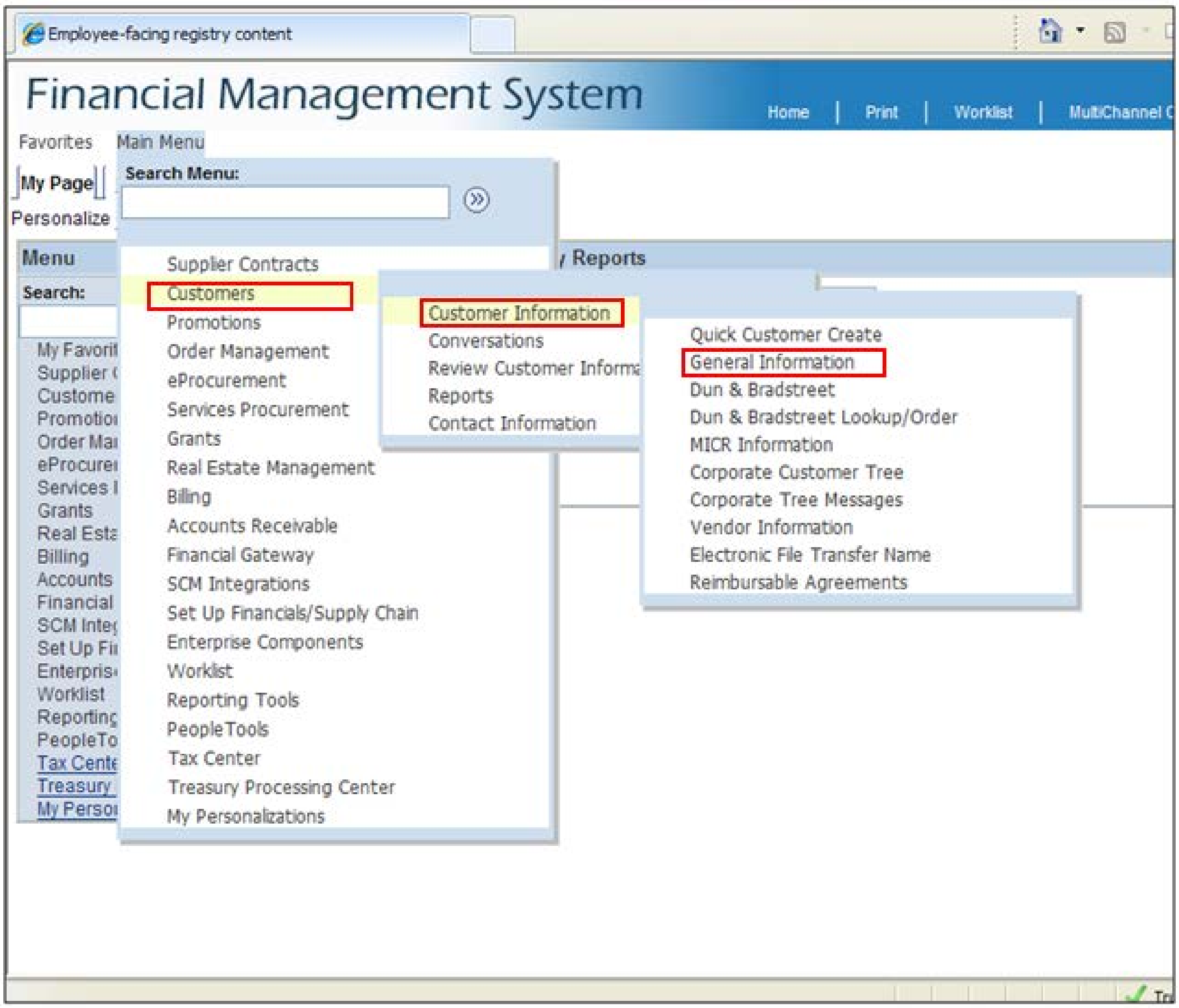
Entering Additional Customer Location Addresses

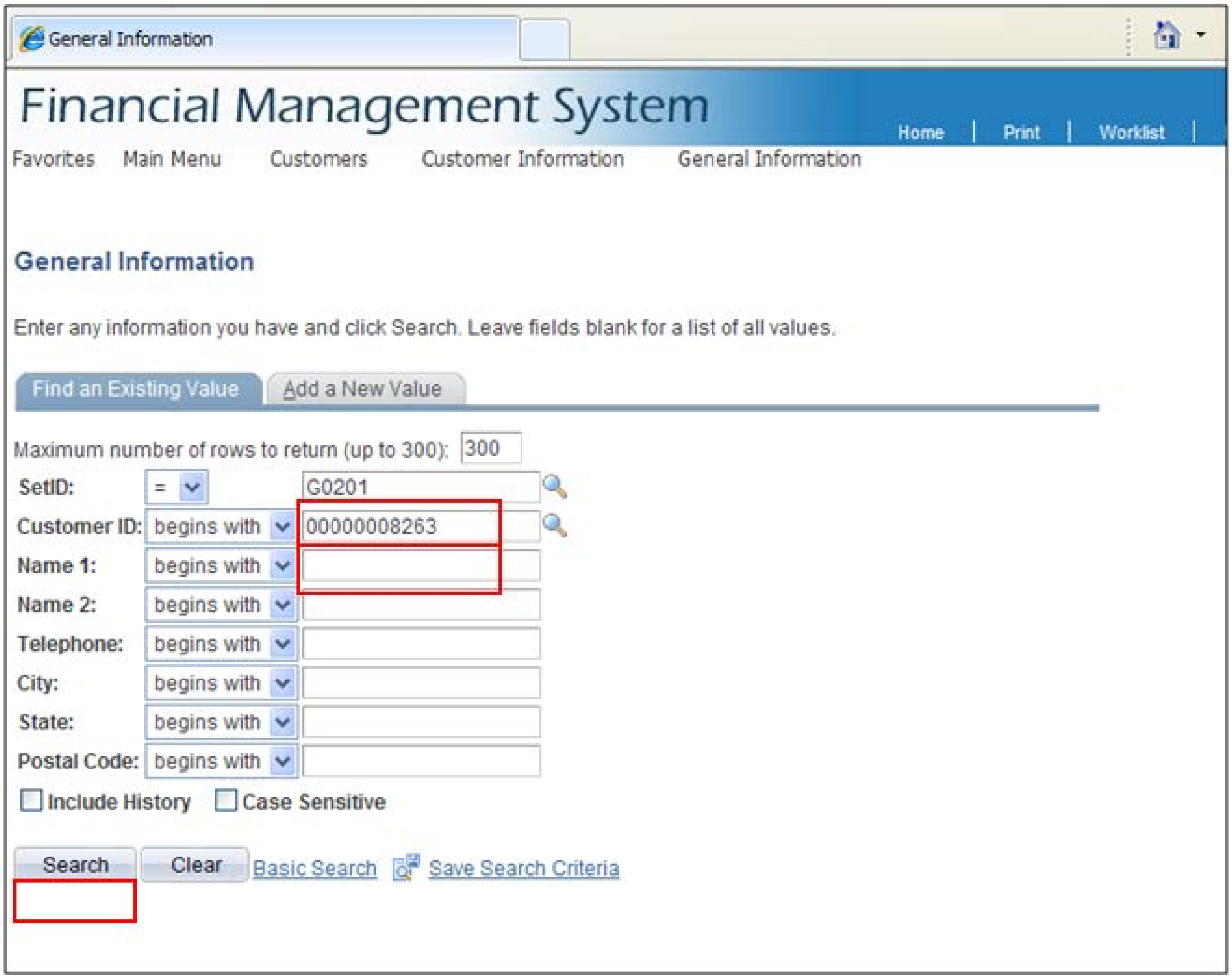
(November 10, 2011) Rvsd March 8, 2012

Entering Additional Customer Location Addresses

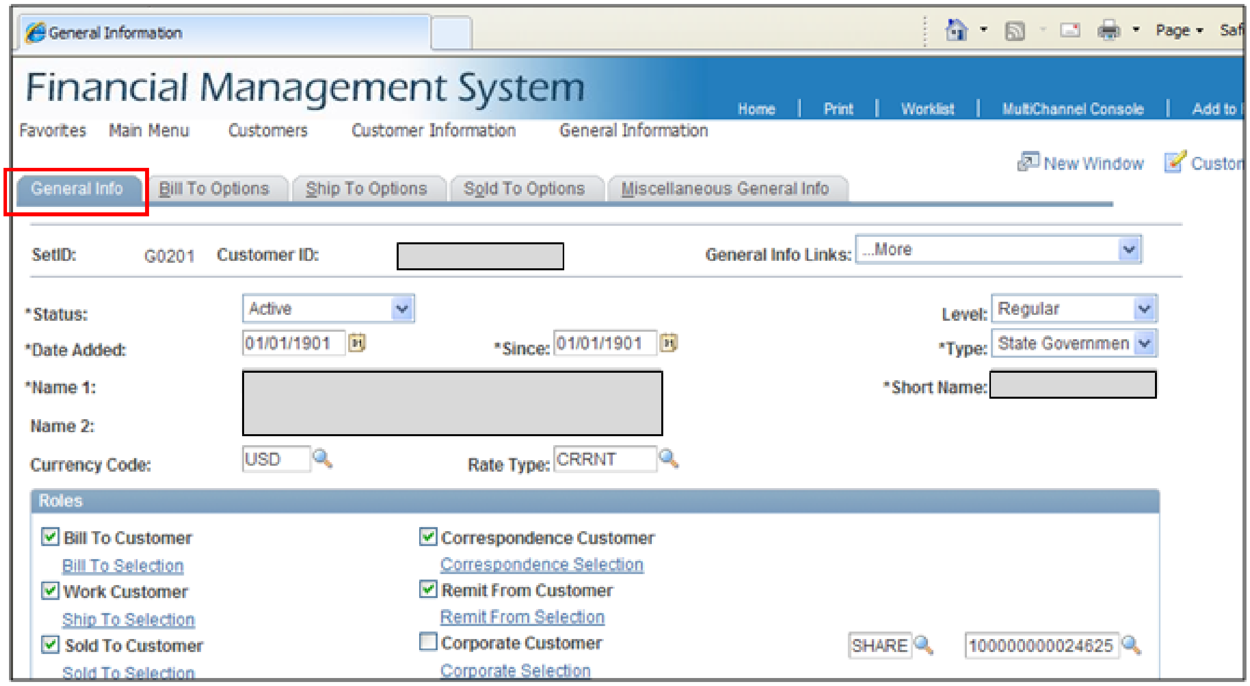
This Quick Reference Guide will help you to enter additional customer location addresses. Begin by navigation to the General Information Search page for Customers.

1. **Navigate Links**: Customers, Customer Information, General Information.

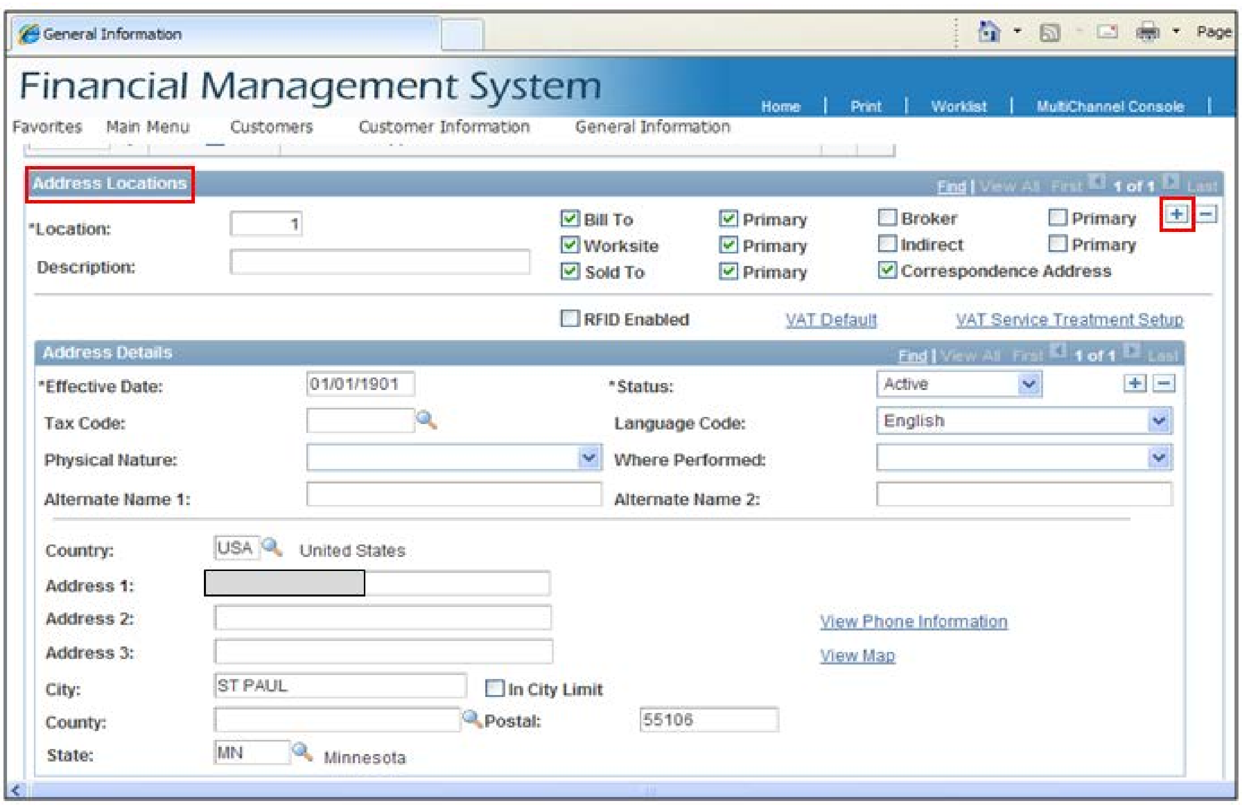




2. Accept the default or enter the *SetID* (same as **Business Unit**).
3. Enter the *Customer ID*.
4. Click on the **Search** button. This brings you to the *General Information* page.

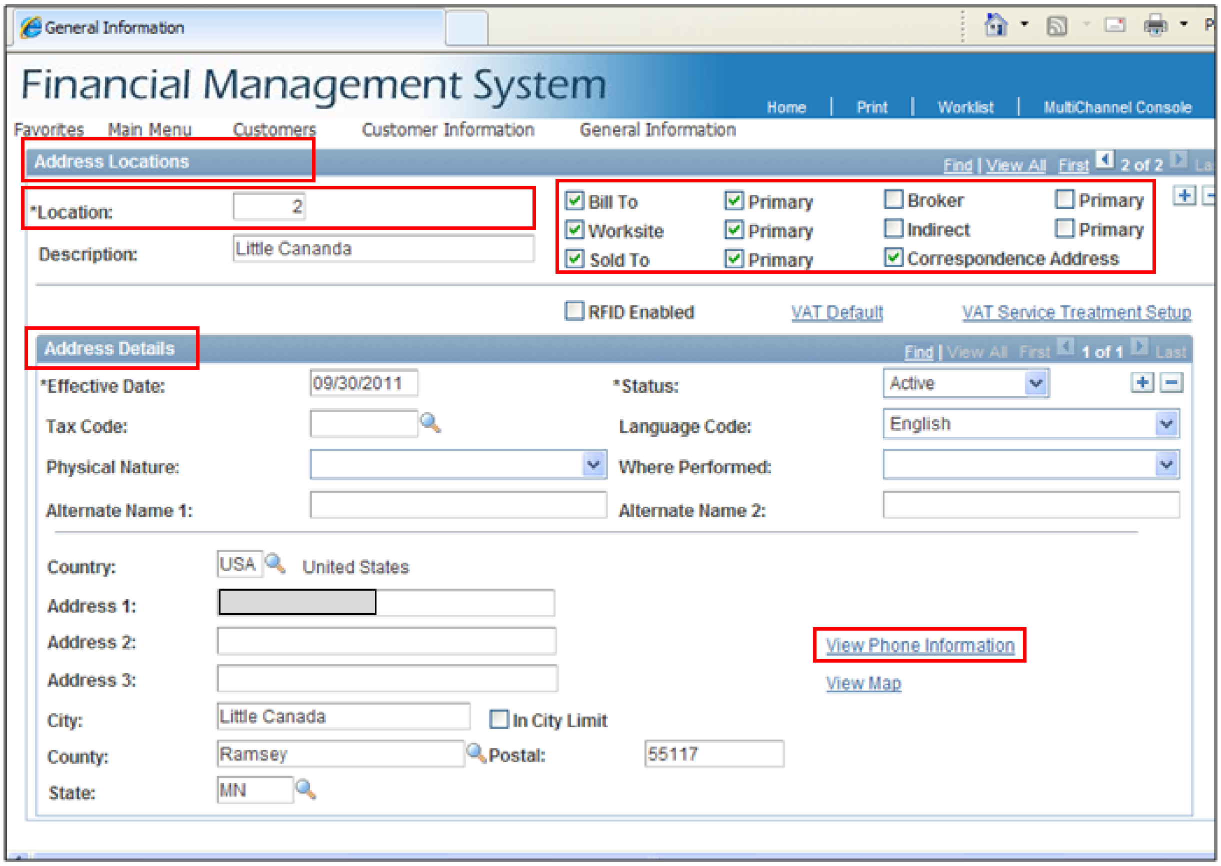


5. Scroll down to the **Address Locations** section.
6. Click on the **Add (+)** to move to a new Address Location screen. The **Location** displays **2**.

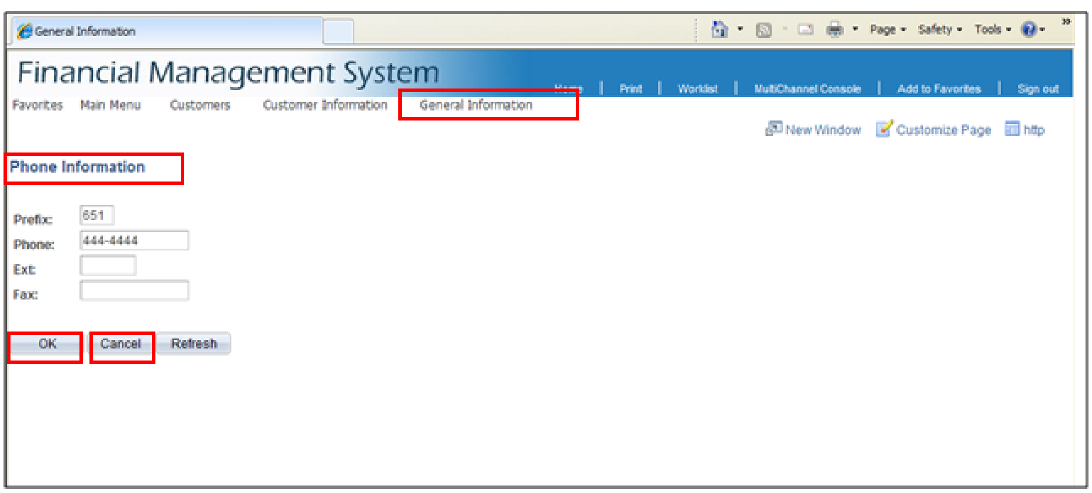


7. Enter the **Description**.

8. Select the **Roles** (Bill To/Primary etc.).
9. Enter the Address information in the **Address Details** section.
10. Click on the **View Phone Information** link.



11. Enter **Phone Information**.
12. Click **OK** or **Cancel** to return to the *General Information* page.



13. Click on the **Save** button.