

Department	
Responsibility/Role	
File Name	Adding Address Book Information_SPD
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Adding Address Book Information

Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

System Process Document

Adding Address Book Information

Procedure

Step	Action
1.	<p>The Address Book is for adding your companies physical address, payment address (if different), and any other locations for purchasing.</p> <p>Click Create</p> <p></p>
2.	<p>Click in the Address Name field.</p> <p></p>
3.	<p>The Address Name field is for identifying which address you are entering.</p> <p>Example: Enter "Ordering"</p> <p>Note: You will need to identify if the address is for ordering, payment, physical, etc...</p>
4.	<p>Click Address Line 1</p> <p></p>

Step	Action
5.	Enter the address into the Address Line 1 field Example: Enter " 345 Anywhere St "
6.	Click City/Town/Locality 
7.	Enter the companies City/Town/Locality Example: Enter " Kingston Springs "
8.	Click in the County field. 
9.	Enter the companies County Example: Enter " Cheatham "
10.	Click in State/Region 
11.	Enter the companies State/Region Example: Enter " TN "
12.	Click in the Postal Code field 
13.	Enter the companies Postal Code (Zip Code) Example: Enter " 37082 "
14.	If this address is for ordering, you will need to select the Purchasing Address option. If the address is for payment, then you would select the Payment Address option. Click the Purchasing Address option.
15.	Click Apply 
16.	End of Procedure.