

| | |
|---------------------------------|------------------------------|
| Department | |
| Responsibility/Role | |
| File Name | Adding a Bill to Address_SPD |
| Revision | |
| Document Generation Date | 4/30/2012 3:51:00 PM |
| Date Modified | 5/21/2012 6:59:00 AM |
| Last Changed by | |
| Status | |

Adding a Bill to Address

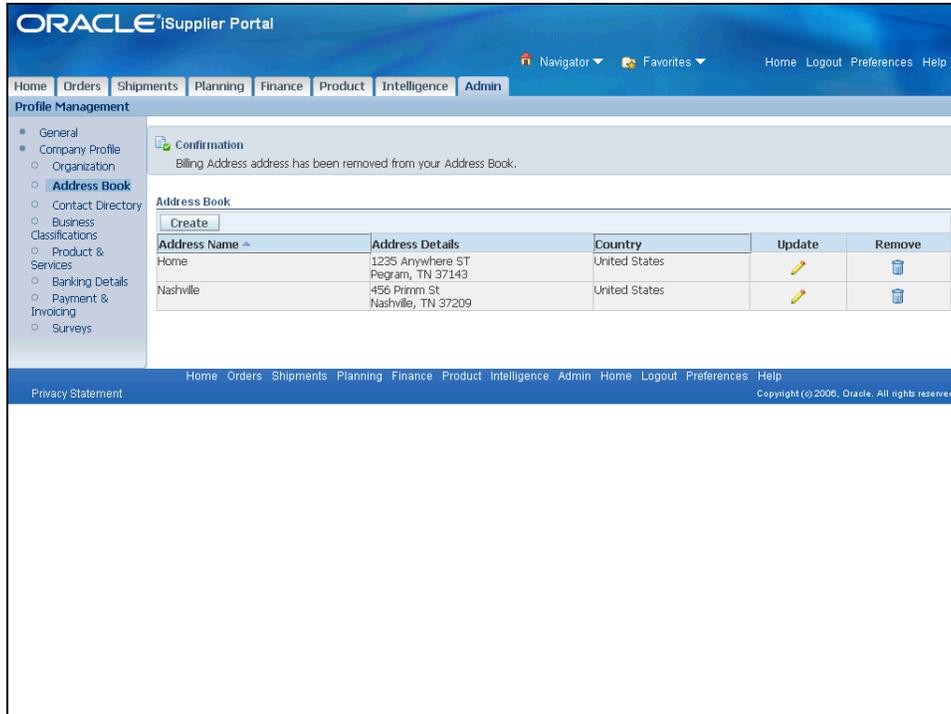
Trigger:

| Required Field(s) | Comments |
|--------------------------|-----------------|
| | |

| Output - Result(s) | Comments |
|---------------------------|-----------------|
| | |

Additional Information

Procedure



| Step | Action |
|------|--|
| 1. | Click the Create button.  |
| 2. | Click in the Address Name field.  |
| 3. | Enter the desired information into the Address Name field. Enter " Payment ". |
| 4. | Click the cell.  |
| 5. | Click the Country list.  |
| 6. | Press the left mouse button and drag the mouse to the desired location. |
| 7. | Click in the City/Town/Locality field.  |
| 8. | Click in the Address Line 1 field.  |
| 9. | Enter the desired information into the Address Line 1 field. Enter " 999 Payment St ". |

| Step | Action |
|------|--|
| 10. | Click in the City/Town/Locality field.  |
| 11. | Enter the desired information into the City/Town/Locality field. Enter " Knoxville ". |
| 12. | Click in the State/Region field.  |
| 13. | Enter the desired information into the State/Region field. Enter " CA ". |
| 14. | Click in the Postal Code field.  |
| 15. | Enter the desired information into the Postal Code field. Enter " 12345 ". |
| 16. | Click in the Phone Area Code field.  |
| 17. | Click in the Phone Area Code field.  |
| 18. | Click in the Phone Number field.  |
| 19. | Enter the desired information into the Phone Number field. Enter " 645-5234 ". |
| 20. | Click the Purchasing Address option.  |
| 21. | Click the Save button.  |
| 22. | End of Procedure. |