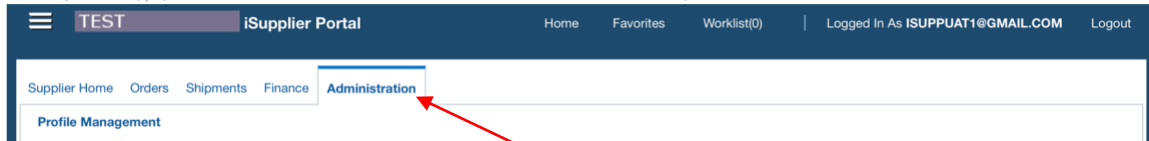
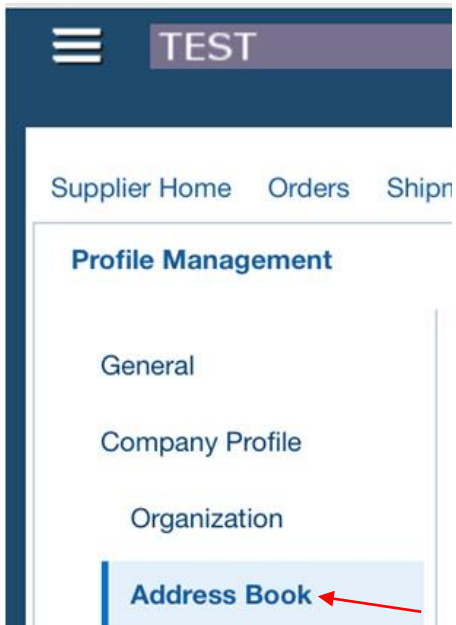


1. Create Address

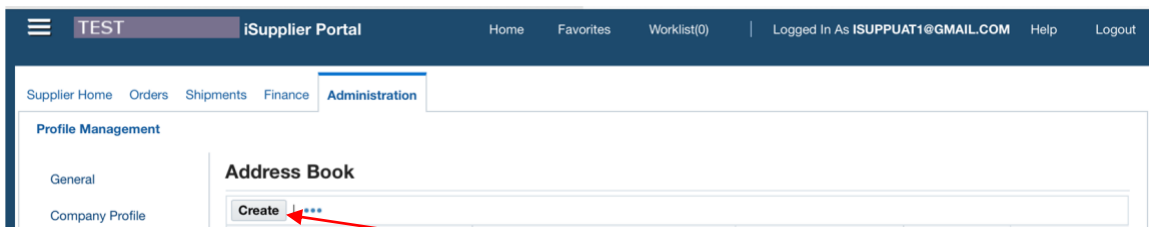
1.1 Click the 'Administration' tab



1.2 Click the 'Address Book' link



1.3 Click the 'Create' button



1.4 Enter in the Address details, ensure only 'Purchasing and Payment Address' boxes are checked and 'RFQ Only Address' is unchecked, the click 'Save'

Administration: Profile Management: Address Book >

Create Address Cancel Save

* Indicates required field

Supplier Name Halford Enterprises

Supplier Number 101962

* Address Name ISUPPLIER

Country United States

* Address Line 1 123 First St

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality Knoxville

County

State/Region TN

Province

* Postal Code 37931

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

RFQ Only Address