

How to add shipper 's address book

Users can log in to the website of OLSaaS, and operate in "Address Book → Merchant Contact" interface according to the following steps 1-3:

Merchant Contact

+ Add ← 2. Click "Add"

Company Name	Location	Business Type	Main Business	Company Teleph...	Bank Info	Contact Person/J...	Responsible Cont...	Mobile No.	WeChat No.
一二三四五六七八九十勾画机	上海	监管单位				王大陆 船长	食堂		
常州杰霖林	射阳	石膏				陈海路 经理	石膏		
江苏射阳港发电有 限责任公司	射阳港办	煤灰							
飞轮海供应商	上海	测试				1 沈雷飞	0		
一方通行	长江	集装箱				刘三明 航运部主管	航运相关	15	
烟台煤炭业务公司	烟台	煤炭				李经理 外贸经理	负责煤炭运输业务	15	
杨二电厂	扬州	发电厂	略			李总 商务总	煤炭运输业务	1	0
志志货商	扬州	集装箱				朱俊 业务经理	货运交接	1	
						Henry Qu CTO	技术管理	1	5

1. Click in turn to enter "Merchant Address Book" interface.

Add Merchant

Company Name* **Business Type*** **Area*** **Address Detail**

Please enter company name. Please enter the area of the cor Address Detail

Co.Phone No. **Co.Fax** **Co.Account** **Account Bank**

Please enter company phone n Please enter company fax. Please enter account No. Please enter bank name.

Co.Introduction **Main Business**

Please enter company introduction. Please enter the main business.

3. In the interface of adding merchant, improve the information of the merchant, below, click "Add Contact" to improve the contact information.(with *is required), the default "Valid" status of the contact, you can add multiple contact information, click "Save" after adding.

Contact Person	Contact Person Rank	Responsibility Content	Mobile No.	WeChat No.	Mailbox	Status	Operation
* Please ent	*Please ente	*Please enter	* Please enter the Please enter the mobile phone number.	Please enter	* Please entr	VALID	Delete

+ Add Contact Person

Save Cancel

Merchant Contact

The added cargo information will appear in the cargo party address list, click the "Edit" button on the right to modify the cargo party information.

Company Name	Location	Business Type	Main Business	Company Teleph...	Bank Info	Contact Person/J...	Responsible Cont...	Mobile No.	WeChat No.	E-mail	Status	Operation
一二三四五六七八九十勾画机	上海	监管单位				王大陆 船长	食堂	1		aaa@bbb.com	director	Edit