

How to add shipper 's address book (document)

Users log in to the OLISS Web side , click on the "Address Book - Merchant Contact" interface in order, click the "Add" button, and a new pop-up window appears on the right side. In this pop-up window, fill in the company name, business type, and Area, and can also fill in detailed address, company phone number, Main Business and other related information (with * required). You can also add contact information, and finally click "Save" to successfully create a new merchant address book.

The added shipper information will appear in the shipper's address book list. Click the "Edit" button on the right to modify the company name, business type, area, contact person, mobile phone number and other related information (with * required) on the editing interface. You can also delete or add a contact person. Finally, click "Save" to complete the modification of the shipper information.



Company Name * 扬州货方	Business Type * 货																						
Area * 江苏	Address Detail Please enter																						
Company Telephone Please enter	Company Fax Please enter																						
Co.Account Please enter	Account Bank Please enter																						
Co.Introduction Please enter																							
Main Business Please enter																							
<table><thead><tr><th>Contact Person</th><th>Contact Person Rank</th><th>Responsible Content</th><th>Mobile No.</th><th>WeChat No.</th><th>E-mail</th><th>Status</th><th>Operation</th></tr></thead><tbody><tr><td>办事员</td><td>办事员</td><td>财务</td><td>131123456789</td><td>Please enter</td><td>1</td><td>VALID</td><td>Delete</td></tr></tbody></table>								Contact Person	Contact Person Rank	Responsible Content	Mobile No.	WeChat No.	E-mail	Status	Operation	办事员	办事员	财务	131123456789	Please enter	1	VALID	Delete
Contact Person	Contact Person Rank	Responsible Content	Mobile No.	WeChat No.	E-mail	Status	Operation																
办事员	办事员	财务	131123456789	Please enter	1	VALID	Delete																
+AddContactPerson																							

7、In the editing interface, you can modify the company name, business type, area, contact person, mobile phone number and other related information (with * required) ,you can also delete or add a contact person. Finally, click "Save" to complete the modification of the shipper information

[Save](#)[Cancel](#)