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.

近 互海科技 ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・					Add Shipper Info							
	Management	Merchant Co	ontact		Company Name *			Business Type *				
X	Budget Management >	get Management > 2, click*Add* age Number > 2, click*Add* agement Company Name Location Busin			Please enter			Please enter				
	Vovage Number >				Area *			Address Detail				
	Management			Please enter			Please enter					
(iii)	Vessel Report				Company Telephone			Company Fax				
		测试公司			Please enter			Please enter				
\odot	Patrol Inspection >	慧慧货运	扬州	货	Co.Account			Account Bank				
ß	SMS Management	扬州贫方	江苏	街	Please enter			Please enter				
Ŗ	Customs Affairs				Co.Introduction							
	Management				Please enter							
⚠	Vessel Incident Records											
a					Main Business							
-	Address Dook				Please enter 3、F	ill in the company na	me, business type, a	nd Area, and can	also fill in detailed	address, company	phone number,	
	Crew Company		Main Business and other related information (with * required)									
	Maritime Service Provider				Contact Person Contact Person Rar	k Responsible Content	Mobile No.	WeChat No.	E-mail	Status	Operation	
	Vessel Supplier				+AddontadPerson							
	Port Contact											
	Merchant Contact	 1、Click on tl 	ne Mercha		4, you canalso add contact information							
	MSA Contact	Contact in	terface in o									
Ł	E-Signature >											
٢	Setting >									5、click "Save"	Save Cancel	

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.

Merchant Con	itact											
Add										Keywords Se	arching	Search Reset
Company Name	Location	Business Type	Main Business	Company Telephone	Bank Info	Contact Person/Job Title	Responsible Content	Mobile No.	WeChat No.	E-mail	Status	Operation
测试公司	江苏	货方				测试 1	1	1111111111111111		1	Valid	Edit
慧慧货运	扬州	货				慧 业务员	沟通协调船方	1362*******		81*****9@qq. com	Valid	Edit
扬州货方	江苏	货				办事员 办事员	财务	131****9		1	Valid	Edit
											6,	click "Edit"

Merchant Info edit

Company Name *				Business Type *	Business Type *						
扬州货方				货	货						
Area *				Address Detail	Address Detail						
江苏				Please enter	Please enter						
Company Telephone				Company Fax	Company Fax						
Please enter				Please enter	Please enter						
Co.Account				Account Bank	Account Bank						
Please enter				Please enter	Please enter						
Co.Introduction											
Please enter											
Main Business											
Please enter											
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	VALIO	Delete				
			+Ad@	contadPerson							
				1							

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

X