

Creating a New Company & Contact

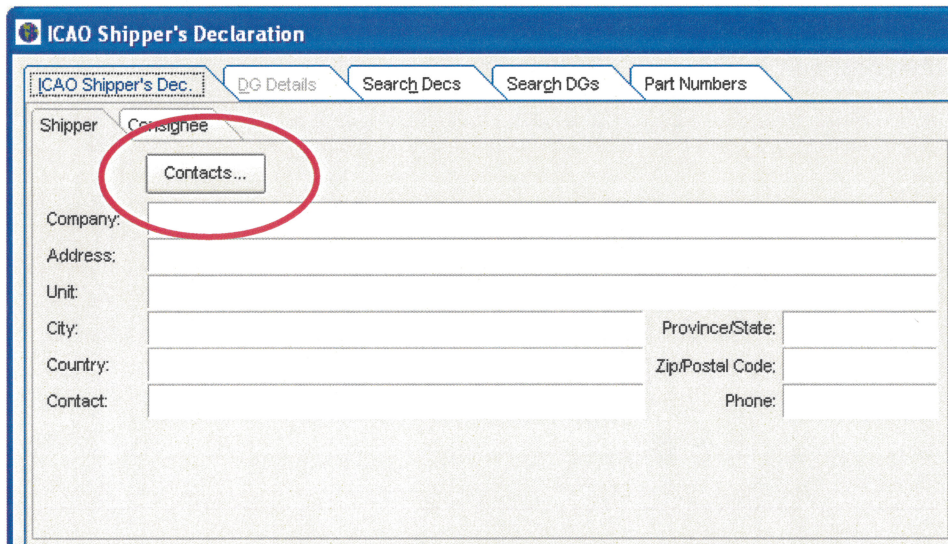
Introduction

This article will provide a step by step guide on how to create a new Company & Contact, or New Contact. This applies to declarations for all modes of transport.

How To

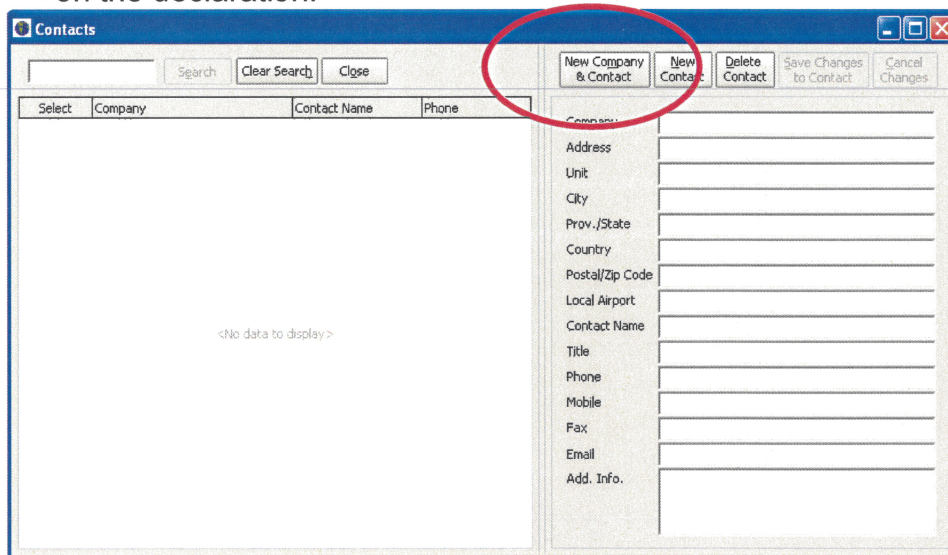
- New Company & Contact

1. Select Contacts...



The screenshot shows the 'ICAO Shipper's Declaration' application window. The 'Shipper' tab is active, and the 'Consignee' section is highlighted. A red circle is drawn around the 'Contacts...' button located in the top left of the consignee form area. Below the button are several input fields for company and contact information.

2. Select "New Company & New Contact". Enter appropriate fields. Note that only the Address, Local Airport, Contact Name & Phone fields will appear on the declaration.

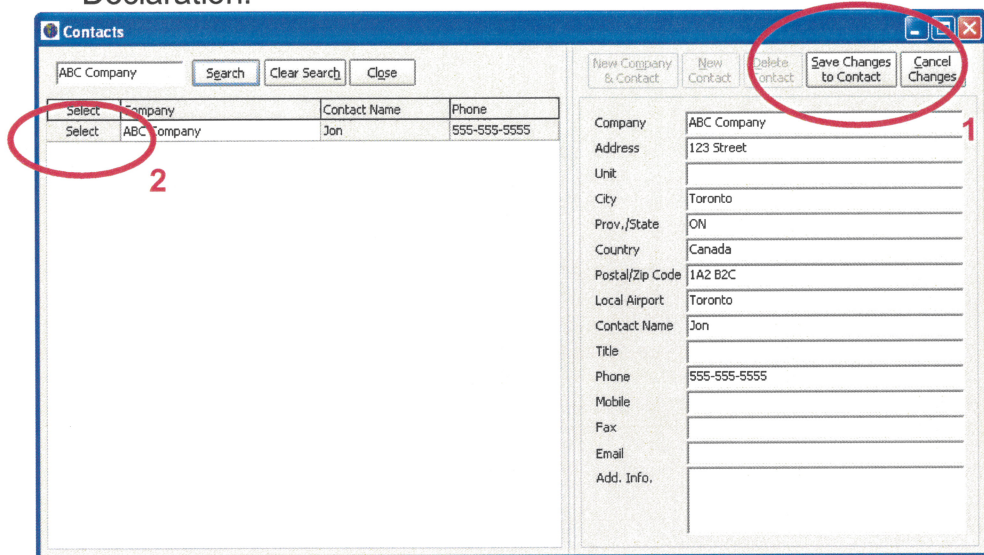


The screenshot shows the 'Contacts' dialog box. The 'New Company & Contact' button is circled in red. The dialog box contains a table with columns for 'Select', 'Company', 'Contact Name', and 'Phone'. Below the table is a form with various input fields for contact information.

Select	Company	Contact Name	Phone
<No data to display>			

Form fields in the dialog box include: Company, Address, Unit, City, Prov./State, Country, Postal/Zip Code, Local Airport, Contact Name, Title, Phone, Mobile, Fax, Email, and Add. Info.

- Once a new contact is entered select "Save Changes to Contact" (#1). The new contact will now appear to left. Click "Select" (#2) to add it to the Declaration.



How To - New Contact

- Creating a new contact is very similar to creating a new Company & Contact. Select "New Contact" and enter desired information. Once completed select "Save Changes to Contacts". A new entry will appear to the left with the same company details but with the new contact.

