

We are currently updating our site; thank you for your patience.

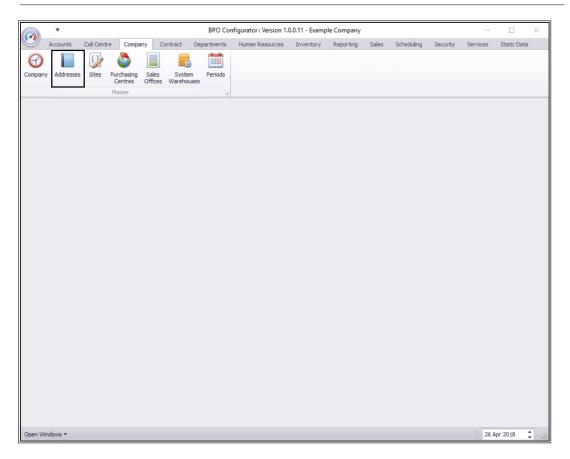
COMPANY

ADDRESSES

The **company address** is used on the header details of the documentation in Nucleus Service.

The default address should be Physical .

Ribbon Access: Configurator > Company > Addresses





- The Address Listing for Company: [] screen will be displayed.
- Click on Add .

Home Accounts Cal Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data – P 2 Address: Cal Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data – P 2 Address: Save Layout Workspaces Save Filter Corr. E.C. Control Address: ContactName Address 1 Address 2 Address 2 (try PostalCode County Country TeNo Tetex Fando EmailAddre Postal 2 Address: PO Box 1234 New Town Forest Hills Durban 1234 K2N South Africa 031 123 4567 147 031 124 4545 jmmy@com Physical Jmmy Jones Street No and Road Name Area City 0000 Province South Africa 000 000 000 0000 0000 employees Signong Jmmy Jones Tet Address 2				11			PDO C	EV-		11. Europeire					_
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Shipping Jmmy Jones Test Address 1 Image: Image Image: Ima		Postal	Jimmy Jones			Forest Hills		1234	KZN				031 12 4545	jimmy@c	omp
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- The Add New Address screen will be displayed.
 - Address Type: Click on the drop-down arrow in this text box.



-			Add	New Address -	BPO Configurator :	Version 1.0.).11 - Examp	le Com	pany			-		\times
Home Accourt	nts Call Centre	Company	Contract	Departments	Human Resources	Inventory	Reporting	Sales	Scheduling	Security	Services	Static Data	-	₽ x
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Default Address														
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- The Address Type drop-down menu will be displayed.
- Click on the address type that you wish to add to this company configuration.
 - In this image, **Shipping** has been selected.



-	F			Add	New Address -	BPO Configurator :	Version 1.0.0).11 - Examp	le Com	bany			-		×
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- Type in the
 - Contact Name
 - Address
 - Telephone and
 - Email

details in the applicable text boxes.

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- **Default Address:** Click in this check box if this is the default address for the company.
 - Note: The default address should be the physical address of the company. As this new address is a shipping address, it will not be the default address



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Home	Account	ts Call Centre	Company	Contract	Departments	Human Resources	Inventory	Reporting	Sales	Scheduling	Security	Services	Static Data	-	₽	х
Save Bad	k															
Process	- 4															_
Addre	ss Type	Shipping			•											
Contac	ct Name	Jonathon James			-											
Ad	ldress 1	Herald House														
Ad	ldress 2	1 Main Road														
Ad	ldress 3	Pinetown														
	City	Durban														
P	rovince	KZN														
Posta	al Code	3610														
	Country	South Africa														
	Tel No	123 4567 8910														
	Tel Ext	123														
	Fax No	098 765 4321														
	Address	Jamesj@noemai	.co.za													
Default A	Address															
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• When you have finished adding the new address details, click on **Save** .



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	mail Add		Jamesj@noemai	.co.za													
Def	ault Add	ress															
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- You will return to the Address Listing for Company: [] screen.
- Here you can view the newly added **shipping** address.



Company Addresses

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Ŷ	CodeDescription	AddressContactName	Address1	Address2	Address3	City	PostalCode	County	Country	TelNo	TelExt	FaxNo	EmailAd	Idress
	Shipping	Jonathon James	Herald House	1 Main Road	Pinetown	Durban	3610	KZN	South Africa	123 4567 8910	123	098 765 4321	Jamesi	@noe
	Postal	Jimmy Jones	PO Box 1234	New Town	Forest Hills		1234	KZN		031 123 4567	147	031 12 4545	jimmy@	_
	Physical	Jimmy Jones	Street No and Road Name	Area		City	0000	Province	South Africa	000 000 0000	0000	000 000 0000		
	Billing	Jimmy Jones	Test Address 2											
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