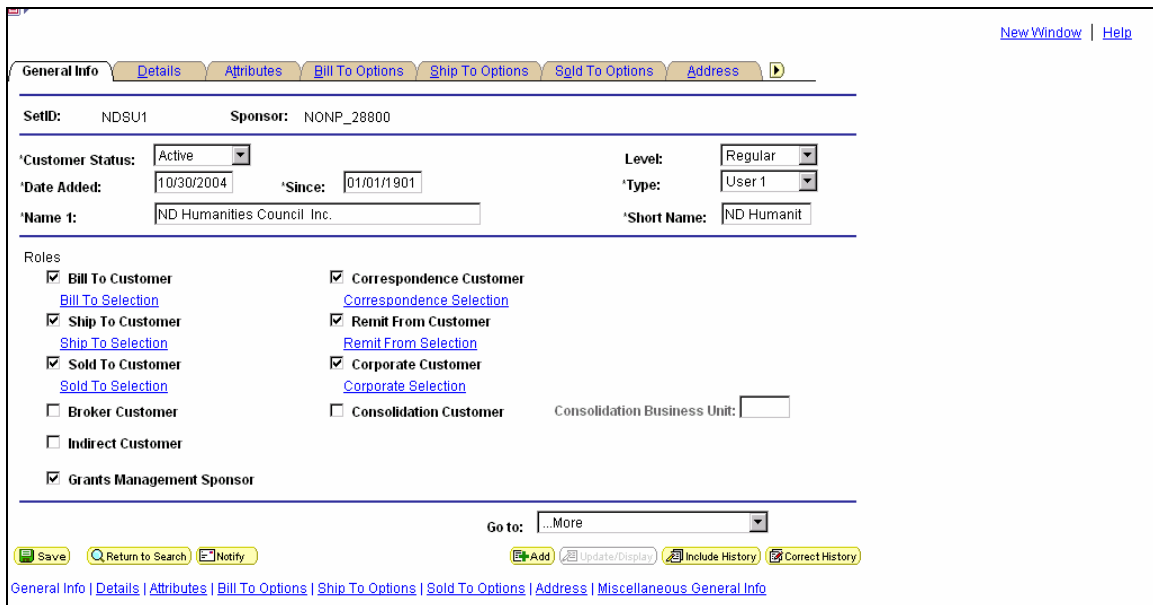


GM 1.5 Adding a Bill To Address to a Customer

Sponsor Addresses are to be added when the Address or Addresses in the database are not the address that should be used on an invoice. Adding an address is preferable to changing an existing address, because it keeps intact the address history of the sponsor.

1. From the menu, select Grants > Sponsors > Profile



General Info | Details | Attributes | Bill To Options | Ship To Options | Sgld To Options | Address | [New Window](#) | [Help](#)

SetID: NDSU1 Sponsor: NONP_28800

*Customer Status: Active Level: Regular
 *Date Added: 10/30/2004 *Since: 01/01/1901 *Type: User 1
 *Name 1: ND Humanities Council Inc. *Short Name: ND Humanit

Roles

Bill To Customer Correspondence Customer
[Bill To Selection](#) [Correspondence Selection](#)

Ship To Customer Remit From Customer
[Ship To Selection](#) [Remit From Selection](#)

Sold To Customer Corporate Customer
[Sold To Selection](#) [Corporate Selection](#)

Broker Customer Consolidation Customer Consolidation Business Unit:

Indirect Customer

Grants Management Sponsor

Go to: ...More

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[General Info](#) | [Details](#) | [Attributes](#) | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Address](#) | [Miscellaneous General Info](#)

2. Click Correct History at the lower right hand portion of page.
3. Click on the Address Tab

General Info | Details | Attributes | Bill To Options | Ship To Options | Sgld To Options | Address

SetID: NDSU1 Sponsor: NONP_28800 ND Humanities Council Inc.

Address Locations Find | View All First 1 of 1 Last

'Location: 1 Bill To Primary Broker + -

Description: Ship To Primary Indirect

Sold To Primary Correspondence Address

Address Details Find | View All First 1 of 1 Last

'Effective Date: 01/01/1901 *Status: Active Language Code: English + -

Country: USA United States Tax Code:

Address 1: 2900 Broadway E. Suite 3 **Alternate Names**

Address 2: P.O. Box 2191

Address 3: [View Phone Information](#)

City: Bismarck In City Limit

County: Postal: 58502-2191

State: ND North Dakota

Save Return to Search Notify Add Update/Display Include History Correct History

4. Click the “+” under Address Location. A new location should be ready for editing.

* The effective date should always be 1/1/1901.

General Info | Details | Attributes | Bill To Options | Ship To Options | Sgld To Options | Address

SetID: NDSU1 Sponsor: NONP_28800 ND Humanities Council Inc.

Address Locations Find | View All First 2 of 2 Last

'Location: 2 Bill To Primary Broker + -

Description: Ship To Primary Indirect

Sold To Primary Correspondence Address

Address Details Find | View All First 1 of 1 Last

'Effective Date: 01/26/2005 *Status: Active Language Code: English + -

Country: Tax Code:

Address 1: **Alternate Names**

Address 2: [View Phone Information](#)

Address 3: In City Limit

City: Postal:

County:

State:

5. Check the Bill To box. Enter Address Description. Enter Country.

[General Info](#) | [Details](#) | [Attributes](#) | [Bill To Options](#) | [Ship To Options](#) | [Sgld To Options](#) | **Address**

SetID: NDSU1 **Sponsor:** NONP_28800 ND Humanities Council Inc.

Address Locations Find | [View All](#) First 2 of 2 Last

*Location: 2 Bill To Primary Broker + -
 Description: Invoice Address Ship To Primary Indirect
 Sold To Primary Correspondence Address

Address Details Find | [View All](#) First 1 of 1 Last

*Effective Date: 01/26/2005 *Status: Active Language Code: English + -
 Tax Code:

Country: USA United States Tax Code:

Address 1: Clay Counties Joint Powers Collaborative **Alternate Names**
 Address 2: 715 11th Street N Suite
 Address 3:

City: Moorhshead In City Limit
 County: Postal: 56560
 State: MN Minnesota

[View Phone Information](#)

6. Enter Address 1, Address 2, City, State, and Postal (Zip Code).
7. Click Save.