

GM 1.6 Add Sponsor Contact

Adding a Contact to a Sponsor

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

From the menu, select Customers > Contact Information

1. Click Add a New Value tab

2. Click Add

Contact
 SetID: NDSU1 Contact ID: NEXT

Contact Information Find | View All First 1 of 1 Last

'Effective Date: 01/26/2005 'Status: Active
 'Name: 'Contact Flag: External
 Title: External Contact
 Email ID:

Salutation Code: Salutation:

'Preferred Communication: Call Call
 Language Code: English
 Person ID:

[Contact Customer Information](#) [Contact Phone and Type](#) [User Profile](#)

3. Enter **Effective Date** and **Name**.

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

4. Click on Contact Customer Information.

Contact Customer [New Wind](#)
 SetID: NDSU1 Contact ID: NEXT H. Pinto Effective Date: 01/26/2005

Link Contact to Customer Customize | Find | View All First 1 of 1 Last

[Customer](#) [Self Service Security](#)

*Customer SetID	*Customer ID	Customer Name	Location	Additional Info	Primary Bill To	Primary Ship To	Primary Sold To
NDSU1				Additional Info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Contact Information](#) [Contact Phone and Type](#) [User Profile](#)

5. Enter Customer Id for the contact and Location (address) of contact. Check the Primary Bill To box.

6. Click Save