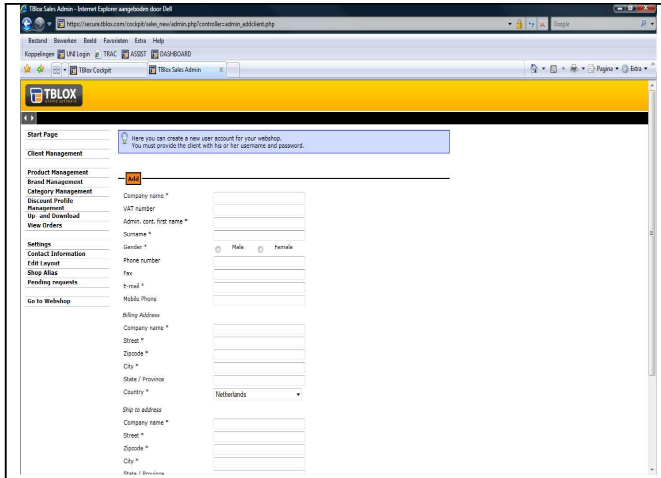
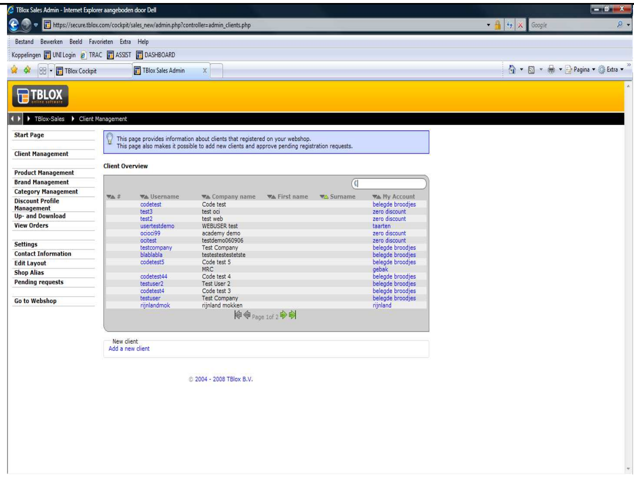
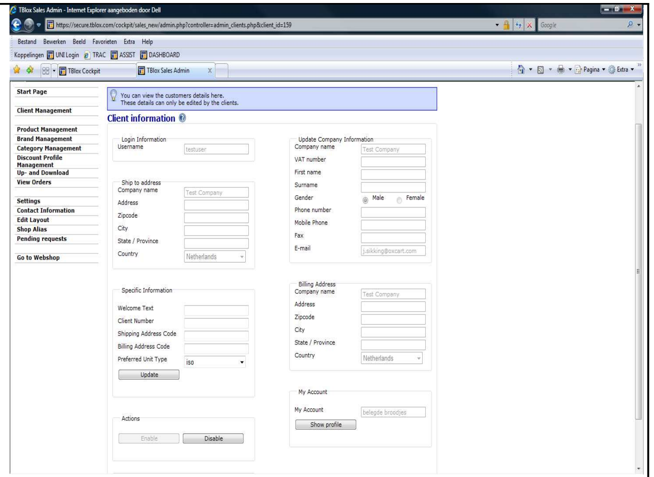
TBlox-Sales: Add/Edit client







CLIENT MANAGEMENT

Select “Add a new client” in the menu “Client management”, and fill-in the data of the client.

At the bottom of the menu, in which you fill-in the data of the client, you create an username and password. The data will be used when making a link with the client. Thus keep these data well saved.

See the instruction card: “Making a link via Free Supplier Portal” for more information on this.

After creating a client, this will be visible in the menu “Client Management”.

Then press the name of the client, which just has been made.

Here you can edit data of the client. Furthermore, you select the following in this menu: :

- **Specific information**
  Here you can insert a welcome message, which the client sees after logging in, the client number, and you can (if necessary) select a shipping adress code and billing adress code.
- **Actions**
  Press “Enable” to enable the website for this client. If you press “disable”, you will make sure that the client can not enter the website.
- **Account**
  Here you select the discount profile, which applies for this client. You can do this after creating a discount profile. See instruction card “Discount Profiles” for more information.