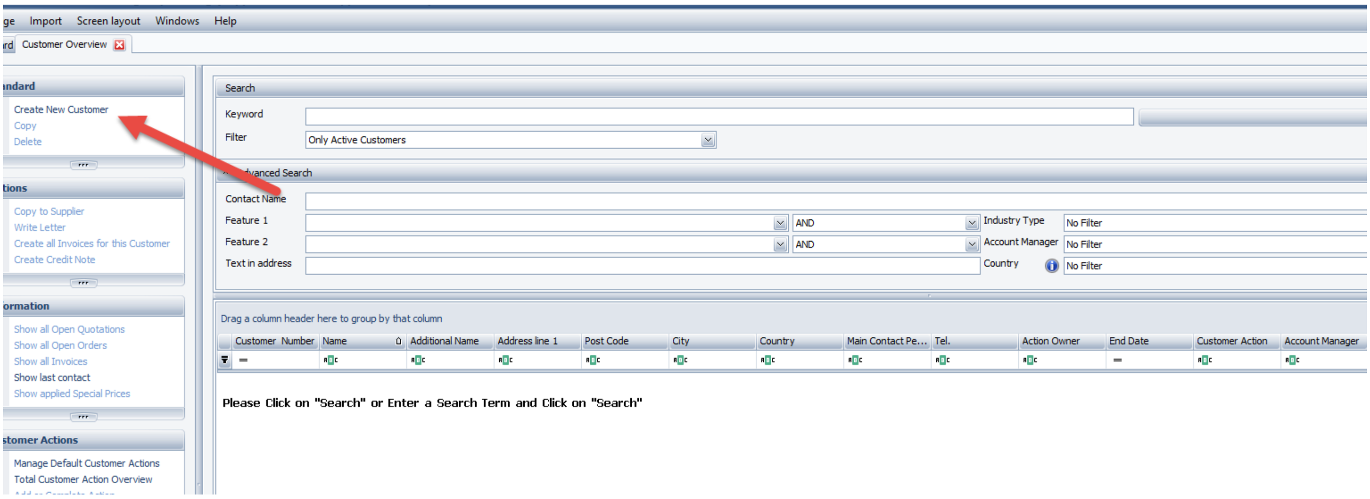
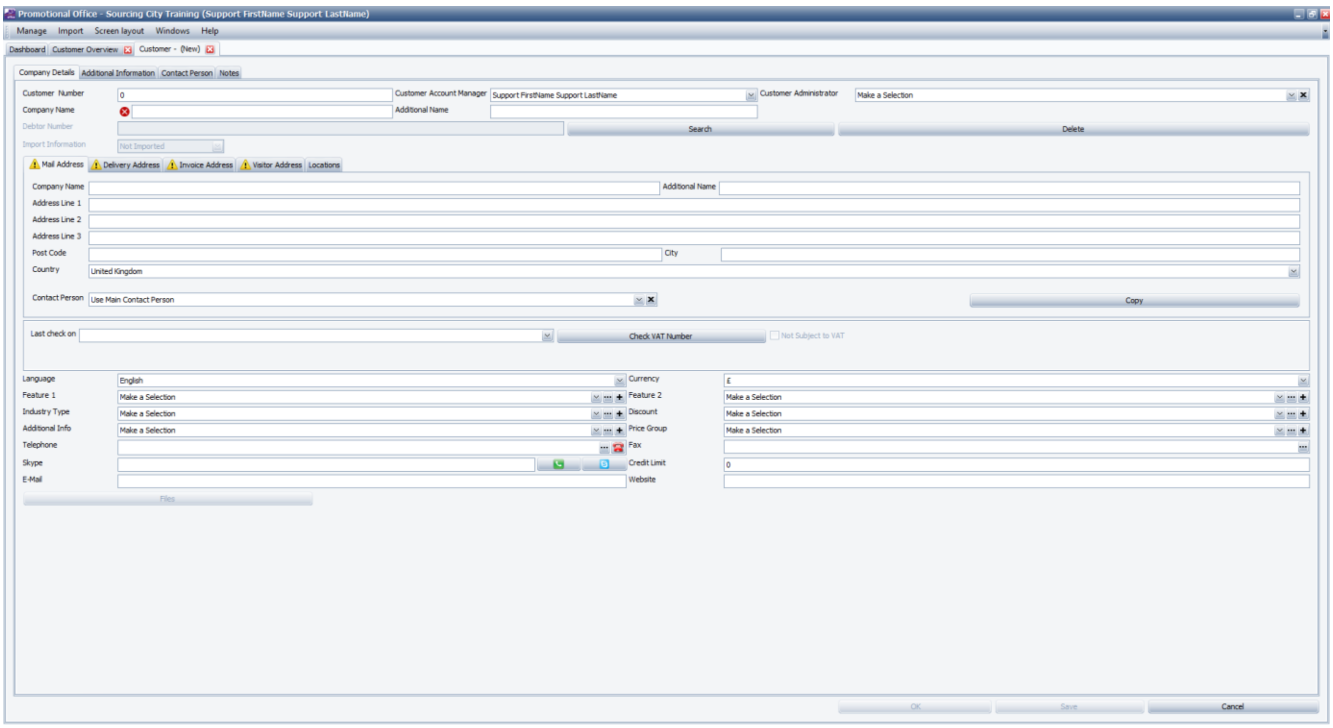
Creating a new Customer

1. Go to the Customer overview, to find this go to the General Data field and select Customer. Once the Customer Overview is displaying on your screen. In the tool bar on the left-hand side of the page select **Create New Customer.**



2. The next step is to complete the fields in Promotional Office with the Customer Details making sure all sections with a red x symbol have been filled in otherwise the system will not allow you to move forward with the process. Once all relevant information has been inputted select **Save**.



promotional office

sourcing city