



Updating an Existing Merchant

Start typing the Merchant Name into the Merchant Data section, Shipper or Consignee, From the drop down select the Merchant you wish to update

The screenshot shows the 'Merchant Data' form with the 'Origin/Shipper Data' section. The 'Merchant' field contains 'tes'. A dropdown menu is open, showing search results: 'New Merchant', 'Test Merchant - Melissa' (highlighted in yellow), and 'Testing'. The 'Address Data' section is partially visible below.

This will populate the fields where information is available. You can now update the necessary fields.

The screenshot shows the 'Merchant Data' form with the 'Origin/Shipper Data' section. The 'Merchant' field is populated with 'Test Merchant - Melissa'. The 'Location' dropdown is set to 'Test Merchant - Melissa', and the 'Dock' dropdown is set to 'Main'. The 'Prepay and Add' section has radio buttons for '0', 'Flat', and 'Percent', with 'Percent' selected. The 'Address Data' section is populated with: 'Location Name: Test Merchant - Melissa', 'Address: 151 Innovation Drive', 'City: Elyria', 'State: OH', 'Zip Code: 44035', and 'Country: United States'.



Merchant Data

Origin/Shipper Data

Set as Default Update Original

* Merchant:

Location:

Dock:

Prepay and Add: 0 Flat Percent

Note:

Address Data

* Location Name:

* Address:

* City:

* State:

* Zip Code:

* Country:

Select the box for "Update Original"

Merchant Data

Origin/Shipper Data

Set as Default Update Original

* Merchant:

Location:

Dock:

Prepay and Add: 0 Flat Percent

Note:

Your updates will save for future use.




Merchant Data

Origin/Shipper Data

Set as Default Update Original

* Merchant: test

Location: **Results** 

Dock: New Merchant

Prepay and Add: **Test Merchant**

Testing

Note:

Address Data

* Location Name:

* Address: