

# How to Change/Add Your Company's Addresses


## Step 1 Login with your user administrator's Login ID and Password

Knox County Purchasing (Test) - Microsoft Internet Explorer provided by Knox County Gov. Info Tech

File Edit View Favorites Tools Help

Address <http://66.4.209.71:9080/bsc-test/login.jsp>

Welcome To **Knox County Purchasing (Test)**



Welcome to the Knox County Purchasing portal page. This portal provides access to vendors to register as a vendor, check for new bid opportunities and login to the system. If you have any questions, please call Purchasing at 865-215-5777.

[Register](#)  
Register here to begin using Knox County Purchasing (Test).  
Vendors, please read this [disclaimer](#) prior to registering.

[Open Bids](#)  
View open bid opportunities.

Login ID:

Password:

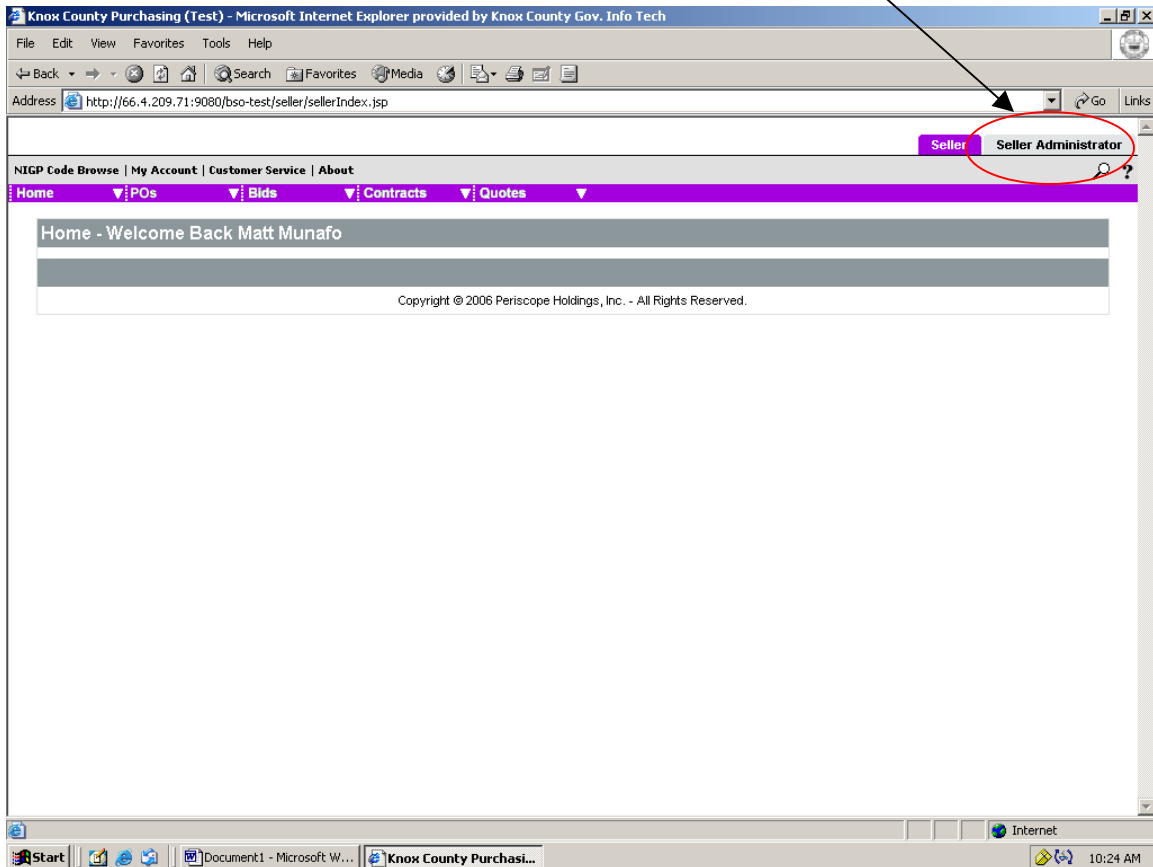
Login

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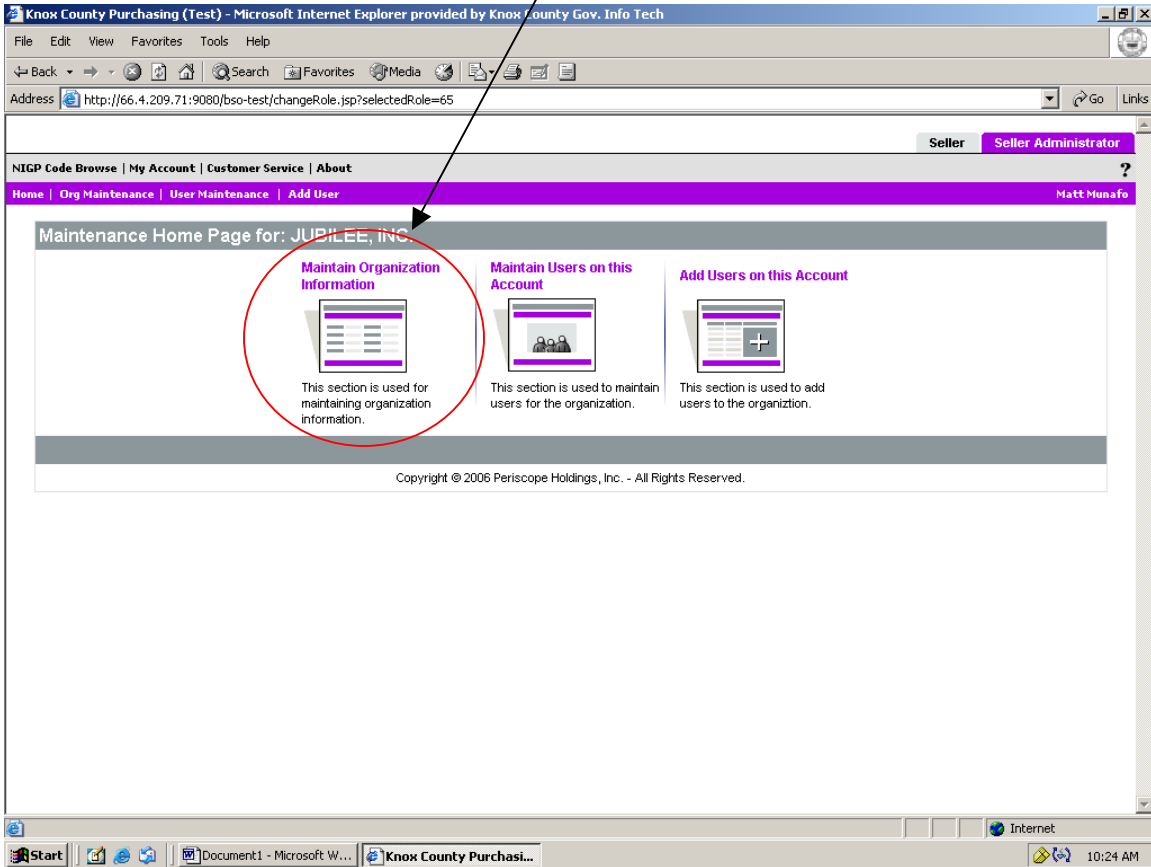
Done Internet

Start Document1 - Microsoft W... Knox County Purchasi... 10:24 AM

**Step 2 Click on the Seller Administrator Button in the top right hand corner of the screen.**



### Step 3 Click on the Maintain Organization Information Button



## Step 4 Click on the Maintain Addresses Button

The screenshot shows a web browser window titled "Knox County Purchasing (Test) - Microsoft Internet Explorer provided by Knox County Gov. Info Tech". The address bar shows the URL: <http://66.4.209.71:9080/bso-test/admin/seller/orgMaintHome.jsp?vendorId=10377>. The page content includes a navigation bar with "Seller" and "Seller Administrator" buttons, and a menu with "Home", "Org Maintenance", "User Maintenance", and "Add User". The main content area is titled "Maintain Organization Information for: JUBILEE, INC." and contains six buttons, each with a description:

- Maintain General Organization Information**: This section is used for maintaining general organization information.
- Maintain Addresses**: This section is used to maintain addresses. (This button is circled in red in the image.)
- Maintain Commodity Codes & Services**: This section is used to maintain commodity codes and services.
- Maintain Regions**: This section is used to maintain regions.
- Maintain Terms and Categories**: This section is used to maintain terms and categories.
- Maintain Quote Attachment Repository**: This section is used to maintain files in the quote attachment repository.

At the bottom of the main content area is an "Exit" button. The footer of the page reads "Copyright © 2006 Periscope Holdings, Inc. - All Rights Reserved." The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "10:25 AM".

**Step 5** To add a new address, simply click on the **Add Address Button**. To edit a current address, click on the **highlighted button** under the name column for the address you would like to edit. The highlighted button should say **General** or **Remit to**.

Maintain Addresses for: JUBILEE, INC.

Name	Address Type	Address Information	Status	Default for Type
<a href="#">General</a>	General Mailing Address:	MATT MUNAFO 123 MAIN STREEET BETHEL, OH 45151 US Email: matthew.munafa@knoxcounty.org Phone: (513)777-5002 FAX: (513)564-8151	Active	Yes
<a href="#">Remit To (R001)</a>	Remit Address: R001	MATT MUNAFO 123 MAIN STREEET BETHEL , OH 45151 US Email: matthew.munafa@knoxcounty.org Phone: (513)777-5002 FAX: (513)564-8151	Active	Yes

[Add Another Address](#) [Exit](#)

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**Step 6** Fill out all the information that is provided. If you would like this to be your default address, check the box that says Default Address. When you are finished filling in the information, click on the button that says Save and Exit.

The screenshot shows a web browser window titled "Knox County Purchasing (Test) - Microsoft Internet Explorer provided by Knox County Gov. Info Tech". The address bar shows the URL: <http://66.4.209.71:9080/bso-test/admin/seller/maintSellerAddress.sdo?mode=new&vendorId=10377&parentUrl=/admin/seller/sellerAddressList.sdo>. The page content includes a navigation menu with "NIGP Code Browse | My Account | Customer Service | About" and "Home | Org Maintenance | User Maintenance | Add User". The main heading is "Address Book - JUBILEE, INC." and the sub-heading is "Enter a New Address". The form fields are as follows:

- Address Type: Bid Mailing Address (dropdown)
- Name this Address: [text input]
- Contact Name: [text input]
- Address Line 1: [text input]
- Address Line 2: [text input]
- Address Line 3: [text input]
- Address Line 4: [text input]
- Country: US - United States of America (dropdown)
- City: [text input] State/Province: [dropdown]
- ZIP: [text input] County: [text input]
- Phone: [text input] Ext: [text input]
- AX: [text input] Email: [text input]
- Status: Active (dropdown)
- Default address for this address type

At the bottom of the form, there are three buttons: "Save & Exit", "Reset", and "Cancel & Exit". The "Save & Exit" button is circled in red. Below the buttons, the text "Copyright © 2006 Periscope Holdings, Inc. - All Rights Reserved." is visible. The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "10:26 AM".