

How to Update Your Company Remit Address, Contact Details and Customer Contact Information on Tungsten Network

How to update your company remit address:

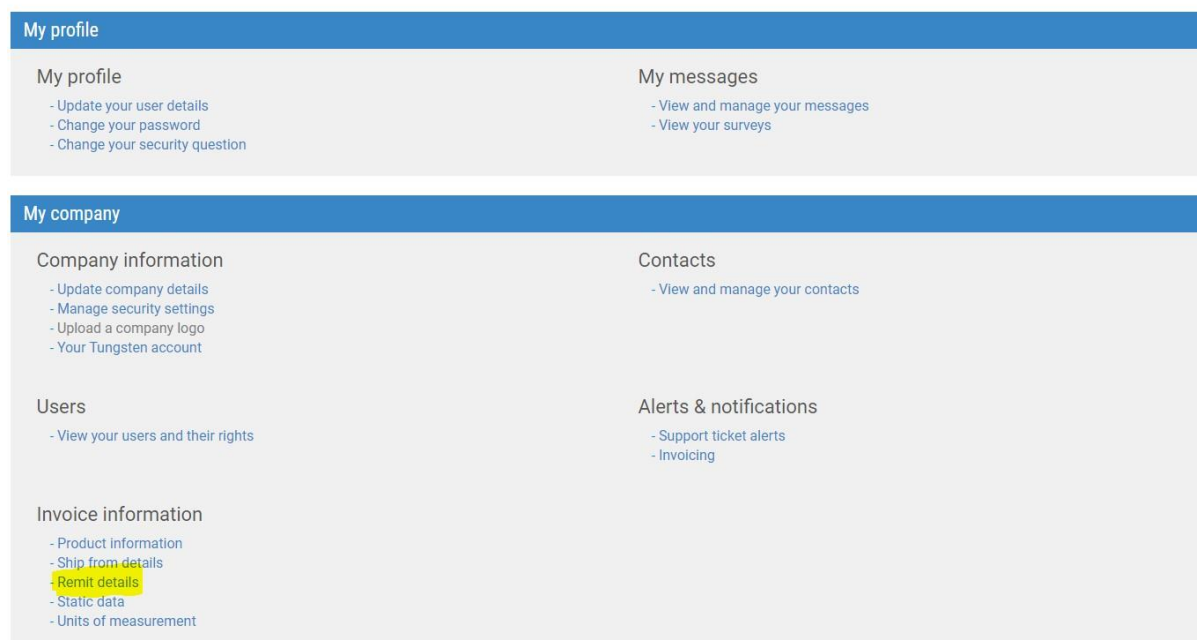
1. **Login** to your Tungsten Network company profile
2. Go to **“My Account”** section located on the top right corner



3. Select **“Remit Details”**

My account

Update the information on your company, profile and contacts, and manage your messages and alerts.



The screenshot shows the 'My account' section of the Tungsten Network interface. It is divided into two main sections: 'My profile' and 'My company'. The 'My profile' section includes links for 'My profile' (with sub-links: Update your user details, Change your password, Change your security question) and 'My messages' (with sub-links: View and manage your messages, View your surveys). The 'My company' section includes links for 'Company information' (with sub-links: Update company details, Manage security settings, Upload a company logo, Your Tungsten account), 'Users' (with sub-link: View your users and their rights), 'Invoice information' (with sub-links: Product information, Ship from details, Remit details (highlighted in yellow), Static data, Units of measurement), 'Contacts' (with sub-link: View and manage your contacts), and 'Alerts & notifications' (with sub-links: Support ticket alerts, Invoicing).

4.

Enter your “Remit to Address Information”

My profile

- > My profile
- > My messages

My company

- > Company information
- > Contacts
- > Users
- > Alerts & notifications
- > Invoice information
 - Product information
 - Ship from details
 - Remit details
 - Static data
 - Units of measurement

Remit details

Please enter the remittance information you wish to appear on your invoices.

Remit to: address information	Remit to: bank information
Company name*	
Adams Office Supplies	
Country*	
UNITED STATES	
Name* ?	
John Adams	
Address line 2*	
550 Aiken Street	
Address line 2	
Lowell	
City	
Lowell	
State	
Massachusetts	
Zip code*	
01410	
SAVE	DELETE

5. Click “Save” to complete

How to update your contact details:

1. Login to your Tungsten Network company profile

My account

Update the information on your company, profile and contacts, and manage your messages and alerts.

My profile

My profile

- Update your user details
- Change your password
- Change your security question

My messages

- View and manage your messages
- View your surveys

My company

Company information

- Update company details
- Manage security settings
- Upload a company logo
- Your Tungsten account

Contacts

- View and manage your contacts

- 4.
 2. Go to **“My Account”** section
 3. Under **“My profile”** select **“Update your user details”**
- Update your personal contact information** (name, email address, telephone number and etc.)

My profile

- > My profile
 - Update your user details
 - Change your password
 - Change your security question
- > My messages

My company

- > Company information
- > Contacts
- > Users
- > Alerts & notifications
- > Invoice information

User details
Edit your details here.

Edit

Email*

Salutation*

First name*

Last name*

Work phone

Cell phone

Fax number

Job title

Time zone

Language settings*

Allow Tungsten Network login

SAVE

Legal

[Terms of use](#)

[Privacy policy](#)

Portal administrator details

First name	Ted
Last name	Williams
Email	ted.williams@tungsten-network.com

5. Click **“Save”** to complete

How to add customer contact information:

1. **Login** to your Tungsten Network company profile
2. Go to **“My Account”** section

My account

Update the information on your company, profile and contacts, and manage your messages and alerts.

My profile

My profile

- Update your user details
- Change your password
- Change your security question

My messages

- View and manage your messages
- View your surveys

My company

Company information

- Update company details
- Manage security settings
- Upload a company logo
- Your Tungsten account

Contacts

- [View and manage your contacts](#)

- 4.
3. Under “**Contacts**” select “**View and Manage your Contacts**”
Select “**Customer**” tab and click “**Add**”

Contacts

[Help with this page](#)

Add your General contacts and Customer contacts here. Add portal users on the 'Users' page.

General Customer Billing

First name	Last name	Email	Edit	Delete
Jane	Doe	janedoe@email.com		
Earl	Grey	e.grey@wns.com		
Sarah	Jones	SarahJones@email.com		
Bronson	Murray	b.murray@bandm.com		
Brian	Murray	brian@aol.com		
Brian	Murray	Brian@aol1.com		
Rebecca	Painter	Rebecca.Painter@fedagency.gov		
Adrie	Schuller	adrieschuller@email.com		
Frank	Sendero	senderof@wns.com		
Thomas	Williams	thomaswilliams@email.com		

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ADD

5. **Fill-in** the required customer contact fields name and email address and click “**Save**”


4.

Contacts

[Help with this page](#)

Add your General contacts and Customer contacts here. Add portal users on the 'Users' page.

General Customer Billing

Contact type 

Company contacts

Customer contacts

Billing contacts

Salutation*

First name*

Last name*

Job title

Work phone

Cell phone

Fax

Email*