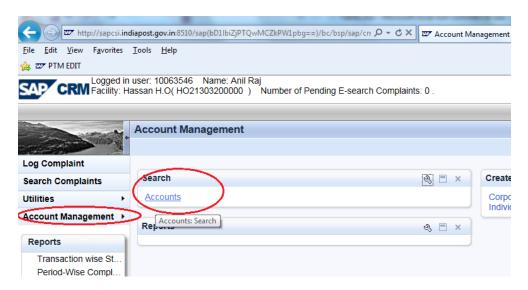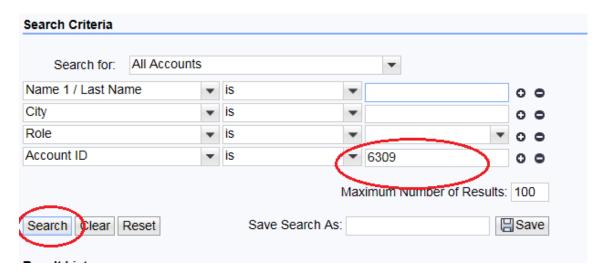# UPDATE STATE, DISTRICT & CONTRACT DETAILS FOR CUSTOMER CONTACT PERSON

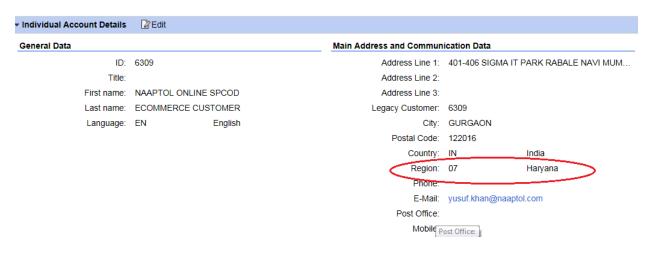**Login to CRP customer creation screen**

Click Account management and Accounts
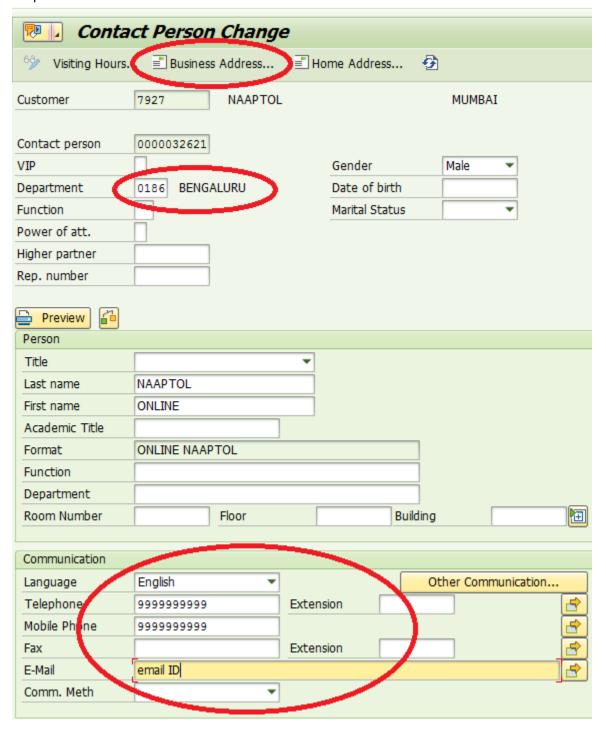
Updating State, District, Contact details

Make Sure Region is updated. Click edit , select region from search box and save.

Updating State, District, Contact details

Login to ECP:

Tcode VAP2

Search for Contact person Id based on Biller/Customer ID, Update Department, Mobile number, telephone and Email IDs. Then Click on Business Address

Updating State, District, Contact details

Enter District, Postal Code, City name, Country, Region

If District is not available click on [icon] to display. Save details