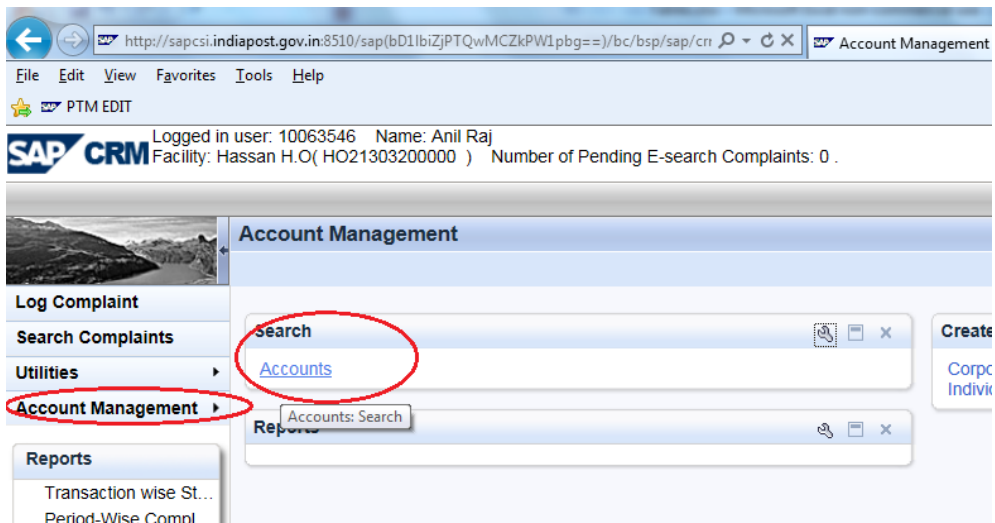


Updating State, District, Contact details

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

Search Criteria

Search for:

Name 1 / Last Name	is	<input type="text"/>	+	-
City	is	<input type="text"/>	+	-
Role	is	<input type="text"/>	+	-
Account ID	is	<input type="text" value="6309"/>	+	-

Maximum number of Results:

Save Search As:

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

Individual Account Details

General Data	Main Address and Communication Data
ID: 6309	Address Line 1: 401-406 SIGMA IT PARK RABALE NAVI MUM...
Title:	Address Line 2:
First name: NAAPTOL ONLINE SPCOD	Address Line 3:
Last name: ECOMMERCE CUSTOMER	Legacy Customer: 6309
Language: EN English	City: GURGAON
	Postal Code: 122016
	Country: IN India
	Region: 07 Haryana
	Phone:
	E-Mail: yusuf.khan@naaptol.com
	Post Office:
	Mobile: <input type="text"/> Post Office: <input type="text"/>

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

The screenshot shows the SAP 'Contact Person Change' form. At the top, there are navigation tabs: 'Visiting Hours.', 'Business Address...' (circled in red), and 'Home Address...'. Below this, the form is divided into several sections:


- Customer:** 7927, NAAPTOL, MUMBAI
- Contact person:** 0000032621
- VIP:**
- Gender:** Male
- Department:** 0186 BENGALURU (circled in red)
- Date of birth:**
- Function:**
- Marital Status:**
- Power of att.:**
- Higher partner:**
- Rep. number:**

Below the main form, there are buttons for 'Preview' and a small icon. The form is then divided into three main sections:

- Person:** Title (dropdown), Last name (NAAPTOL), First name (ONLINE), Academic Title (text), Format (ONLINE NAAPTOL), Function (text), Department (text), Room Number (text), Floor (text), Building (text).
- Communication:** Language (English), Telephone (999999999), Extension (text), Mobile Phone (999999999), Fax (text), Extension (text), E-Mail (email ID), Comm. Meth (dropdown). There is a yellow highlight on the E-Mail field and a yellow button labeled 'Other Communication...'.

Updating State, District, Contact details

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

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

Name	
Title	<input type="text"/>
Name	NAAPTOLONLINE
	<input type="text"/>
Search Terms	
Search term 1/2	<input type="text"/>
Street Address	
Street 2	TUMKUR MAIN ROAD
Street/House number	<input type="text"/>
District	BENGALURU
Postal Code/City	562162 BENGALURU
Country	IN India Region 10 Karnataka
Time zone	INDIA
PO Box Address	
PO Box	<input type="text"/>
Postal Code	<input type="text"/>