

# ADDRESS BOOK – ADD/DELETE/CHANGE - SHIP TO ADDRESS AND END USERS IN YOUR ADDRESS BOOK

Please note there are TWO places to create/change/edit/delete info in your address book

1. Log into the IMOnline website <http://nz.ingrammicro.com/>
2. **OPTION ONE** - Select a material and add it to My Basket>Click on **Basket**

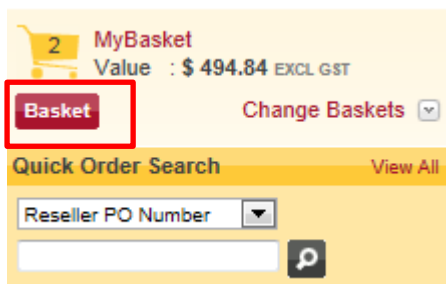


Logitech M185 Mouse - Optical - Wireless - Grey - Radio Frequency - USB - Scroll Wheel - Symmetrical  
VPN: 910-002255 | SKU: 1685685

1571 In Stock  
1571 AKL std  
(ETA:17/05/2013)

\$ 22.39 EXCL GST  
RRP: \$ 34.70

1 



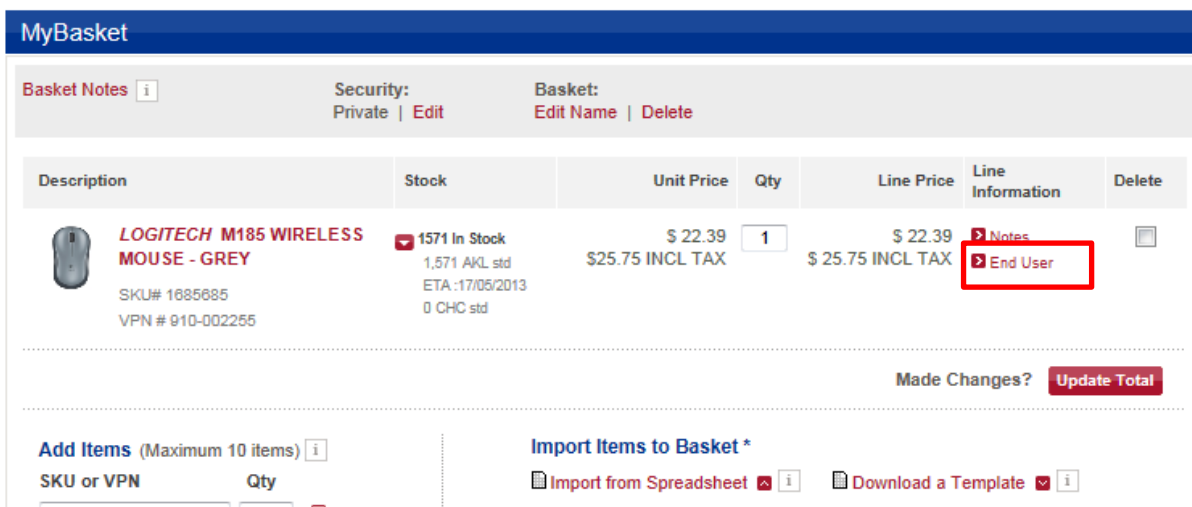
2 MyBasket  
Value : \$ 494.84 EXCL GST

**Basket** Change Baskets

Quick Order Search View All




Reseller PO Number

3. Click on **End User** on the right hand side of the line price (under **Notes**)



MyBasket

Basket Notes Security: Private | Edit Basket: Edit Name | Delete

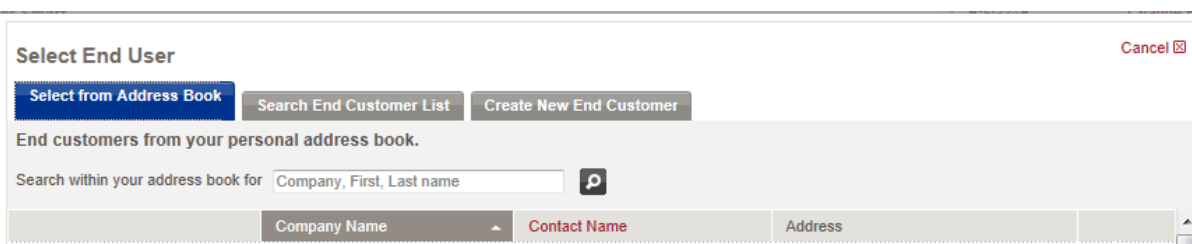
Description	Stock	Unit Price	Qty	Line Price	Line Information	Delete
 LOGITECH M185 WIRELESS MOUSE - GREY SKU# 1685685 VPN # 910-002255	1571 In Stock 1,571 AKL std ETA :17/05/2013 0 CHC std	\$ 22.39 \$25.75 INCL TAX	1	\$ 22.39 \$ 25.75 INCL TAX	 Notes <b>End User</b>	

Made Changes? Update Total

Add Items (Maximum 10 items) Import Items to Basket \*

SKU or VPN Qty Import from Spreadsheet Download a Template

4. Select the tab
  - a. Select from Address Book – you can edit existing address details here.
  - b. Create New End Customer – Create a new address book here



Select End User Cancel

Select from Address Book Search End Customer List Create New End Customer

End customers from your personal address book.

Search within your address book for Company, First, Last name

Company Name	Contact Name	Address
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5. **OPTION TWO** – On the Checkout page select – **Select a different Ship-to**

**Review and Submit Order**

\* Required

**Recipient Options**

Ship To ⓘ **Select a different Ship-to**

Company Name: STAFF ACCOUNT  
First Name \*: Ingram Micro Staff account  
Last Name \*:   
Phone Number: (09) 414-0100  
Address \*: 78 APOLLO DR  
Additional Address: C/- INGRAM MICRO (NZ) LTD  
Country \*: New Zealand  
City \*: AUCKLAND  
Postal Code \*: 0632

Bill To ⓘ **Select a different Bill-to**

Company Name: STAFF ACCOUNT  
First Name: Ingram Micro Staff account  
Last Name:   
Phone Number: (09) 414-0100  
Address: 78 APOLLO DR  
Additional Address: C/- INGRAM MICRO (NZ) LTD  
Country:   
Province:   
City: AUCKLAND  
Postal Code: 0632

6. Select the tab

- a. Select from Address Book – you can edit existing address details here.
- b. Create New End Customer – Create a new address book here
- c. Select Ship to Address

**Select Ship-To Address** Cancel ✕

**Select from Address Book** | Select Ship to Address | Add New Address

End customers from your personal address book.

Search within your address book for

	Company Name	Contact Name	Address	
<b>Select</b>	ADDRESS BOOK TEST	ADDRESS BOOK TEST, ADDRESS BOOK TEST	112 BEACH ROAD , AUCKLAND, , New Zealand	<b>Edit   Delete</b>