

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

These 3 fields are required for all Web Form suppliers. Once completed, the data will be populated on all your invoices.

## How to update your company remit address:

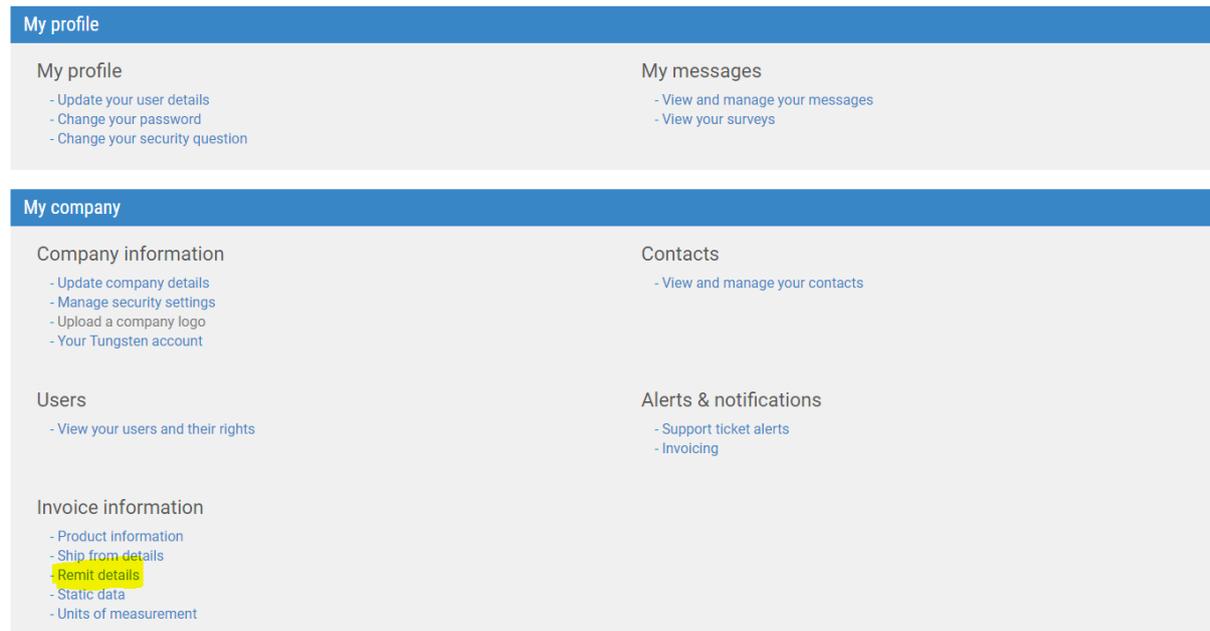
1. **Login** to your Tungsten Network company profile
2. Go to **“My Account”** section located on the top right corner



3. Select **“Remit Details”**

### My account

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



## 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

City  
Lowell

State  
Massachusetts

Zip code\*  
01410

**This is the US template. Please contact us at [e-invoicing@alliancedata.com](mailto:e-invoicing@alliancedata.com) if you need help with Canada or international.**

**The remittance address should match your internal invoice exactly. Any discrepancies with our records will cause an error.**

## 5. Click “Save” to complete

## How to update your contact details:

1. **Login** to your Tungsten Network company profile
2. Go to “**My Account**” section
3. Under “**My profile**” select “**Update your user details**”

### My account

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

**My profile**

<p>My profile</p> <ul style="list-style-type: none"><li>- <b>Update your user details</b></li><li>- Change your password</li><li>- Change your security question</li></ul>	<p>My messages</p> <ul style="list-style-type: none"><li>- View and manage your messages</li><li>- View your surveys</li></ul>
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**My company**

<p>Company information</p> <ul style="list-style-type: none"><li>- Update company details</li><li>- Manage security settings</li><li>- Upload a company logo</li><li>- Your Tungsten account</li></ul>	<p>Contacts</p> <ul style="list-style-type: none"><li>- View and manage your contacts</li></ul>
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#### 4. 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.

**This information will help us contact you if we notice an issue with your e-invoices.**

**Edit**

Email\*   
jarrod.demo@tungsten-network.com

Salutation\*  
Mr. 

First name\*  
Jarrod

Last name\*  
Bryson

Work phone  
404-520-1897

Cell phone

Fax number

Job title  
Manager, Service Delivery

Time zone  
GMT-5:00 - EST, Eastern US 

Language settings\*  
English 

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

**Phone number is required. If you do not have a number, put n/a.**

**Please check the Tungsten login box. Any time you have issues, Tungsten can check your account.**

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
3. Under **"Contacts"** select **"View and Manage your Contacts"**

#### 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

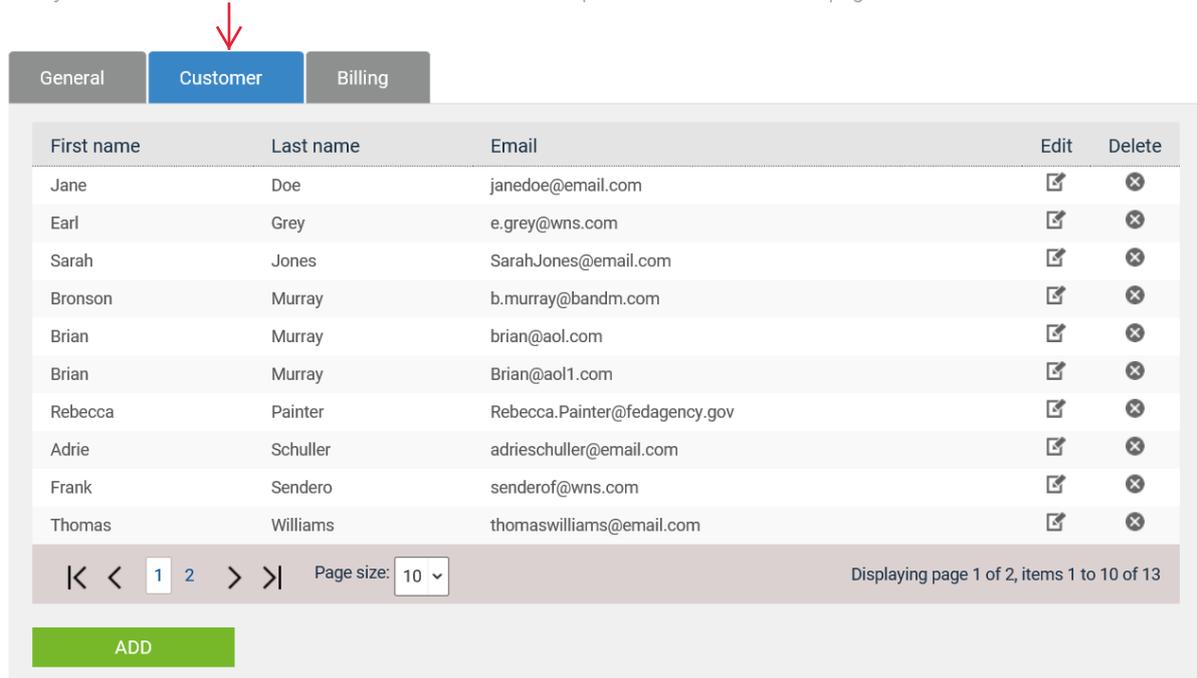
- **View and manage your contacts**

#### 4. 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.



The screenshot shows the 'Contacts' page with the 'Customer' tab selected. A red arrow points to the 'Customer' tab. Below the tabs is a table of contacts with columns for First name, Last name, Email, Edit, and Delete. The table contains 13 rows of contact information. At the bottom of the table, there is a pagination control showing 'Page size: 10' and 'Displaying page 1 of 2, items 1 to 10 of 13'. Below the pagination is a green 'ADD' button.

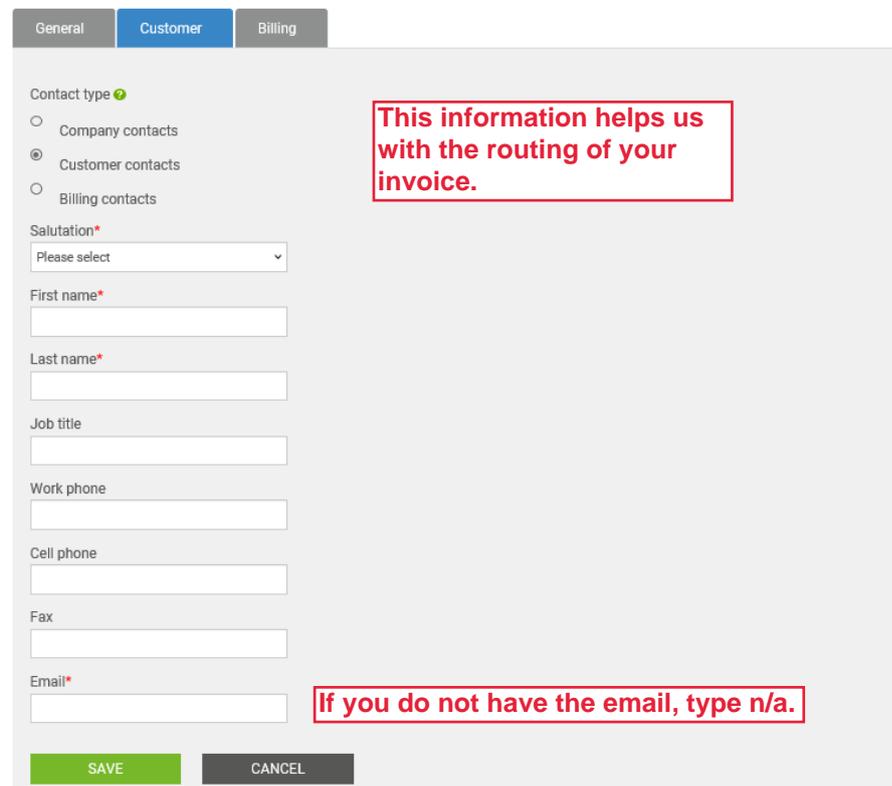
First name	Last name	Email	Edit	Delete
Jane	Doe	janedoe@email.com		
Earl	Grey	e.grey@wns.com		
Sarah	Jones	SarahJones@email.com		
Bronson	Murray	b.murray@bandm.com		
Brian	Murray	brian@aol.com		
Brian	Murray	Brian@aol1.com		
Rebecca	Painter	Rebecca.Painter@fedagency.gov		
Adrie	Schuller	adrieschuller@email.com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

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

### Contacts

[Help with this page](#)

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



The screenshot shows the 'Add Customer Contact' form. The 'Customer' tab is selected. The form includes a 'Contact type' section with radio buttons for 'Company contacts', 'Customer contacts' (selected), and 'Billing contacts'. Below this are fields for 'Salutation\*', 'First name\*', 'Last name\*', 'Job title', 'Work phone', 'Cell phone', 'Fax', and 'Email\*'. A red box highlights the 'Customer contacts' radio button with the text: "This information helps us with the routing of your invoice." Another red box highlights the 'Email\*' field with the text: "If you do not have the email, type n/a." At the bottom of the form are 'SAVE' and 'CANCEL' buttons.