Navitor®
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QUICK GUIDE · ADDING ADDRESSES

Adding addresses to the address book

1. Under the "My Account" scroll down to the bottom of the page

2. Under Account Information click on "Customer Address Book"

Account Information

Account: 99999
User: John Smith

Company Address: [edit]
Navitor Test
1625 Roe Crest Drive
North Mankato MN 56003

User & Account Settings
Manage Users
Change My Password
Change Company Address
Customize My Account Page Logo
Customer Address Book

More Settings

Prices ?
◉ Show wholesale prices(Default)
○ Show list prices

Order Notifications
☐ Yes, send me confirmation emails for online orders

3. You can add a new address to the address book – Click on "Add New Address"

Customer Address Book   Add New Address

Filter Addresses

Customer Name:		City:	
Address Line 1:		State/Province:	Select State
Address Line 2:		Zip Code:	Filter

Customer Name: ▼	Address:	City:	State:	Zip Code:	Actions
Troy Parker	1234 test street	Cordova	GA	99999	Edit Delete

Enter in the address information.

Add New Customer Address Book

Customer Address Details

Customer Name: *		City: *	
Address Line 1: *		State/Province: *	Select State
Address Line 2:		Zip Code: *	
			Add

4. You can also edit an address if there are changes or you can delete the address.

Customer Address Book   Add New Address

Filter Addresses

Customer Name:		City:	
Address Line 1:		State/Province:	Select State
Address Line 2:		Zip Code:	Filter

Customer Name: ▼	Address:	City:	State:	Zip Code:	Actions
Troy Parker	1234 test street	Cordova	GA	99999	Edit Delete
Stephanie Sandey	108 N. 3rd street	Eagle Lake	MN		Edit Delete
sdfsd	sdfsdf	sdf	MD	02346	Edit Delete

5. When in the cart start typing the customers name into the "Customer Name" field and the address will show. Click on the address and the Ship-To Address fields will populate with the address.   Note: each time you add an address into the Ship-To Address fields it automatically goes into your address book.

Add Another Product To This Order ?		Sub-Total	$54.10

Order Reference ?	Ship-To Address ? *Required	Select Shipping Method
Project/P.O. #	☑ This is a Drop Ship.	Fill out the ship-to address form and click refresh below to get shipping options!
Customer's Company	troy	
Customer's Name	Troy Parker 1234 test street Suite Place / Cordova, GA 99999	Refresh Shipping Options
Customer's Phone	Address Line 2	NOTE: Uncheck the 'This is a Drop Ship.' check box to ship to your default address.
	City * Select Stat ▾ Zip Code:	

Payment Type			Order Sub-Total	$54.10
◉ On My Account ? ○ Pay By Credit Card ? Credit Card Edit			Shipping	TBD
			*Grand Total	TBD

*Note: Sales Tax is not included in your cart and will automatically be added to your payment if you are shipping the order to: AL, AZ, CA, CO, CT, FL, GA, IL, IN, IA, KS, KY MD, MA, MI, MN, NE, NV, NJ, NY, NC, OH,

After the Submit Payment is clicked, a Payment confirmation page will appear. You can email or print the confirmation for your records.

Email Payment Confirmation | Print Payment Confirmation

Payment Confirmation
An email confirmation has been sent with your payment confirmation number and all other payment information.

Account Information	Payment Confirmation Number	Payment Date
Account # 11111 Test Account 1625 Roe Crest Drive North Mankato, MN 56003	1000000024	10/26/2018 3:12:37 PM CST

Payment Summary

Line	Invoice	Price
1		$19.19
2	7175030	$76.24
3	7180706	$18.07

	*Grand Total	$113.50

Note: Online payments may take up to 24-48 hours to process.