How do I update the Allocated Address field in the vendor profile?

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Symptom

• Allocated Address field is greyed out and cannot be updated.

Applies to

• WorldShare Acquisitions

Resolution

In order for the Allocated Address field to populate in the Contacts accordion menu for the vendor, you have to first populate the address information in the Addresses accordion menu.

1. Click on the Add New Address button and fill in the required fields.
2. Once you do this, the information in the Contacts section will auto-populate the Allocated Addresses field when you create a new contact.