

Customer Address Book

Empower provides the ability to store your customers addresses. Add one address at a time or upload multiple address at once with our downloadable template. Customer addresses can be modified or removed at any time and are viewable by any user with access to the account they are built under. Once your addresses are saved you can easily add them to orders too!

The screenshot displays the 'Customers' section of the Empower Central interface. At the top, there is a navigation bar with 'Customers' selected. Below this is a search bar with the placeholder text 'Enter Item# or Keyword to Check Stock / Price'. The main content area is titled 'Customers' and includes a search bar with the placeholder 'Alias, Name, Street Address, City, or Phone'. Below the search bar is a section for uploading multiple customers, which includes a 'Choose File' button, an 'Upload' button, and a 'Download Template' button. A table below this section lists customer addresses with columns for Name, Address, City, State, Zip, First Name, Last Name, Customer#, Email, Phone, and Fax. A trash can icon is visible in the top right of the table.

Name	Address	City	State	Zip	First Name	Last Name	Customer#	Email	Phone	Fax
Den Store	123 main street	WINDER	GA	30680						
ACCOUNT # 11	123 Street	WINDER	GA	30680	halock	test	1		3121231234	
Dan's Regression Store	123 Main Street	WINDER	GA	30680	dan					
Range & Associates	123 Fun Street	Greenville	IL	62246						
Essendant OPK	13 Centre Drive	ORCHARD P	NY	14127						
Essendant CA	123 ABC St	SAN FRANC	CA	94109						

To add, search, delete or modify customers to/in your address book, select "Customers" from the top navigation:

Adding a New Customer Address:

- To add one address at a time, click 'Add New Customer'
- Enter in the address detail and select 'Save'

Uploading Multiple New Customer Addresses:

- Click on the 'Download' link after 'Download Template'
- Enter in your addresses on the template and save the template to your computer's desktop.
- Next click on 'Choose File', select your saved template and click 'Open'
- Your file name will display after the 'Choose File' button.
- Next click 'Upload', and your new addresses will appear in the address list below.

Note: Currently, users are unable to download their existing customer address information from another Essendant website like Azerty.com or OrderUSSCO.com for uploading onto Empower. If you require assistance with this, please contact Customer Technical Support (CustomerTechnicalSupport@essendant.com).

To search a saved address, enter your search criteria in the search bar above.

Deleting an Address:

- Place a checkmark in the address line you would like to delete. Click the Trash Can Icon to remove address.
- You can select more than one address to delete at a time.

Modifying an Address:

- Click on the address name and modify address information in the pop-up box, click 'Save'