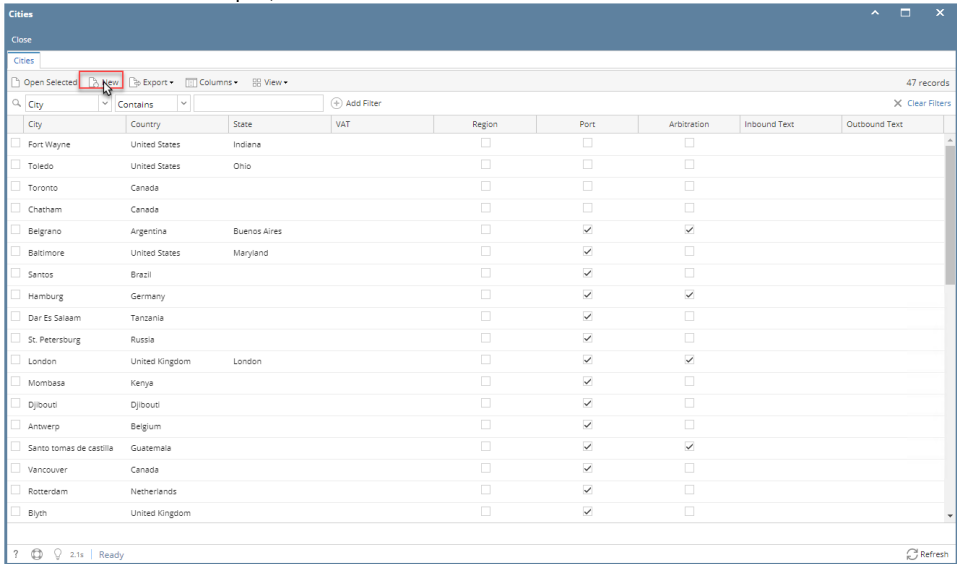


# How to Add a City

- 1. On the user's menu panel go to **Common Info** folder then click **Cities**
- 2. **Cities** search screen will open, Click the **New** button



- 3. Input details(City/Region, Country, State, VAT No, Region, Port, Arbitration, Inbound Text and Outbound Text) on the blank fields of new City screen

- a. Click **Save** toolbar button

Fields	Description
City/Region	Name of City
Country	Country of the city
State	State of the city
VAT No	VAT number can be printed in Shipping instructions which lets the vendor know the VAT number they need to specify in green coffee invoice.
Region	Indicates whether City is also a region
Port	Indicates whether City is also a port
Arbitration	Indicates whether City is also an arbitration

Inbound Text	A text area for entering large amounts of text
Outbound Text	A text area for entering large amounts of text

1. On the user's menu panel go to **Common Info** folder then click **Cities**
2. Input details(**City/Region, Country, State, Region, Port** and **Arbitration**) on the blank row in **City screen**

The screenshot shows a window titled "Cities" with a toolbar containing "Save", "Undo", and "Close". Below the toolbar is a table with the following columns: "City/Region", "Country", "State", "Region", "Port", and "Arbitration". The table contains four rows: "Fort Wayne", "Toledo", "Toronto", and a blank row. The blank row is selected. The application has a status bar at the bottom showing "Ready".

City/Region	Country	State	Region	Port	Arbitration
Fort Wayne	United States	Indiana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toledo	United States	Ohio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toronto	Canada		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click **Save** toolbar button
1. On the user's menu panel go to **Common Info** folder then click **Cities**

2. Input details(**City/Region**, **Country**, **State**, **Region**, **Port** and **Arbitration**) on the blank row in **City screen**

The 'Cities' application window displays a table with the following data:

City/Region	Country	State	Region	Port	Arbitration
Chicago	United States	illinois	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Makati	Philippines	NCR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRUS	Cayman Islands	ki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Here	Ascension Island	FD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Cities**
2. Input details(**City**, **Country**, **State** and **Port**) on the blank row in **City screen**

The 'City' application window displays a table with the following data:

City	Country	State	Port
New York City	United States	New York	<input checked="" type="checkbox"/>
			<input type="checkbox"/>

3. Click **Save** toolbar button