## How to Add a City

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

Cities								^ □	
Close									
Cities									
C Open Selected	🖉 🕞 Export 🔹 🔝 Colur	mns • 🗄 View •						47	records
୍ City ଁ	Contains 🗸		🕂 Add Filter					× Cle	ear Filters
City	Country	State	VAT	Region	Port	Arbitration	Inbound Text	Outbound Text	
Fort Wayne	United States	Indiana							<u>^</u>
Toledo	United States	Ohio							
Toronto	Canada								
Chatham	Canada								
Belgrano	Argentina	Buenos Aires			~	~			
Baltimore	United States	Maryland			~				
Santos	Brazil				~				
Hamburg	Germany				$\checkmark$	$\checkmark$			
Dar Es Salaam	Tanzania				$\checkmark$				
St. Petersburg	Russia				~				
London	United Kingdom	London			~	~			
Mombasa	Kenya				$\checkmark$				
Djibouti	Djibouti				~				
Antwerp	Belgium				~				
Santo tomas de castilla	Guatemala				$\checkmark$	$\checkmark$			
Vancouver	Canada				~				
Rotterdam	Netherlands				~				
Blyth	United Kingdom				~				
? () 2.1s Read	iy							Q	Refresh

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

City - Fort Wayne	^
New Save Search D	elete Undo Close
Details Audit Log F	Report Translations
City/Region +	Fort Wayne
Country +	United States
State	Indiana
VAT No	01
Region	
Port	
Arbitration	
Inbound Text	Sample Inbound Text
Outbound Text	Sample Outbound Text
? 🔘 🖓 0.49s   R	leady III III of 1 D Refresh

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

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

Cities						^ □ ×
Save Undo Close						
+ Insert × Remove	器 Layout	Q,	Filter Records (F3)		]	
City/Region	Country		State	Region	Port	Arbitration
Fort Wayne	United States		Indiana			
Toledo	United States		Ohio			
Toronto	Canada					
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- 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

Cit	ties					× 🗆 🗙
	) 🔗 📝					
Save	e Undo Close					
	Remove 🖶 Layou	it 🗸 ү 🛛 Filter Re	cords (F3)			
	City/Region	Country	State	Region	Port	Arbitration
	Chicago	United States	illinois		<b>V</b>	
	Makati	Philippines	NCR	<b>V</b>	<b>V</b>	<b>V</b>
	GRUS	Cayman Islands	ki			
	Here	Ascension Island	FD	J	V	
-						
0	💈 🏆 🕼 Ready					

- 3. Click Save toolbar button
- On the user's menu panel go to Common Info folder then click Cities
  Input details(City, Country, State and Port) on the blank row in City screen

Save Undo Close			
🙃 Remove 🕮 Lavout 🛪 🍸	Filter Records (F3)		
City	Country	State	Port
New York City	United States	New York	<b>V</b>

3. Click Save toolbar button