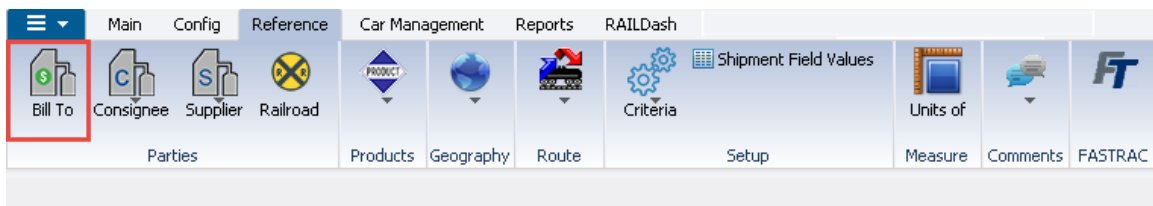




**Adding Bill To Information
RAILTRAC®
Revision Number 1
2/20/2017**

Once logged into RAILTRAC, click on the Reference tab. Next, select the Bill To icon.



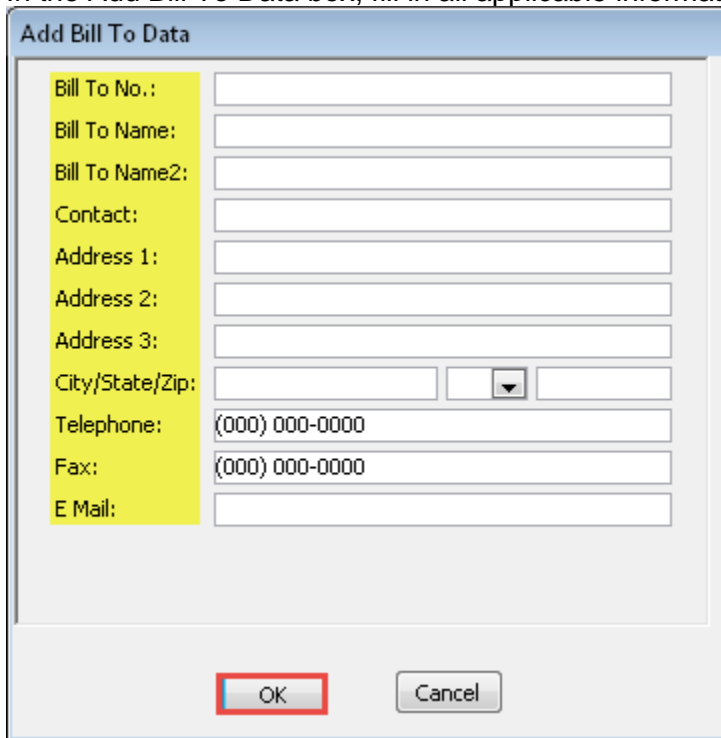
The Get Data For Bill to Maintenance box will appear. In this screen, select New.

The screenshot shows a dialog box titled 'Get Data For Bill To Maintenance'. At the top, there is a dropdown menu set to 'SYSTEM DEFAULT' and three buttons: 'Set as Default', 'Save Setup', and 'Delete Setup'. Below this is a table with three columns: 'Column', 'Where', and 'Value'. The table has five rows with the following data:

Column	Where	Value
Bill To Number	=	
Bill To Name	=	
City	=	
State	=	
Contact	=	

Below the table are 'Add' and 'Delete' buttons. At the bottom of the dialog box are 'OK', 'All', 'New', 'Cancel', and 'Setup' buttons. The 'New' button is highlighted with a red rectangular box.

In the Add Bill To Data box, fill in all applicable information and click OK.



The image shows a software dialog box titled "Add Bill To Data". It contains a list of labels on the left, each followed by an input field on the right. The labels are: "Bill To No.:", "Bill To Name:", "Bill To Name2:", "Contact:", "Address 1:", "Address 2:", "Address 3:", "City/State/Zip:", "Telephone:", "Fax:", and "E Mail:". The input fields for "Telephone:" and "Fax:" contain the placeholder text "(000) 000-0000". The "City/State/Zip:" field is split into three parts: a text box for the city, a dropdown menu for the state, and a text box for the zip code. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular border.

Bill To No.:	<input type="text"/>
Bill To Name:	<input type="text"/>
Bill To Name2:	<input type="text"/>
Contact:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City/State/Zip:	<input type="text"/> <input type="text"/> <input type="text"/>
Telephone:	<input type="text" value="(000) 000-0000"/>
Fax:	<input type="text" value="(000) 000-0000"/>
E Mail:	<input type="text"/>

OK Cancel