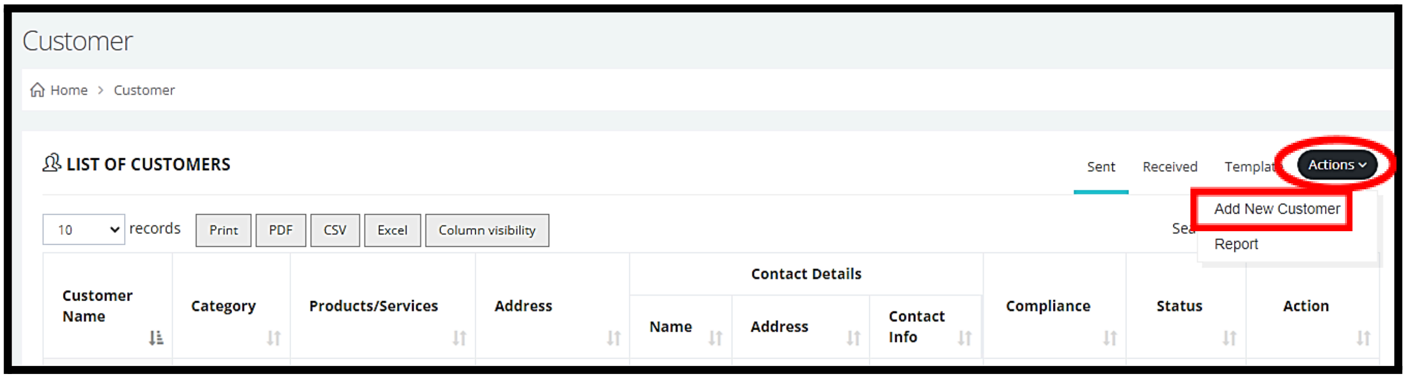
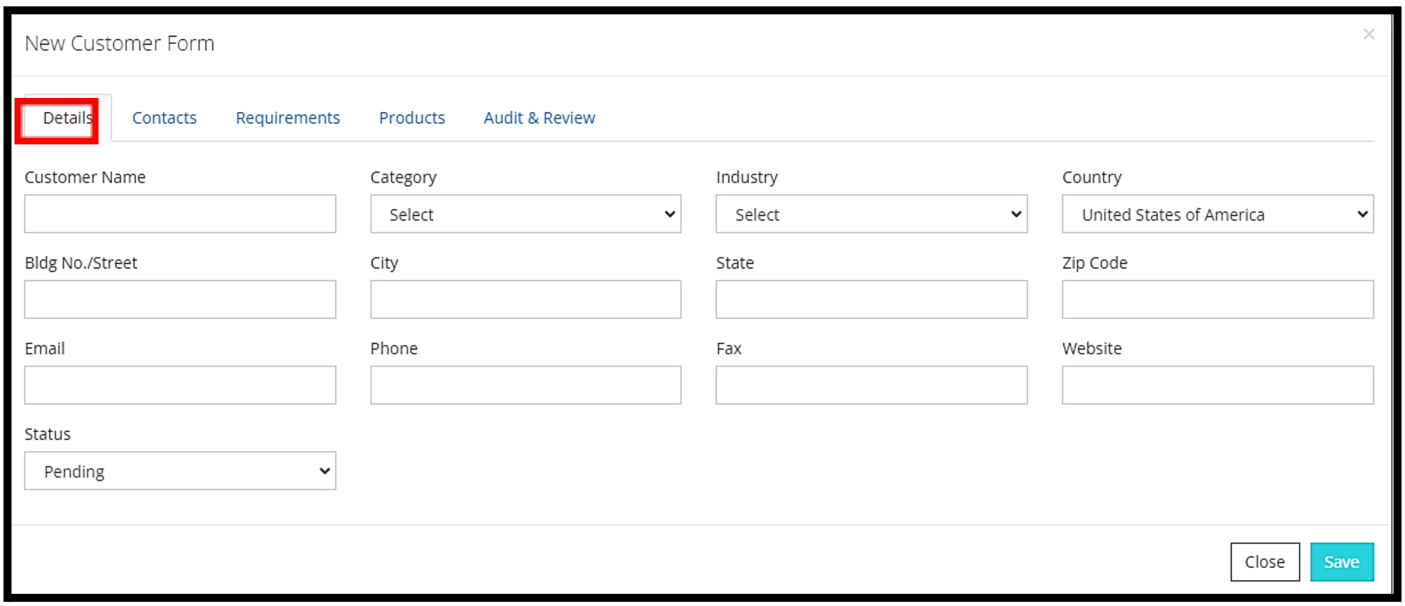
CUSTOMER

HOME > ACTIONS > ADD NEW CUSTOMER > Details



1. **New Customer Form: Details** – Fill-out the following:



Customer Name	Input the customer's legal or official business name.
Category	This describes the type of business or service of the customer. Select from the dropdown list in the system.
Industry	This refers to the line of products or services the customer is providing. Select from the dropdown list in the system.
Address	Input the Country, Building No./Street, City, State, and Zip Code.
Contact Details	Input Email, Phone, Fax, and Website (if any.)
Status	Select the current status of the customer. (e.g., Pending, Active, and Inactive)