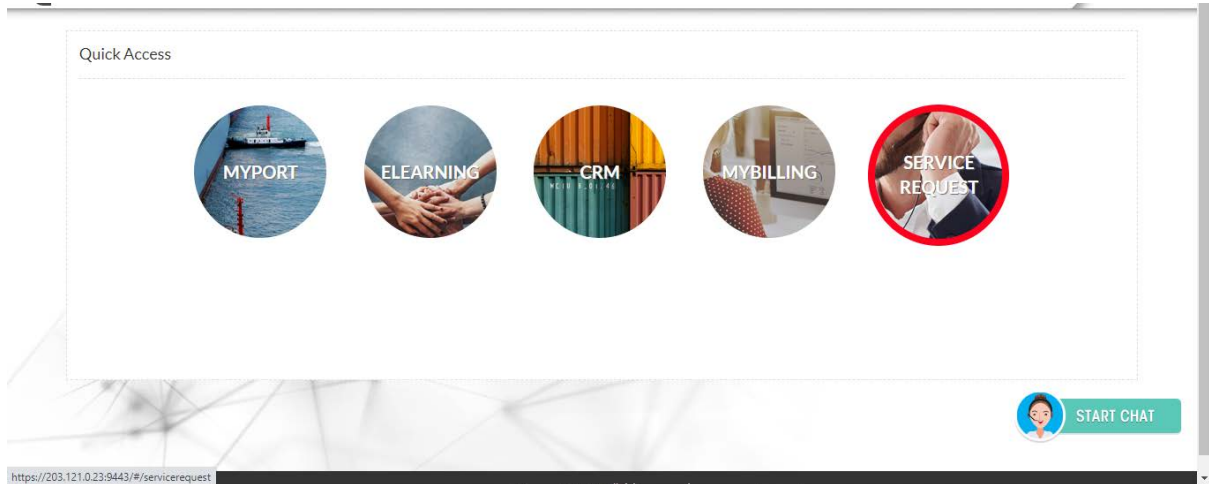


## Add Invoice Address

1. Login to <https://www.mydagangnet.com> by using admin ID
2. Select service request



3. Go to list of Account and select add Invoice address under action column

The screenshot shows the 'myDagangNet' account management page. The header includes navigation links for MYPORT, ELEARNING, CRM, MYBILLING, and SERVICE REQUEST, along with a LOGOUT button. The user is logged in as 'WELCOME BACK ISF-ADMIN' on '14 SEP 2020'. The page displays account details for 'ROB/ROB No. 62068U\_01 - PELABUHAN KLANG', 'Company Full Name: HOE...ATS SDN BHD', and 'Company Short Name: IT...TS SB'. There are two 'UPDATE' buttons for 'Update Operation Address and Contact Detail' and 'Update Billing Address and Contact Detail'. Below this is a 'List of Accounts' section with a table containing one account. The 'Action' column for this account has a dropdown menu open, showing options: 'Please select', 'Add Product', 'Change Billing Mode', 'Add Invoice Address' (highlighted), and 'Edit Invoice Address'.

| No. | Branch Id                   | Account No | Product Module | Service Type | Agent Code | Action  |
|-----|-----------------------------|------------|----------------|--------------|------------|---|
| 1.  | 62068U_01 - PELABUHAN KLANG | HOE...     | EPKO           | TRADER       | -          | <ul style="list-style-type: none"><li>Please select</li><li>Add Product</li><li>Change Billing Mode</li><li><b>Add Invoice Address</b></li><li>Edit Invoice Address</li></ul> |

#### 4. Click Add Address button to add new address

myDagangNet

MYPORT ELEARNING CRM MYBILLING SERVICE REQUEST

WELCOME BACK ISF-ADMIN 14 SEP 2020

62 [redacted] 1 - PELABUHAN KLANG HOE1 [redacted]

Software Provider: DAGANG NET TECHNOLOGIES Product Module: EPCO Service Type: TRADER

Invoice Address

List of Invoice Address

| No. | Address                              | Action                  | Remarks         |
|-----|--------------------------------------|-------------------------|-----------------|
| 1.  | [redacted] KLANG, SELANGOR, MALAYSIA | [magnifying glass icon] | Existing record |

Please add at least one record. Maximum three Invoice Address is allowed.

Requestor Details

Salutation & Name \* [Please select] NRIC/Passport No. \* [redacted] Designation \* [redacted] Email Address \* [redacted]

Contact No \* [redacted]

SAVE CANCEL

#### 5. Field up all the mandatory filed and click SAVE button

Add Invoice Address

Address 1 \* [redacted] Address 2 [redacted] Address 3 [redacted]

Postal Code \* [redacted] City \* [Please select] State \* [redacted]

Country \* [redacted] Phone No \* [redacted] Facsimile No [redacted]

SAVE CANCEL

record. Maximum three Invoice Address is allowed.

## 6. Field up the Requestor Detail and click SAVE

Invoice Address

List of Invoice Address ADD ADDRESS

| No. | Address   | Action | Remarks         |
|-----|---|--------|-----------------|
| 1.  | ERSEKUTUAN, MALAYSIA<br>Phone No: 111-1111111                     |        | Existing record |
| 2.  | TEST, 2483, WILAYAH PERSEKUTUAN, MALAYSIA<br>Phone No: 0134567890 |        | Newly added     |

*Please add at least one record. Maximum three Invoice Address is allowed.*

Requestor Details

Salutation & Name \*  NRIC/Passport No. \*  Designation \*  Email Address \*

Please select

Contact No. \*

SAVE CANCEL

## 7. Dagang Net will approve the add invoice address detail

myDagangNet

MYPORT EARNING CRM MYBILLING SERVICE REQUEST LOGOUT

WELCOME BACK ISF-ADMIN 14 SEP 2020

### SERVICE REQUEST

Transaction History

Status  QUERY

There are 1 record(s) found

| No. | Registration Id | Request Type        | Submitted Date         | Updated Date | Status                          | Action   |
|-----|-----------------|---------------------|------------------------|--------------|---------------------------------|--|
| 1.  | UCA01493        | ADD INVOICE ADDRESS | 14/09/2020 12:04:18 PM | -            | PENDING FOR DAGANG NET APPROVAL | <span style="border: 1px solid green; border-radius: 5px; padding: 2px 5px; color: green;">VIEW</span> |