Create a New Company Record

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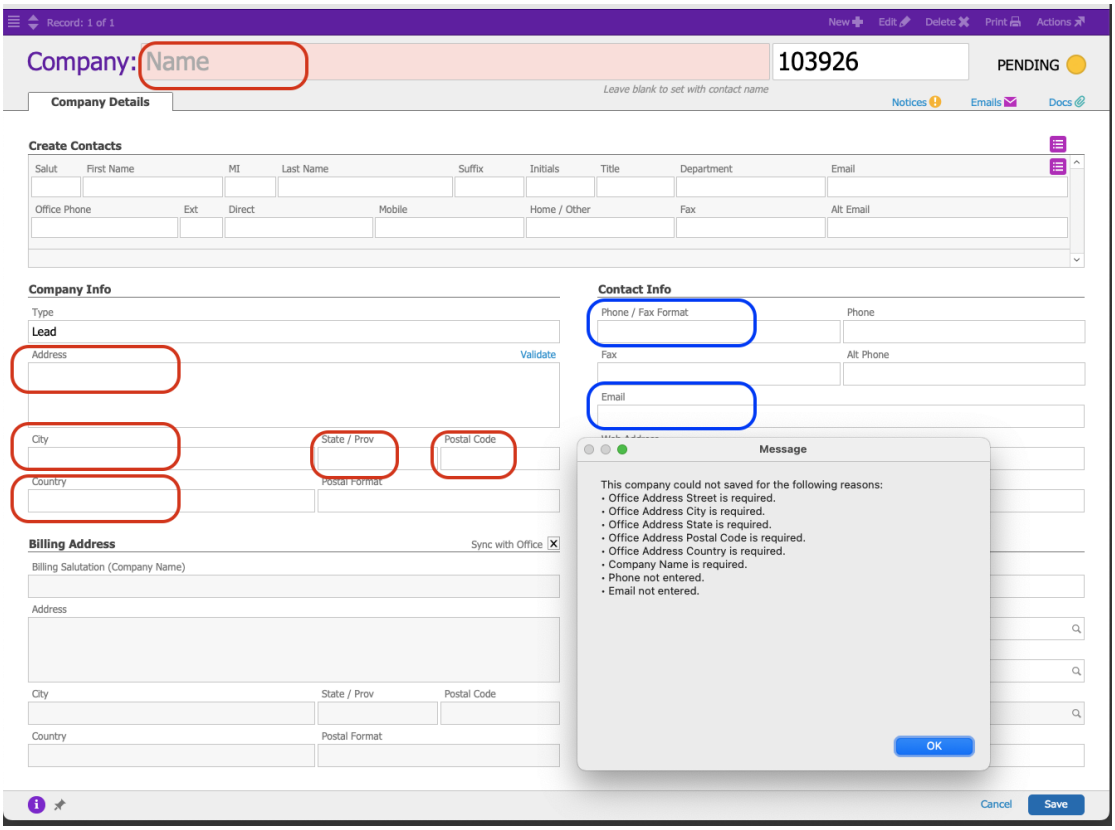
This guide is intended for Duggal Visual Solutions general users specifically. Information herein may contain customizations and particulars specific to the Duggal aACE system. Click this link (https://aace5.knowledgeowl.com/help) for the General aACE Software aACE 5 Knowledge Base.

Create a New Company Record

For Shipping to be fully enabled in aACE, it is critical that new Company records include a minimum amount of information. For this reason the following fields are required for a new Company to be Activated.

- **Company Name**
- **Company Address, City, State, Postal Code, Country**

When saving a Company record, if the **Office Phone** nor **Email** fields are not populated, a message reminds the user to fill them in. However, a new Company may be saved and activated with these fields left empty.


Record: 1 of 1
New
Edit
Delete
Print
Actions
Company: Name
103926
PENDING
Leave blank to set with contact name
Company Details
Notices
Emails
Docs
Create Contacts
Salut
First Name
MI
Last Name
Suffix
Initials
Title
Department
Email
Office Phone
Ext
Direct
Mobile
Home / Other
Fax
Alt Email
Company Info
Type
Lead
Address
Validate
City
State / Prov
Postal Code
Country
Postal Format
Billing Address
Sync with Office
Billing Salutation (Company Name)
Address
City
State / Prov
Postal Code
Country
Postal Format
Contact Info
Phone / Fax Format
Phone
Fax
Alt Phone
Email
Message
This company could not saved for the following reasons:
• Office Address Street is required.
• Office Address City is required.
• Office Address State is required.
• Office Address Postal Code is required.
• Office Address Country is required.
• Company Name is required.
• Phone not entered.
• Email not entered.
OK
Cancel
Save