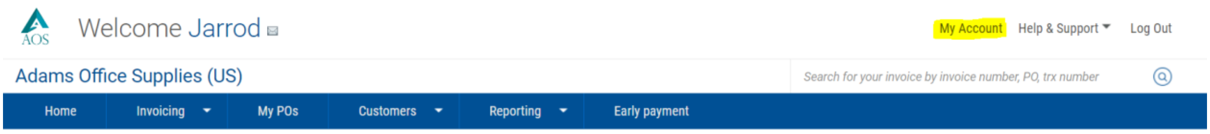
How to Update Your Company Remit Address, Contact Details and Customer Contact Information on Tungsten Network

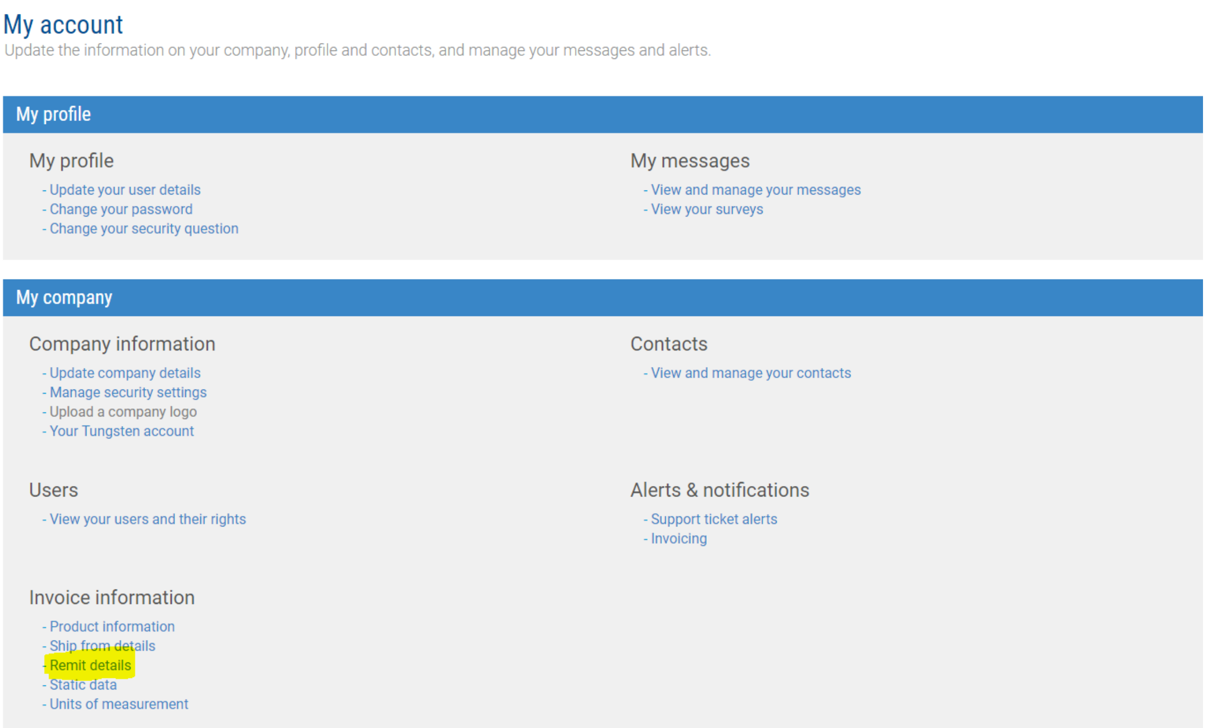
These 3 fields are required for all Web Form suppliers. Once completed, the data will be populated on all your invoices.

How to update your company remit address:

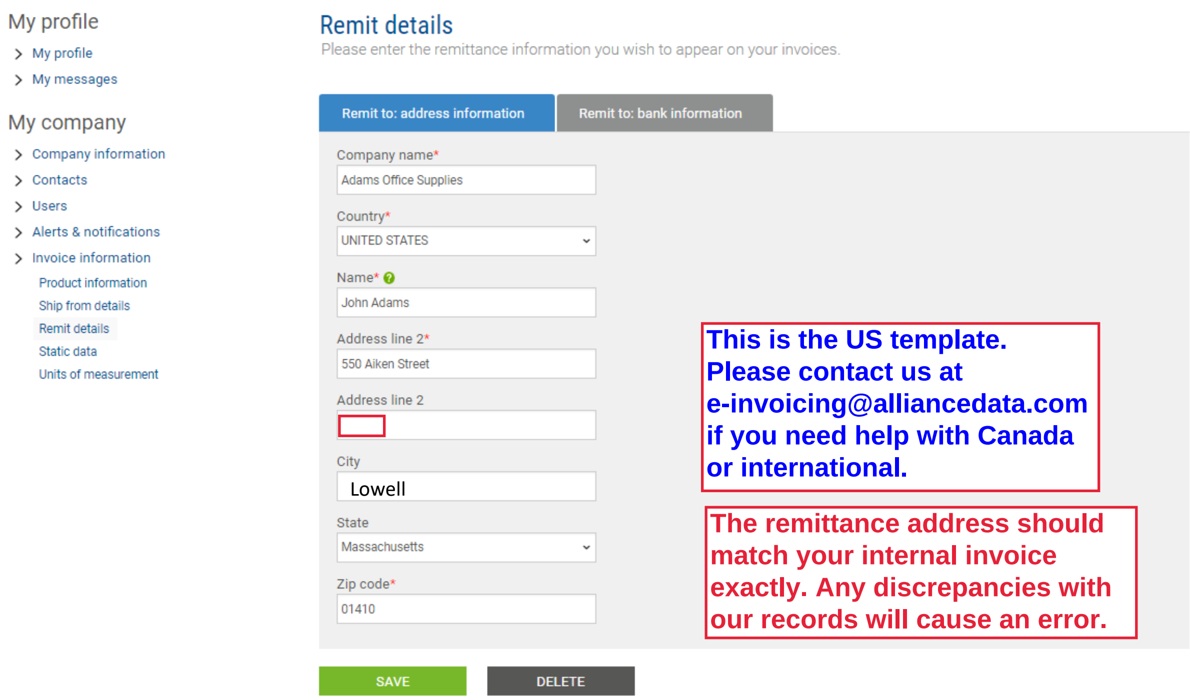
1. **Login** to your Tungsten Network company profile
2. Go to "**My Account**" section located on the top right corner



3. Select "**Remit Details**"



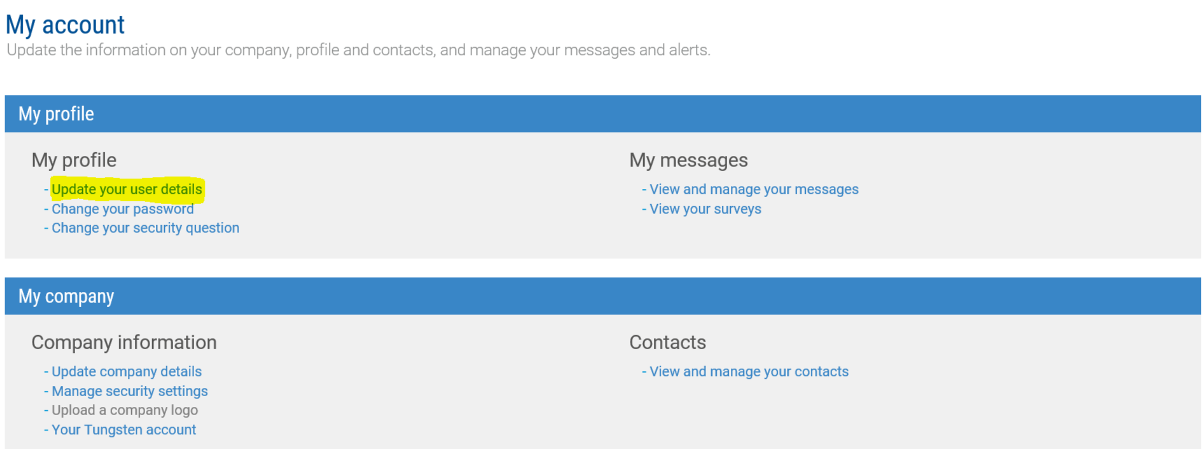
4. Enter your "**Remit to Address Information**"



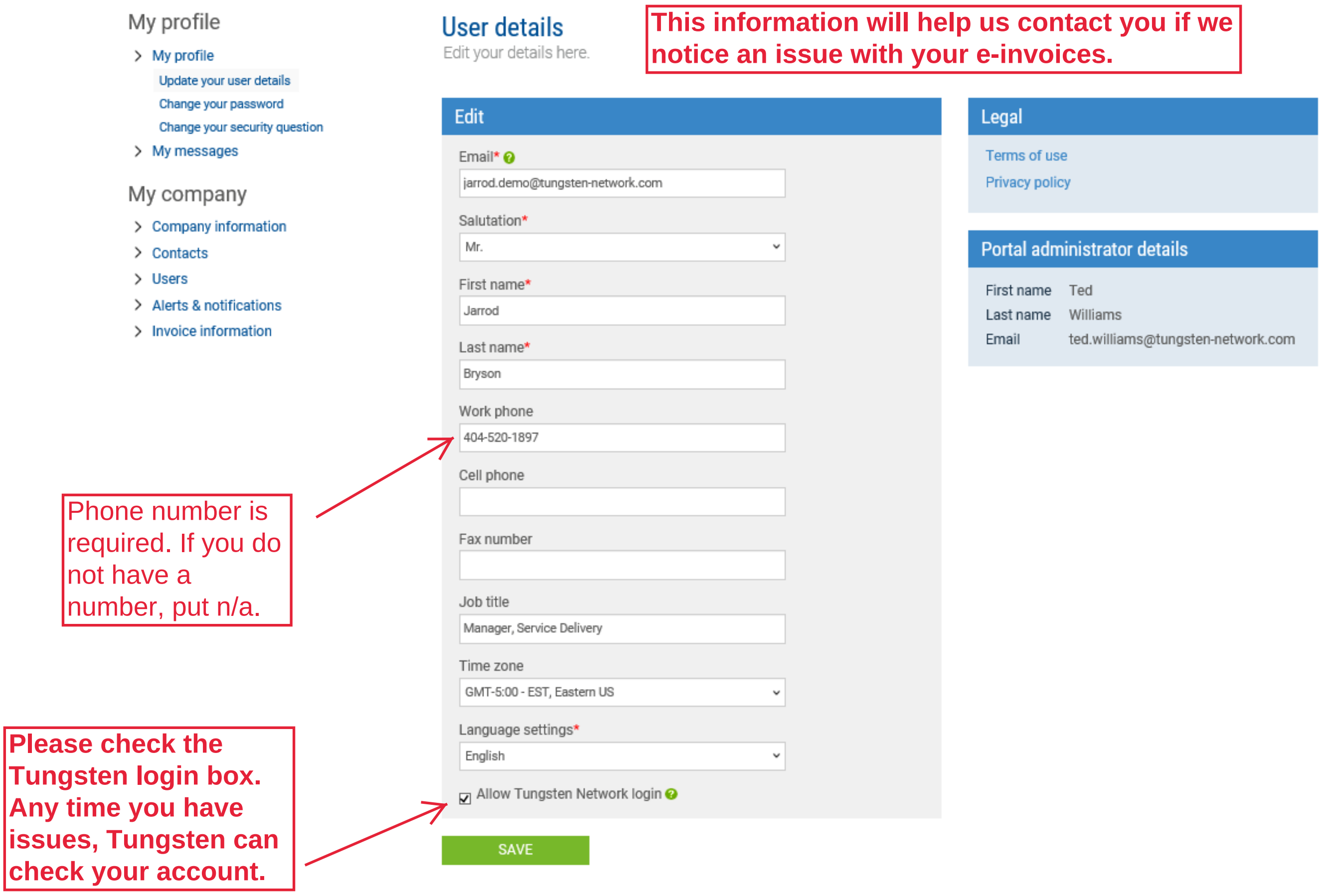
5. Click "**Save**" to complete

How to update your contact details:

1. **Login** to your Tungsten Network company profile
2. Go to "**My Account**" section
3. Under "**My profile**" select "**Update your user details**"



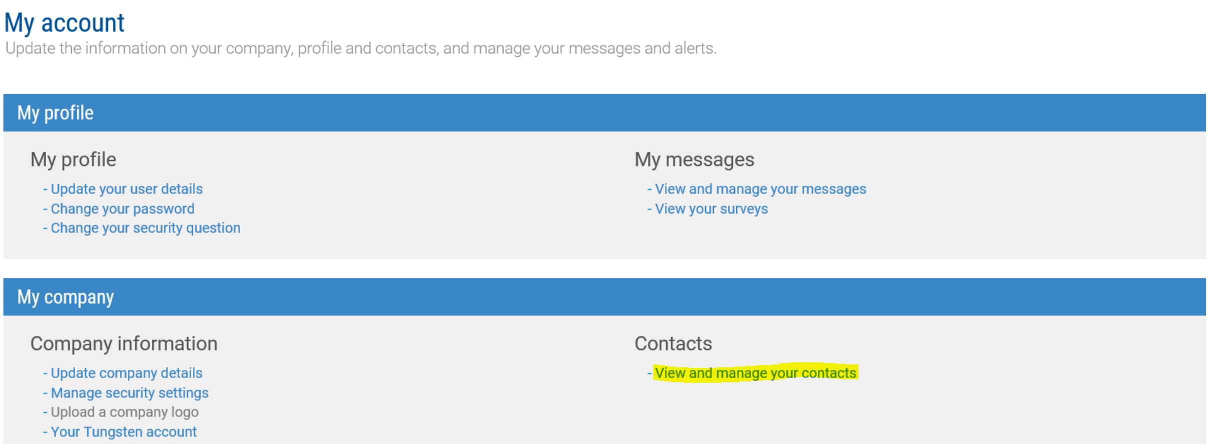
4. **Update your personal contact information** (name, email address, telephone number and etc.)



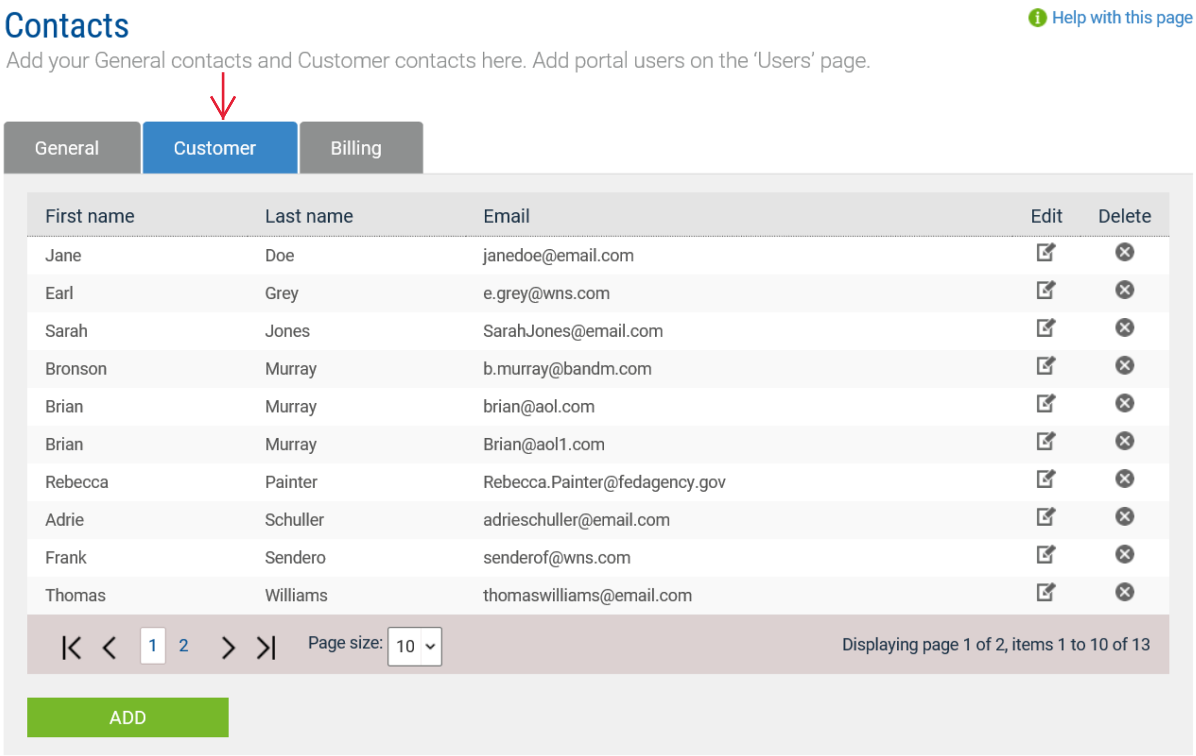
5. Click “**Save**” to complete

How to add customer contact information:

1. **Login** to your Tungsten Network company profile
2. Go to “**My Account**” section
3. Under “**Contacts**” select “**View and Manage your Contacts**”



4. Select “**Customer**” tab and click “**Add**”



First name	Last name	Email	Edit	Delete
Jane	Doe	janedoe@email.com		
Earl	Grey	e.grey@wns.com		
Sarah	Jones	SarahJones@email.com		
Bronson	Murray	b.murray@bandm.com		
Brian	Murray	brian@aol.com		
Brian	Murray	Brian@aol1.com		
Rebecca	Painter	Rebecca.Painter@fedagency.gov		
Adrie	Schuller	adrieschuller@email.com		
Frank	Sendero	senderof@wns.com		
Thomas	Williams	thomaswilliams@email.com		

5. **Fill-in** the required customer contact fields name and email address and click **“Save”**