

Contact Info

CONTACT INFO

For your convenience, the **Navigator Platform** contact information fields, and the **Customer Service** contact information fields have been combined to fit on 1 page, and can now be accessed, for editing, by clicking the **CONTACT INFO** tab, located near the top of screen, in the **Profile Manager** tool.

Navigator Platform Contact

The information you provide in this section is for **ThomasNet WebSolutions** internal use only. It provides ThomasNet with detailed information for the person to contact, at your company, about issues regarding the Navigator Platform Content Management Application. This information *is not* published. In addition there is a field to provide a unique name for your **profile** (if more than 1 profile exists) .

To enter the Navigator Platform (formerly Catalog Navigator) Contact information for your company:

1. Enter the **Contact Information** in the fields provided. Include name, address, telephone number, fax number, and email address. **Note:** If you enter multiple email addresses for the Navigator Platform Contact, be sure to separate each address with a semi-colon.
(*=required information)
2. Please be sure to update this page, if any of the information initially provided, changes. Your company may not receive important announcements regarding ThomasNet application updates, if the contact information is not kept current. ThomasNet appreciates your cooperation in this matter.

Profile Name: * <input type="text" value="Master"/>	
Catalog Navigator Contact	
(This information is not published. It is for internal use only. *=required information)	
Name: * <input type="text" value="John Smith"/>	Address 1: <input type="text" value="5 Penn Plaza"/>
Phone: * <input type="text" value="888-888-8888"/> ext. <input type="text"/>	Address 2: <input type="text" value="5th Floor"/>
Fax: <input type="text" value="888-888-7777"/> ext. <input type="text"/>	City: <input type="text" value="New York"/>
Email: * <input type="text" value="Info@YourCompany.com"/>	State/Province: <input type="text" value="New York"/>
<small>Separate email addresses with a semi-colon.</small>	Country: <input type="text" value="UNITED STATES OF AMERICA"/>
	ZIP/Postal Code: <input type="text" value="10001"/>

Customer Service Contact

The information you provide in this section is for *your* customers. It provides the Contact Information for **Customer Service** assistance at **your company**. This information is published in the catalog that is associated with this **profile** .

(This information is not published. It is for internal use only. * =required information)

Phone: *	<input type="text" value="888-888-8888"/>	ext.	<input type="text"/>
Additional Phone:	<input type="text" value="215-698-8371"/>	ext.	<input type="text"/>
Fax:	<input type="text" value="888-888-7777"/>	ext.	<input type="text"/>
Email: *	<input type="text" value="lcunningham@thomasnet.com"/>		
	<small>Separate email addresses with a semi-colon.</small>		
CC Email:	<input type="text" value="Info@YourCompany.com"/>		
	<small>Separate email addresses with a semi-colon.</small>		

To enter the Customer Service Contact at your company:

1. Within the Customer Service Contact area, enter the telephone number and email address of the Customer Service contact at *your* company. **Note:** You can enter an additional telephone number for your customers to call.
2. After completing *both sections* located within the **CONTACT INFO** page, click to save your work.