Setup Guide:
Enriching Customer info

Introduction

This short guide explains how to enrich your Customer data in CloudBilling by adding the following information:

1. Customer address (to be shown on the invoices)
2. Customer email address (to which the invoices will be sent)

Example data

For the purpose of this guide, assume that you have a customer with the following information.

Address	Gooimeer 6 1411 DD Naarden The Netherlands
Email address	example@inter8.nl

Enrich Customer information

In CloudBilling, Customers are the entities that receive invoices and contain all the relevant information that is needed on an invoice. To enrich a Customer's information with an address and email address, follow the steps below.

1. Login to your CloudBilling environment.
2. In the top menu bar, go to Customers and select Customer Cockpit from the drop-down menu.
3. Use the search box in the top left of the screen to find the Customer you want to enrich.
4. Click the [Addresses] button.
5. In the Addresses section, click the [+ Add] button.
   A. In the Name field, enter 'InvoicingAddress', without a space.
   B. In the Line1 field, enter the Street and Housenumber of the customer. In this example, 'Gooimeer 6'.
   C. In the City field, enter the city of the customer. In this example, 'Naarden'.

D. In the Post Code field, enter the postal code of the customer. In this example, '1411 DD'.
E. In the Country field, enter the country of the customer. In this example, 'Netherlands'.
F. The customer's address is now done.

6. Click the [Email Addresses] button.
   A. In the Key field, enter 'InvoicingEmail', without a space.
   B. In the Email field, enter the email address of this customer. In this example, 'example@inter8.nl'.
   C. In the Display Name field, enter the name of the owner of the email address. in this example, 'Inter8 NL BV'.
   D. Click the [+ Add] button. The customer's email address is now done.

7. Click [Save & Return]. The Customer is now saved with the newly added information.

Repeat this process for every customer.