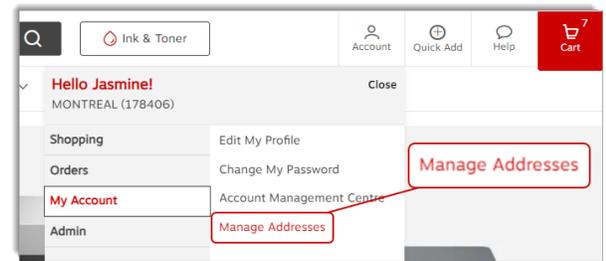




Reach the Manage Addresses Feature

- From the **Account** menu, hover the **My Account** tab and click on **Manage Addresses**.
- Select the **Cost Centers** tab.



Quick Add

- Enter the **Cost center value**.
 - This field is mandatory.
 - Can contain 25 characters.
- Specify whether the **Visibility** of the cost center should be **Shared** or **Global**.
 - This selection is mandatory.
 - Cost centers with **Global Visibility** are visible to all buyers in the account structure.
 - Cost centers with **Shared Visibility** are only visible to buyers with whom the cost center is shared.
- Enter the **Cost center alias**.
 - This field is optional.
 - Can contain 25 characters.
 - If a cost center alias is defined, it will be displayed in the **Cost center list** at checkout, otherwise the list will contain the **Cost center value**.
- Click on the **Add** button.

The 'Quick add' form contains three input fields: 'Cost center value' (with a search icon), 'Visibility' (a dropdown menu currently set to 'Global'), and 'Cost center alias' (with a search icon). A red 'Add' button is located to the right of the fields.

Find a cost center

- Enter the **Cost center value** you are looking for in the search field.
 - The table refreshes as you enter your search.

The table shows a search for '54' and a 'Delete' button. The table has three columns: 'Cost center value', 'Visibility', and 'Cost center alias'. Two rows are visible:

Cost center value	Visibility	Cost center alias
5461	Shared	Laval
5462	Shared	Boucherville



Cost Centers Grid

- The cost centers grid displays all the cost centers created by you or by the administrators of your account structure and it contains the following information:
 - Cost center value
 - Visibility
 - Cost center alias
- The user can perform different actions for each cost center, depending on their type of visibility.
- The grid can be sorted in ascending or descending order, using the arrows in the **Cost center value** column.
 - By default, the list is displayed in ascending order.

<input type="checkbox"/>	Cost center value	Visibility	Cost center alias	
<input type="checkbox"/>	1- Not Assigned CC	Global	Cost center 1 not assign	
<input type="checkbox"/>	2- Not Assigned CC	Global	Cost center 2 not assign	
<input type="checkbox"/>	3878	Global		

Delete a Cost center

- To delete a specific cost center, click on the cost center's recycle bin icon.
- To delete several cost centers at the same time, select the check box to the left of all the cost centers you want to delete and click on the **Delete** button in the upper right corner above the cost centers grid.



A warning message is displayed if a cost center already exists or if the profile of a user who has global or shared cost centers is deleted.

<input type="checkbox"/>	Cost center value	Visibility	Cost center alias	
<input type="checkbox"/>	1500	Global		
<input type="checkbox"/>	1550	Global		
<input type="checkbox"/>	1572	Global		
<input checked="" type="checkbox"/>	2000	Shared		

Annotations in the screenshot include a 'Delete' button in the top right corner, a 'Delete' button in the middle right, and a red box around the recycle bin icon for the selected row (2000).



Assign a cost center

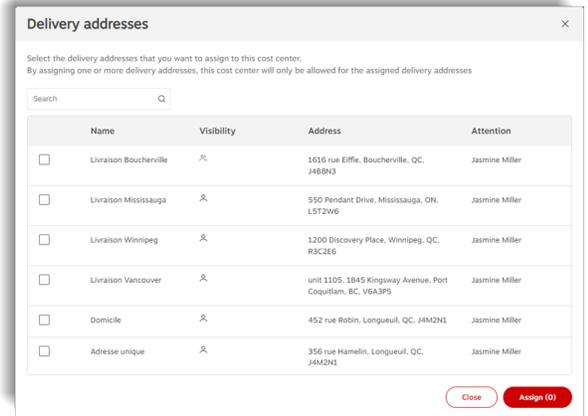
A cost center can be assigned to one or more delivery addresses.



This option is only available if you have access to manage delivery addresses.

- Click on the  **Assign** icon.
- In the **Delivery Addresses** window, you can search, or manually select one or more delivery addresses to assign to the cost center.
- Click the **Assign (?)** button when your selection is complete.

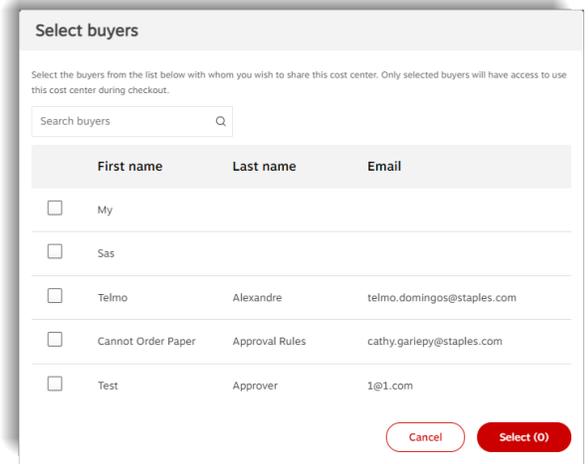
When a cost center is assigned to a delivery address, it will no longer be visible in the cost center grid for other buyers in the structure.



Share a cost center

A cost center can be shared with one or more buyers.

- Only cost centers with **Shared** visibility can be shared.
- To share a specific cost center, click the  share cost center icon.
- In the **Select buyers** window, you can perform a search, or manually select one or more buyers with whom you want to share the cost center.
- Click the **Select (?)** button when your selection is complete.

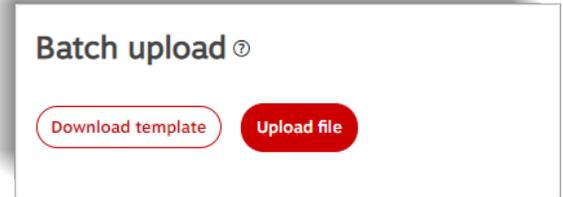




Batch Upload

Use the options in this section to add multiple cost centers at once.

- Click on the **Download template** button. The Excel template file opens and contains the following fields:
 - A - **Cost Center Value** - this field is required. Maximum of 25 characters.
 - B - **Visibility** - enter **1** for **Global** or **2** for **Shared**. This field is required.
 - C - **Cost Center Alias** - this field is optional. Maximum of 25 characters.
- Save the file with a new name, however, make sure to keep the format of the **.csv** file.
- Enter all the cost center information to add in the correct columns.
- Save your file.
- Back in the **Cost Centers** tab of the **Manage Addresses** feature, click **Upload file**.
- Select the **.csv** file that you previously saved.
- The cost centers will automatically display in the cost center grid if the file is uploaded successfully.



If the upload contains errors or the file format is invalid, a message is displayed to notify you and cost centers are not automatically added to the grid.

Select a cost center during checkout

Upon checkout, the **Cost Center** field is displayed in the **Order Information** section.

- Select a cost center for the order or perform a search in the **Search** field.
 - If only one cost center, global or shared is defined for the selected account, the cost center will automatically be displayed in the field and the drop-down list will be inactive.
 - If more than one cost center is defined for the selected account, the drop-down list will display "**Please Select**" and the available cost centers will be displayed in the list.
 - If a specific delivery address has been selected and it is assigned to one or more cost centers, the drop-down list will only display the cost centers assigned to the delivery address.
- The drop-down list can display the cost center value or the cost center alias.
 - If an alias is defined, the list will show the alias, however, the Cost center value will be passed with the order and not the alias.

