

icix Supplier
Company
Member List

Company Member List for Suppliers

Every organization that uses icix is a **Member**. Suppliers must add customers to their company member list.

Icix classifies members as:

All Members - all companies that belong to the icix network.

Company Members - created from All Members; customers with whom you do business.

Your Company Member List must include all of your customers who use the icix network.

Likewise, your customers must include you on their Company Member List. This allows for mutual sharing of information.



Share allows trading partners to view entries and uploaded documents. Shared information is View Only.



Publish in icix allows Company Members to edit some fields. These edits do not affect the Customer who publishes the document or product, although they can view the changes through **Publish History**.

1. To add a member to your icix site, click the **My Members** tab.

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My Members is where you search for information and documentation on other members. ⓘ

Members Documents Staff

Search

All Members Show More »

-Advanced Search-

2. In the search box, type the **name of the company** you want to add to your **Member List**. Click **Search**.

icix Home My Documents **My Members** Communicate Tools Reports Administration Help

All List All Members **Company Members** Personal Members

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Supplier Bran Search

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When searching for a company that has a long name or a name with an apostrophe or dash, enter a partial name. icix does an automatic wild card search. Your search results will show all members that match the data entered.

You can also search by additional fields by clicking **Show More**.

My Members is where you search for information and documentation on other members.

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Whole Words Only Case-Sensitive

-Industry Classification- -Business Classification-

-Member Id- -Vendor Number- -Notes-

-Country- -Region- -City-

- When you find the correct icix member (and their corresponding facilities), click **Add**. This places that member on your **Company Member List**.

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My Members is where you search for information and documentation on other members.

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-Advanced Search-

Member Name	City	Facility	Company Members Add/Remove
Supplier Brands ...	San Francis...	Training	<input type="button" value="Add"/>
Supplier Brands ...	Dana Point	iCIX	<input type="button" value="Add"/>

Your customer is added to your **Company Member List**.

Member Name	City	Facility	Company Members Add/Remove
Supplier Brands ...	San Francis...	Training	<input type="button" value="Drop"/>
Supplier Brands ...	Dana Point	iCIX	<input type="button" value="Drop"/>

Member Name	City	Facility	Company Members Remove
Supplier Brands ...	San Francis...	Training	<input type="button" value="Drop"/>
Supplier Brands ...	Dana Point	iCIX	<input type="button" value="Drop"/>