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.

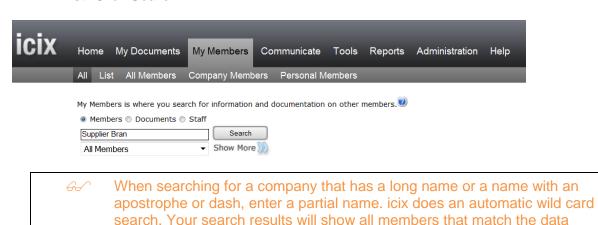
Company Members - created from All Members; customers with whom you do business. Your Company Member List must include all of your customers who use the icix network. Likewise, your customers must include you on their Company Member List. This allows for mutual sharing of information.



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



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

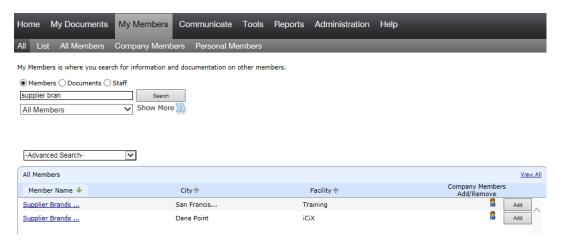


entered.

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



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



Your customer is added to your Company Member List.

