



Add NTW

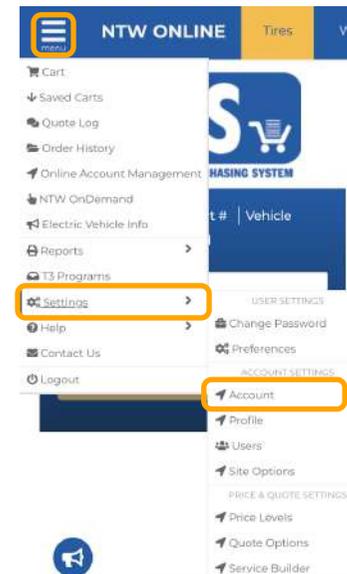
To configure a new NTW Supplier, you need an existing account on NTW. If you have an account or you've finished creating one, you can follow the steps to activate your account on oTo:



- 1 Log in to your NTW account using this link <https://order.ntw.com/ntwtips/>

The screenshot shows the NTW logo at the top, followed by the text "Account Login". Below this are two input fields: "User Name" with the placeholder text "User Name or Account", and "Password" with the placeholder text "Password". There are two buttons: a green "Sign in" button and a grey "Forgot Password?" button. At the bottom, it says "You are signing in from: 176.29.45.7 | Client: Chrome 119".

- 2 On the left upper corner on your screen, click on Menu → Settings → Account





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3 A new page will open that contains the Ship-To Account(s)

TIPS Admin | Account

Bill-to Account			
Account	Phone	8179528532	
Bill-To Name			
Address			

Ship-To Account(s)			
Account	Business Name	Address	Phone
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4 Fill the account number in the new supplier dialog in oTo.

5 Click on Submit.