

Company

How do I add membership information to an Association Trading Partner?

Prerequisite:

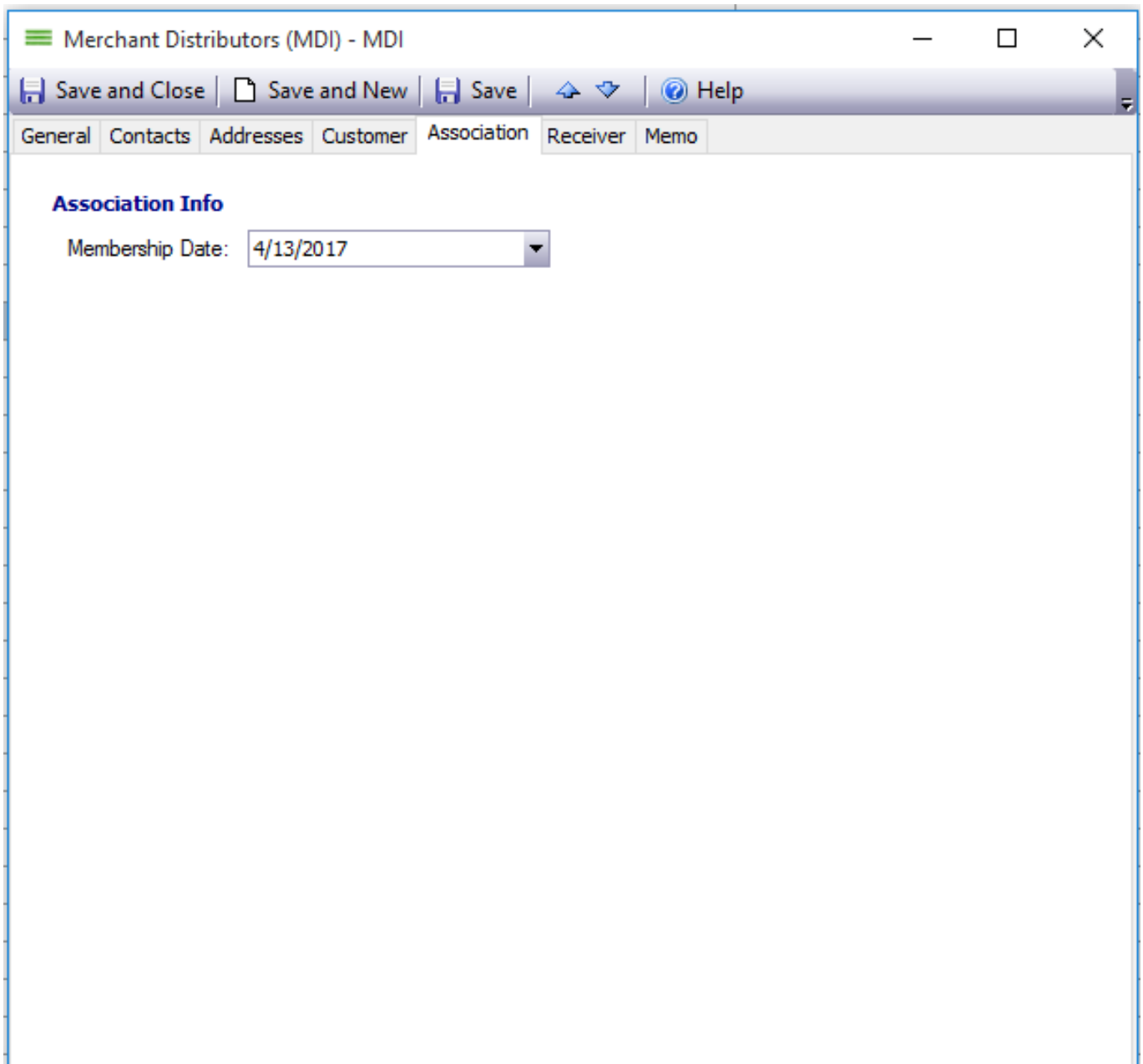
The trading partner must have the relationship of **Association** selected for this tab to appear.

Where is the Association Tab Located?

- **Company > Trading Partners > [partner name] > Association tab**

How and Why to Customize the Association Tab

If you need to track the membership date for an association, enter it here.



The screenshot shows a software window titled "Merchant Distributors (MDI) - MDI". The window has a menu bar with "Save and Close", "Save and New", "Save", and "Help". Below the menu bar is a tabbed interface with tabs for "General", "Contacts", "Addresses", "Customer", "Association", "Receiver", and "Memo". The "Association" tab is selected. Under the "Association Info" section, there is a "Membership Date:" label followed by a date picker showing "4/13/2017".

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After any changes, click **Save and Close**.

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