



**Adding Bill To Information
RAILTRAC®
Revision Number 1
2/20/2017**

Once logged into RAILTRAC, click on the Reference tab. Next, select the Bill To icon.



The Get Data For Bill to Maintenance box will appear. In this screen, select New.

Get Data For Bill To Maintenance

SYSTEM DEFAULT Set as Default Save Setup Delete Setup

Column	Where	Value
Bill To Number	=	
Bill To Name	=	
City	=	
State	=	
Contact	=	

Add Delete

OK All **New** Cancel Setup

In the Add Bill To Data box, fill in all applicable information and click OK.

Add Bill To Data

Bill To No.:	<input type="text"/>
Bill To Name:	<input type="text"/>
Bill To Name2:	<input type="text"/>
Contact:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City/State/Zip:	<input type="text"/> <input type="text"/> <input type="text"/>
Telephone:	<input type="text" value="(000) 000-0000"/>
Fax:	<input type="text" value="(000) 000-0000"/>
E Mail:	<input type="text"/>