# **VBCS Screen - CUSTOMER ONBOARDING SCREEN**

This VBCS screen is refer to the to review existing staffing customers or create new customers with respect to staffing orders.

* Staffing Accountant able to view existing orders and customers first and if not found then able to onboard new customers.
* Staffing accountant can view the customer details using either customer name and PO number or by giving both customer name and PO number and search.
* Staffing accountant can view the below information if a customer with PO details exists.
  + PO (Staffing Order) number
  + Customer Name
  + Customer Number
  + Customer Address
  + Customer Bill to Site
* One customer can have multiple PO associated with it.
* PO number can be alphanumeric.
* PO number should be appended with the word SO-
* PO number will be the actual PO number provided by the customer on their PO document.
* In case no reference to the matching customer is found then the staffing accountant can click on **Download** button and download the customer template to create a customer screen.
* Input the required information into the Excel document, then convert to a CSV format and compress it into a ZIP file.
* Used the **Upload** button to submit the zipped file and wait for some time. Once the customer is uploaded successfully then successful notification will be display on screen.



