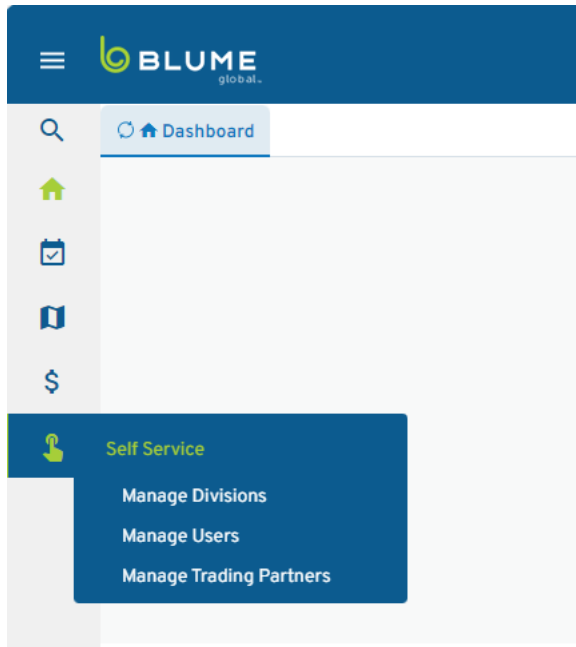


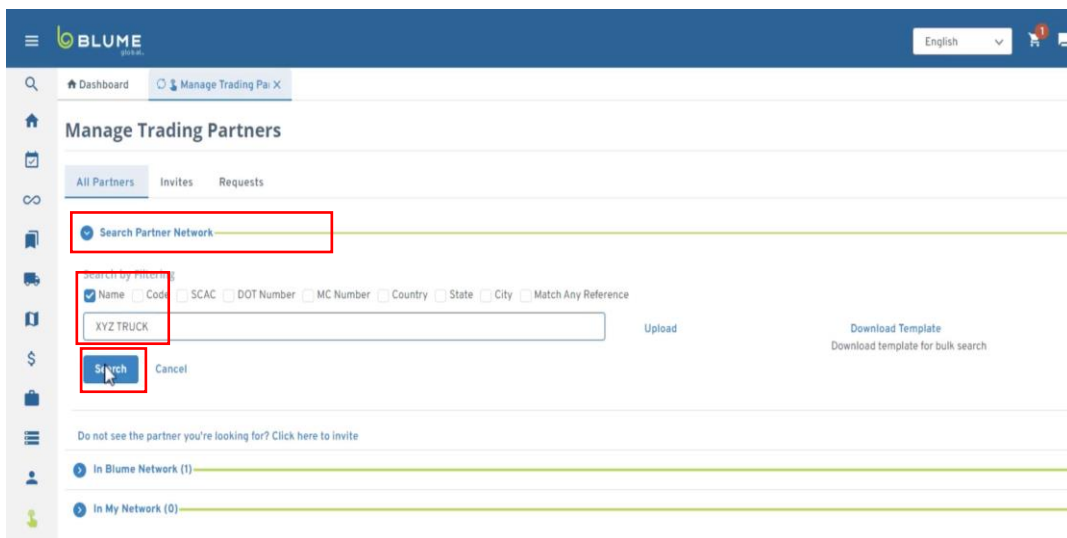
Title Account: How to manage trading partners in ICTSI NaviGate

PROCEDURE:

1. Using your primary account, hover your mouse to **SELF SERVICE** on and click on **MANAGE TRADING PARTNERS**.



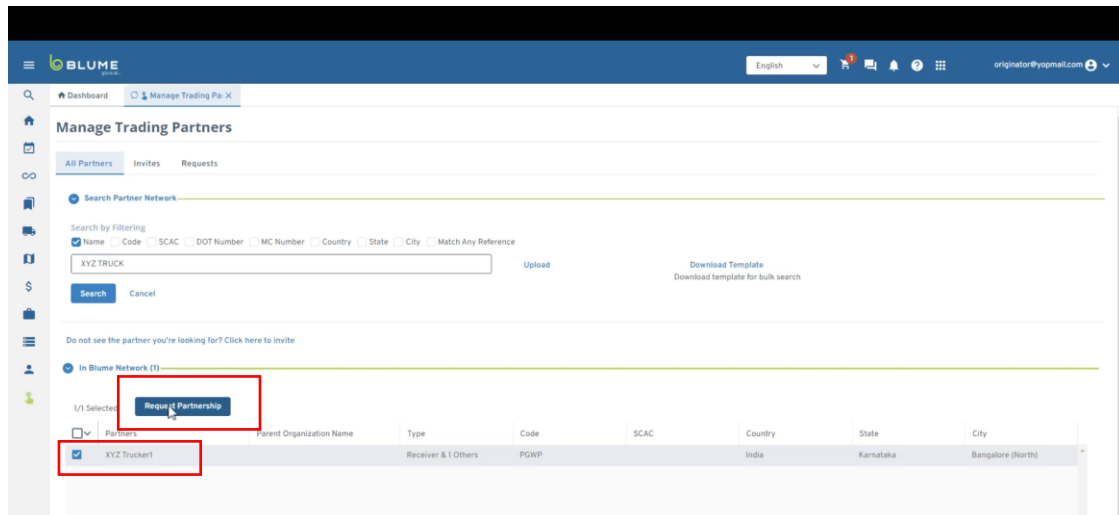
2. Click on **SEARCH PARTNER NETWORK** to expand the filtering section and tick the Name box. Enter the name in the search field then click on **SEARCH**.



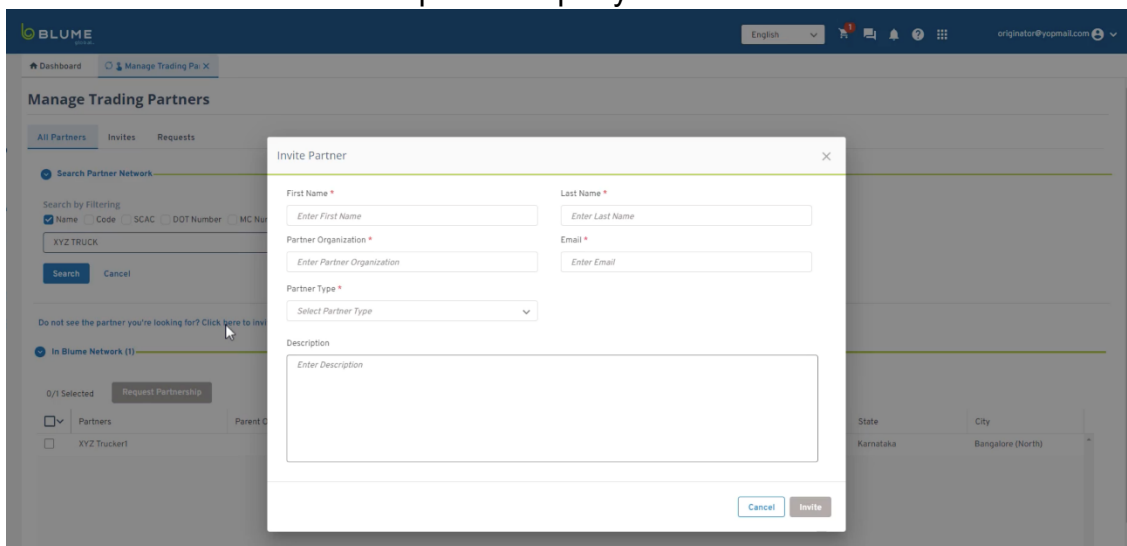
NOTES:

- **In Blume Network section** - lists the available trading partners in the Blume Network.
- **In My Network section** - shows the trading partners you are currently connected with.

3. Click on **In Blume Network**, tick the box beside the Trading Partner's name, and click on **REQUEST PARTNERSHIP**.



4. If you are unable to locate the partner in the Blume Network, click on the **Click here to Invite** link. In the Invite Partner window, enter the partner details and click **INVITE**. This will send the request to a party outside of the Blume Network.



5. In the pop-up, select a Division and Partner Type from the drop-down menus. Input a short description and click on **REQUEST PARTNERSHIP**.

Manage Trading Partners

[All Partners](#)
[Partners](#)
[Requests](#)

Search Partners

0 Selected

☐ Enable

Division Name	Division Type	Division Code	Trading Partner Division	Trading Partner Organization	Trading Partner Ty...	Trading Partner Co...	Current Credit	Max Credit Limit	Currency
XYZ Truckin...	Motor Carrier	PCBP	Subs Bay Logistics LLC	Subs Bay Logistics LLC	Originator	SBL			

Under the All Partners tab, the accepted or approved partners will be displayed in the grid. You may continue to send and approve partnership requests as needed.