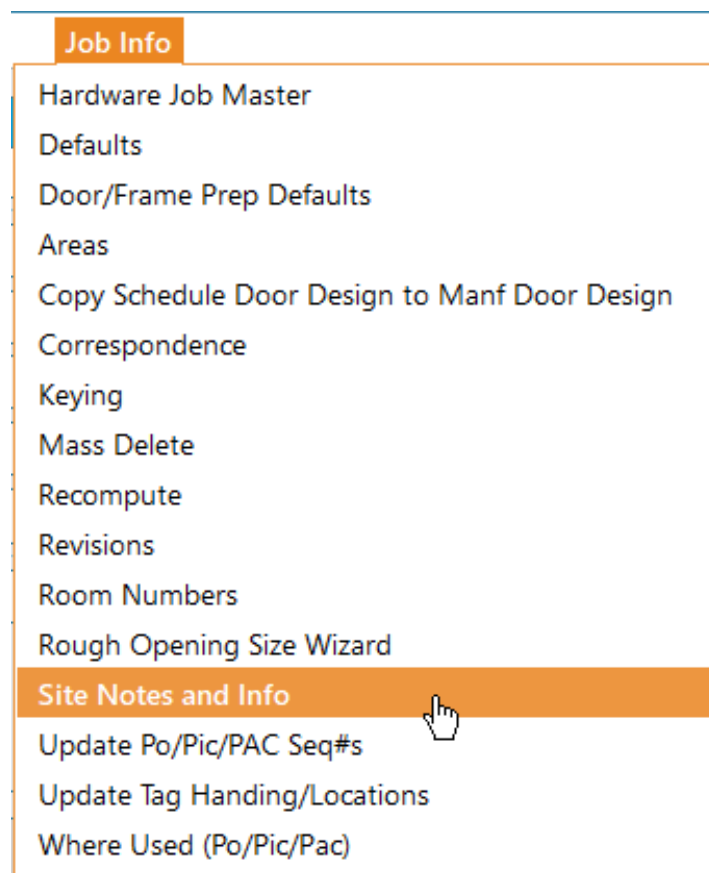


Option to Edit and Save Ship To Address on Purchase Orders


This enhancement offers the job level option of editing and saving the Ship To address on purchase orders besides company warehouse or jobsite locations. A default Ship To address can be entered in the *Job Site and Info* screen then used later as the default Ship To address when provisioning purchase orders. Once setup and properly executed the new address will be displayed on both the purchase order screen as well as any PO reports.

How it works:


1. Launch Software for Hardware.
2. Open a Contract Job that contains items to Provision to purchase orders.
3. On the *Project* screen click *Job Info* menu.






4. Select *Site Notes and Info* from the drop-down menu listing.

Default Ship to Address			
Address #1	21 West First St.		
Address #2			
City	Croyton	State	FL 
Zip Code	33254		

- In the *Default Ship to Address* section enter the address you desire to receive the purchase order shipments from your vendors.
- Click *Save* then exit the *Job Site and Info* form.
- Provision product to a purchase order.

 Choose Manufacturer(s)
×

(All Manufacturers)	Choose Items
CECO	<input checked="" type="radio"/> Provision All Items
	<input type="radio"/> Provision Only Selected Items
Purchase from Wholesaler	<input type="checkbox"/> Drop Ship to Job Site
N/A 	
<u>O</u> k 	Cancel 

- Note:** it is vital you leave the *Drop Ship to Job site* box unchecked if you desire to use your newly entered address.
- The *Ship To* fields on the purchase order form now contains the new Ship To address setup in *Job Site and Info*.

Ship To:	
Name	
Sample Builders Hardware	
Address Line1	
21 West First St.	
Address Line2	
City	
Croyton	
State	Zip Code
FL <input type="button" value="v"/>	33254
Country	
USA <input type="button" value="v"/>	

10. *Preview or Print* a PO report and you will see the new address is displayed under *Ship To*.



Sample Builders Hardware
 215 West Main St
 Boston, MA 02134
 Phone: (770)945-2463

PURCHASE ORDER

PO#: 2101
 PO Date: 02/01/2023
 Page 1 of 2

Required Ship Date:

To:
 CECO Door Products
 9159 Telecom Drive
 Milan, TN 38358
 Phone: (888)232-6366 Fax: (731)686-4211

Ship To:
 Sample Builders Hardware
 21 West First St.
 Croyton, FL 33254