

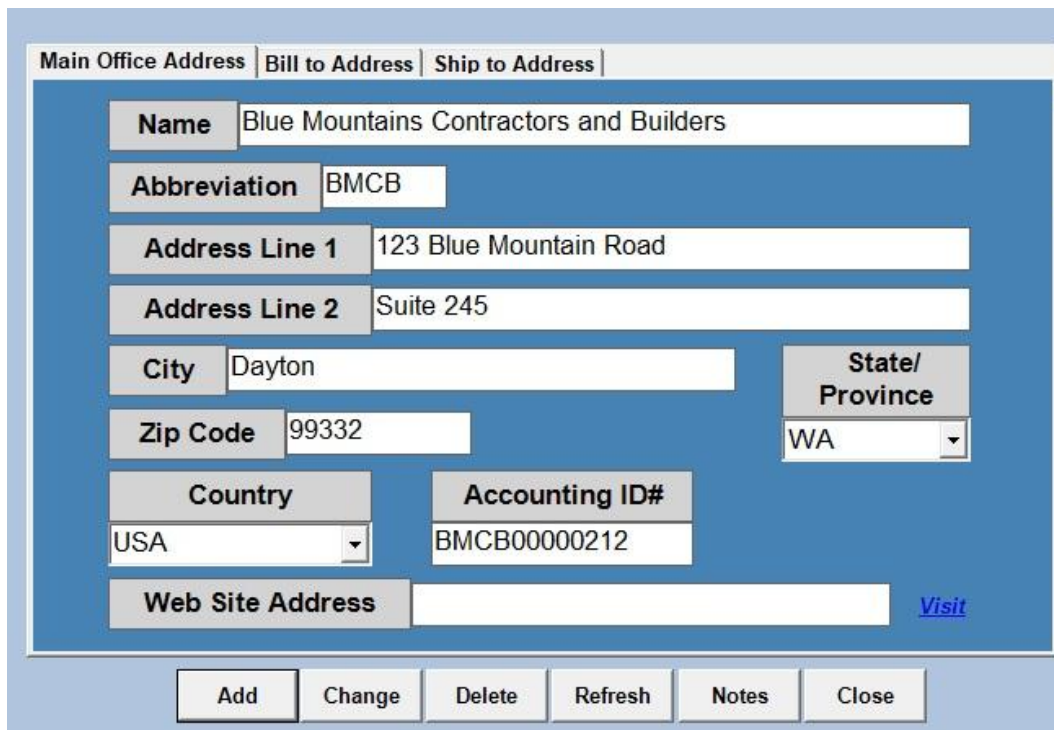
New “Ship To Address” Tab on Contractor’s Contact Screen

With this new Software for Hardware enhancement you will be able to record a Contractor’s or Customer’s Ship To Address information in Contacts. You also have a choice to tie the Ship To Address to Sales Orders and Sales Proposals as the default Ship To Address.

How it works:

Launch Software for Hardware and from the Logo screen perform the following steps:

1. **To enter the Ship To address for a single Contractor/Customer:**
 - a. Click the *Contacts* menu selection.
 - b. Choose *Contractors/Customers*.
 - c. Click *Active*.
 - d. Retrieve and existing Contractor/Customer.
 - e. The following screen will appear. Note the new *Ship To Address* tab.



The screenshot displays a software interface for managing contractor information. At the top, there are three tabs: 'Main Office Address', 'Bill to Address', and 'Ship to Address'. The 'Ship to Address' tab is currently selected. The form contains the following fields and values:

Name	Blue Mountains Contractors and Builders		
Abbreviation	BMCB		
Address Line 1	123 Blue Mountain Road		
Address Line 2	Suite 245		
City	Dayton	State/Province	WA
Zip Code	99332	Country	USA
Accounting ID#	BMCB00000212		
Web Site Address			Visit

At the bottom of the form, there are six buttons: 'Add', 'Change', 'Delete', 'Refresh', 'Notes', and 'Close'.

- f. Click the *Ship To Address* tab and you will see the following:

Main Office Address | Bill to Address | Ship to Address

Address Line 1 2144 First Ave.

Address Line 2 Suite 4

City Mesa City

State/Province WA

Zip Code 99345

Country USA

Fill Ship To in Sales Orders / Proposals with this address

Add Change Delete Refresh Notes Close

- g. Enter an address and click the *Change* button to update this Contractor's/Customer's Contact information.
- h. If you want this address to automatically fill in the *Ship To* address fields in Sales Orders/Proposals then check the *Fill Ship To in Sales Orders/Proposals with this address* box. Click *Change* to update.

2. Using the Contacts Ship To Address in Sales Orders/Proposals:

- a. Navigate to the SFH Logo screen.
- b. Open a Sales Order or Sale Proposal.
- c. Click the *Ship To* tab.
- d. If you checked the *Fill Ship To in Sales Orders/Proposals with this address* box the fields from the Contractor's/Customer's Contact screen then the fields will be populated from Contacts.

Ship To:

Name:
Blue Mountains Contractors and Builders

Address Line1:
2144 First Ave.

Address Line2:
Suite 4

City:
Mesa City

State: WA **Zip Code:** 99345

Country: USA

Save

- e. If you did not check the *Fill Ship To in Sales Orders/Proposals with this address* box then you will see one of two possibilities.
 - i. The fields are blank.
 - ii. You manually entered and saved a *Ship To Address* for this Sales Order/Proposal and the fields are populated with that address.

3. Sales Orders / Sales Proposals Reports:

- a. If the *Fill Ship To in Sales Orders/Proposals with this address* box in Contacts is checked then that *Ship To Address* will print on all Sales Orders/Sales Proposals:

 Sample Builders Hardware 1409 S. Garfield Street Suite J Kennewick, WA 99336 Phone# (509)582-8888 Fax# (509)582-1888	SALES ORDER SALES ORDER# 69 Order Date: 04/13/2018			
	Page 1 of 2 Printed: 7/9/2018 9:47			
Sold To: Blue Mountains Contractors and Builders 123 Blue Mountain Road Suite 245 Dayton, WA 99332 Phone: (509)299-3333 Fax: (509)765-4321	Ship To: Blue Mountains Contractors and Builders 2144 First Ave. Suite 4 Mesa City, WA 99345 USA			
Salesperson: Mary Smith		Job Name: Park City Our Job#: 2118		
DATE REQ	CUSTOMER PO	ORDERED BY	SHIP VIA	DATE SHIPPED
			OT	

- b. If *Ship Via* is Customer Pick Up then *CPU* will print under *Ship To*.