

COMPANY

SALES OFFICES - ADDRESS

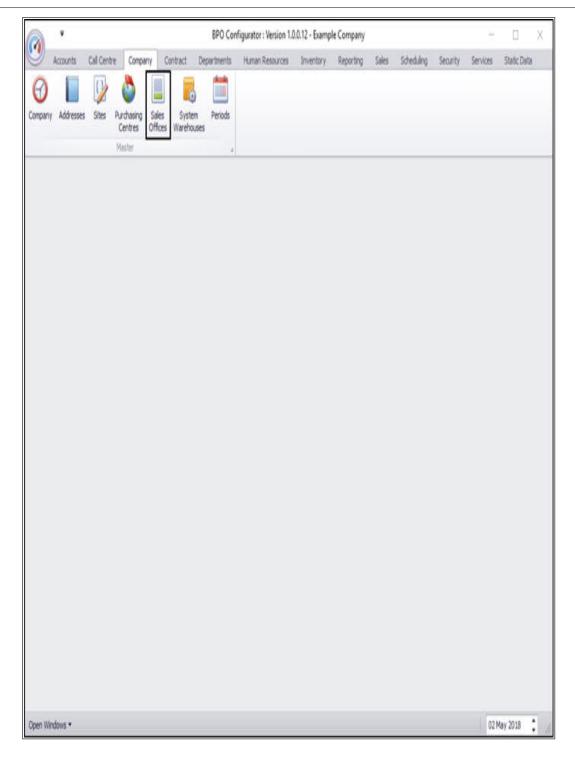
When configuring Sales Office addresses, it is important to note that a **Billing** address type <u>must</u> be set up, as this address will pull through on the Sales Invoice.

You can also set up **Physical**, **Postal** and **Shipping** addresses.

Ribbon Access: Configurator > Company > Sales Offices



Sales Office Addresses



The *Sales Office Listing for Company: []* screen will be displayed.



- Click on the *row selector* in front of the *sales office* that you wish to *add* an address to.
- Click on *Edit*.

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The *Edit Sales Office: []* screen will be displayed.

Either

• *Right click* anywhere in a *new row* of the *Addresses* frame.



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- A *Maintain* menu will pop up.
- Click on **Add** Add New Address



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Or



- Click in the *Address Type* text box in the *Addresses* frame.
- An *ellipsis* button will be revealed.
- Click on this button.

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Both methods will bring up the *Select an Address Type* screen.

• Click on the *row selector* in front of the *address type* that you wish to *add* to this sales office.

Note: As a billing address has already been set up on this sales office, a *Physical* address has been selected in this example.

• Click on Ok.



Sales Office Configuration Details Code CSO Sales Office Name Cape Town Sales Office	Default Co	mmercial Markups		1			Sites		
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• Address Type: This will now be populated with the address type selected in the previous step.



- Address Contact Name: Type in the address contact name.
- Address 1: Type in the first line of the address.
- Address 2: Type in the second line of the address.
- Address 3: Type in the third line of the address.

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• *Scroll right* if necessary, to view the next columns in the row.



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- **City:** Type in the city name.
- **Postal Code:** Type in the postal code.
- **County:** Type in the county name.
- **Country:** Type in the country name.
- Tel No: Type in the telephone number.



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• *Scroll right,* if necessary, to view the remaining columns in the row.



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- Tel Ext: Type in the extension number.
- Fax No: Type in the fax number.
- Email Address: Type in the email address.



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- The last column is the *Default Address* column.
- As the *Billing* address <u>must</u> be the default address and there can only be <u>one</u> default address, *NO* has been selected for this new Physical address.



Sales Office Configura	tion Details			Default Commercial Ma	rkups	1				Sites		
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• When you have finished adding the new sales office address details, click on *Save*.



## Sales Office Addresses

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• The new address details will be *saved* and you will return to the *Sales Office Listing for Company: []* screen.

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