

DELIVERY

How to Add a Customer's Delivery Details

- The recommended way to add a delivery address is to access delivery address through the customer file.
- Select the customer whose delivery address you want to add
- Click the <Delivery Address> button, which will list all delivery addresses for this customer. (Even if you do not have a delivery address for this customer, the delivery address screen will open). You can check that the address is not already on the file, and see the information for this customer.)
- Return to the Customer detail screen and click New Delivery.
- The first code field is identical to the customer code (this will default from the customer file), and the second code field is for the delivery subcode.
- The delivery subcode allows you to have multiple delivery addresses for each customer. Note that the code is only unique within a customer code, so you can use the same subcode for as many customers as you wish.

If you only have a few addresses per customer, you may like to use a code like 01, 02 etc, or if you have more addresses or want more meaningful codes, you could use the appropriate area eg SFO for San Francisco, SYD for Sydney, or WEL for Wellington, LON for London.