

MEMBER BUSINESS
SOLUTIONS



Supplemental Addresses

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Purpose of this document

This document explains the reasoning and the steps on how to use Supplemental Addresses.

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Purpose

Supplemental Addresses can be used to document additional addresses for various entities. They are in addition to the base site address and shipping address. Supplemental Addresses are available for Parent Agencies, Agencies, Parent Vendors, Vendors, Parent Donors, Donors, and Food Drive Donors.

Ceres object release 4.50.00 is required for the functionality documented in this procedure

Supplemental Address Options

The following options are supported with Supplemental Addresses. Multiple addresses of a given Type can be defined per source. However, only one address (at a time) can be marked as the default for the source. For example, you can have multiple address of Type Billing Address but only one of them can be marked as the Default Billing Address for a given Agency.

Billing Address - This option applies to Parent Agencies and Agencies. A Send to Parent Billing Address field exists on the Invoicing FastTab of the Agency Card. Check the Send to Parent Billing Address field if you want the Parent Agency's billing address to be the default instead of the Agency's billing address.

B1007 · F.A.I.T.H., Inc.

The screenshot shows the 'Invoicing' FastTab of an Agency Card. The header includes 'General', 'Communication', and 'Invoicing'. The 'Invoicing' section contains various fields and checkboxes. The 'Send to Parent Billing Address' checkbox is circled in red.

Field	Value
Bill-to Agency No.:	
Invoice Copies:	0
Invoice Disc. Code:	ASSSSSSSSSSSSSSSS
Copy Sell-to Addr. to Qte From:	Company
Tax Liable:	<input type="checkbox"/>
Tax Area Code:	
Tax Identification Type:	Legal Entity
Tax Registration No.:	
Tax Exemption No.:	
Gen. Bus. Posting Group:	
Tax Bus. Posting Group:	
Agency Posting Group:	GENERAL
Agency Fee Group:	
Agency Disc. Group:	
Allow Line Disc.:	<input checked="" type="checkbox"/>
Prices Including VAT:	<input type="checkbox"/>
Prepayment %:	0
Send to Parent Billing Address:	<input checked="" type="checkbox"/>
Send to Parent Mailing Address:	<input type="checkbox"/>
Send to Parent Statement Address:	<input type="checkbox"/>

Mailing Address - This option applies to Parent Agencies, Agencies, Parent Vendors, Vendors, Parent Donors, Donors, and Food Drive Donors. A Send to Parent Mailing Address field exists on the Invoicing FastTab of the Agency, Vendor, and Donor Cards. Check the Send to Parent Mailing Address field if you want the Parent Agency, Parent Vendor, or Parent Donor mailing address to be the default instead of the Agency, Vendor, or Donor mailing address.

General		B1007	F.A.I.T.H., Inc.	64127	David Graham	▼
Communication						▼
Invoicing						▲
Bill-to Agency No.:	<input type="text"/>	Tax Bus. Posting Group:	<input type="text"/>			
Invoice Copies:	<input type="text" value="0"/>	Agency Posting Group:	GENERAL	▼		
Invoice Disc. Code:	ASSSSSSSSSSSSSSS	Agency Fee Group:	<input type="text"/>	▼		
Copy Sell-to Addr. to Qte From:	Company	Agency Disc. Group:	<input type="text"/>	▼		
Tax Liable:	<input type="checkbox"/>	Allow Line Disc.:	<input checked="" type="checkbox"/>			
Tax Area Code:	<input type="text"/>	Prices Including VAT:	<input type="checkbox"/>			
Tax Identification Type:	Legal Entity	Prepayment %:	<input type="text" value="0"/>			
Tax Registration No.:	<input type="text"/>	Send to Parent Billing Address:	<input type="checkbox"/>			
Tax Exemption No.:	<input type="text"/>	Send to Parent Mailing Address:	<input type="checkbox"/>			
Gen. Bus. Posting Group:	<input type="text"/>	Send to Parent Statement Address:	<input type="checkbox"/>			

Ship-To Address. This option applies to Agencies only. *Each site should decide whether they are going to use the Supplemental Ship-To Address functionality or the base Ceres Ship-To Address functionality. Both should not be deployed.* The Supplement Ship-To Address will automatically flow to the Agency Order whereas the Ship-To Address will only flow if a Ship-To Code is manually selected on the Agency Order. See Agency Ship To Addresses for more information on that functionality.

Buy-from / Order Address – This option applies to Vendors only.

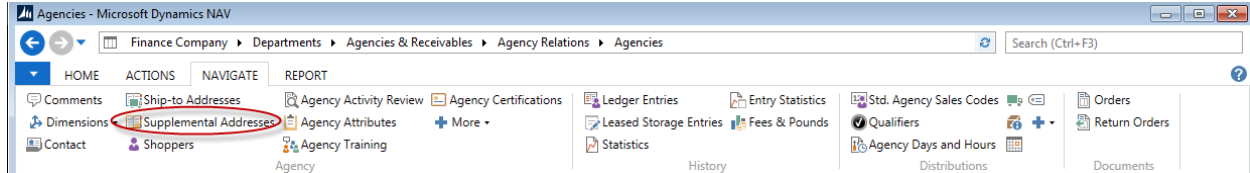
Statement Address – This option applies to Parent Agencies and Agencies. A Send to Parent Statement Address field exists on the Invoicing FastTab of the Agency Card. Check this field if you want to send the statement to the Parent Agency’s Statement address.

General		B1007	F.A.I.T.H., Inc.	64127	David Graham	▼
Communication						▼
Invoicing						▲
Bill-to Agency No.:	<input type="text"/>	Tax Bus. Posting Group:	<input type="text"/>			
Invoice Copies:	<input type="text" value="0"/>	Agency Posting Group:	GENERAL	▼		
Invoice Disc. Code:	ASSSSSSSSSSSSSSS	Agency Fee Group:	<input type="text"/>	▼		
Copy Sell-to Addr. to Qte From:	Company	Agency Disc. Group:	<input type="text"/>	▼		
Tax Liable:	<input type="checkbox"/>	Allow Line Disc.:	<input checked="" type="checkbox"/>			
Tax Area Code:	<input type="text"/>	Prices Including VAT:	<input type="checkbox"/>			
Tax Identification Type:	Legal Entity	Prepayment %:	<input type="text" value="0"/>			
Tax Registration No.:	<input type="text"/>	Send to Parent Billing Address:	<input type="checkbox"/>			
Tax Exemption No.:	<input type="text"/>	Send to Parent Mailing Address:	<input type="checkbox"/>			
Gen. Bus. Posting Group:	<input type="text"/>	Send to Parent Statement Address:	<input type="checkbox"/>			

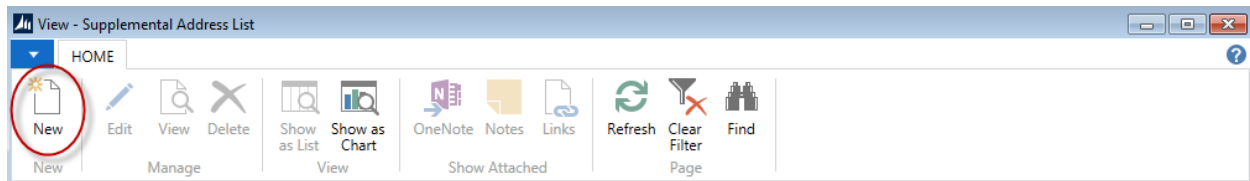
Supplemental Addresses Setup

Supplemental Addresses can be accessed from Parent Agencies, Agencies, Parent Vendors, Vendors, Parent Donors, Donors and Food Drive Donors, from the Card or List:

1. From the Card or List click Navigate → Supplemental Addresses. You will see the listing of Supplemental Addresses that exist within Ceres for that record. Below is an example of how to access the Supplemental Addresses from an Agency.



2. The Supplemental Address List is displayed.
3. Click Home → New to create a new Supplemental Address.



4. The Supplemental Address Card Page is displayed. Update the Card as needed. A description of the fields follows:

No.: This is the main identifier for the Supplemental Address, which can be entered as any combination of text and numbers. To manually assign a No, input a value in the No. field. Alternatively you can have a Supplement Address No automatically assigned by tabbing off the field if setup or clicking on the ellipsis button, selecting a No. Series form the List, and then clicking the OK button.

For automatic numbering, you must first input a No. Series in the Suppl. Address Nos. field on the Numbering FastTab of the Agencies & Receivables Setup, Purchases & Payables Setup, and Donation Setup. Below is an example of the Agencies & Receivables Setup.

Agencies & Receivables Setup

General			
Dimensions			
Numbering			
Agency Nos.:	A-AGEN	Reminder Nos.:	
Quote Nos.:	A-QUO	Issued Reminder Nos.:	
Blanket Order Nos.:	A-BLK	Fin. Chrg. Memo Nos.:	
Order Nos.:	A-ORD	Issued Fin. Chrg. M. Nos.:	
Return Order Nos.:	A-RETORD	Posted Prepmt. Inv. Nos.:	A-PPINV
Invoice Nos.:	A-INV	Posted Prepmt. Cr. Memo Nos.:	A-PPCM
Posted Invoice Nos.:	A-INV	Direct Debit Mandate Nos.:	
Credit Memo Nos.:	A-CR	Shopper Nos.:	A-SHOPT
Posted Credit Memo Nos.:	A-CR	Parent Agency Nos.:	A-AGENPAR
Posted Shipment Nos.:	A-SHPT	Suppl. Address Nos.:	A-SADD
Posted Return Receipt Nos.:	A-RCPT	Same Doc. No. for Posting:	<input checked="" type="checkbox"/>

Type: Select the type that best fits the purpose or use of the address. You can choose from the following:

Blank – Identifies the address is informational only and will not be used as a default address elsewhere in Ceres.

Billing Address – Identifies the address as being used for billing correspondence and allows the address to be flagged as the Default Billing Address.

Mailing Address – Identifies the address as being used for mailing correspondence and allows the address to be flagged as the Default Mailing Address.

Ship-to Address – Identifies the address as being used for shipping correspondence and allows the address to be flagged as the Default Ship-to Address.

Buy-from/Order Address – Identifies the address as being used for purchase order correspondence and allows the address to be flagged as the Default Buy-from/Order Address.

Statement Address – Identifies the address as being used for statement correspondence and allows the address to be flagged as the Default Statement Address.

Multi-Purpose – In some cases an address may serve more than one purpose. For instance, the address may be used for billing and mailing. The option allows for any or all defaults to be set for the address.

Name: Enter the name for this Supplemental Address. Up to 30 characters can be added here, using any type of text or numbers.

Name 2: An extension of the Supplemental Address name field. This field can be used for names longer than 30 characters. This field is also 30 characters in length.

Address: Enter the address for this Supplemental Address, such as a mailing address or billing address. Up to 30 characters can be added here, using any type of text or numbers.

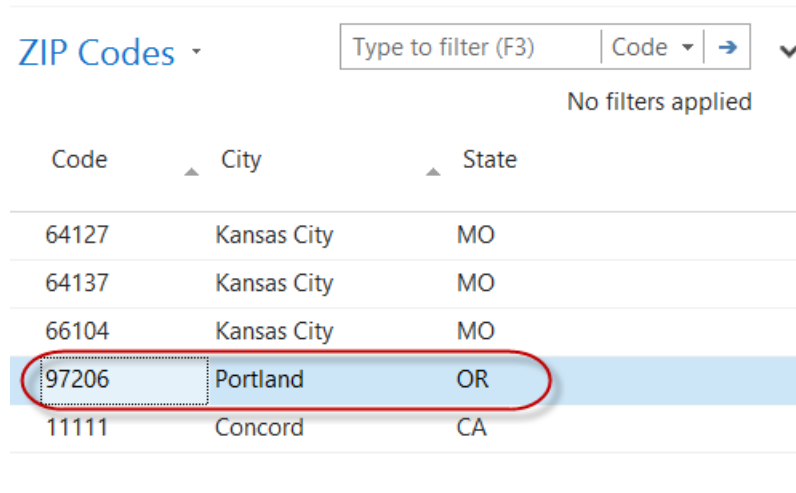
Address 2: An extension of the Supplemental Address field.

City: Enter the city for this Supplemental Address. Up to 30 characters can be added here, using any type of text or numbers. Enter it as you want it to appear in printed documents.

State: Enter the state for this Supplemental Address. Up to 30 characters can be added here, using any type of text or numbers. Enter it as you want it to appear in printed documents.

Zip Code: Enter the zip code for this Supplemental Address.

Note: If you fill in the zip code field with a zip code that is linked to a single city in the zip code table, Ceres will fill in the city field automatically. If there is more than one city linked to the zip code, Ceres displays a list of the relevant cities for you to choose from. If the zip code is not set up in the zip code table, you must enter the city manually.



The screenshot shows a web interface for 'ZIP Codes'. At the top left is a dropdown menu labeled 'ZIP Codes'. To its right is a search box with the placeholder text 'Type to filter (F3)'. Further right is a 'Code' dropdown menu with a right-pointing arrow. Below these elements, the text 'No filters applied' is displayed. The main part of the image is a table with three columns: 'Code', 'City', and 'State'. The table contains five rows of data. The row with '97206' in the 'Code' column and 'Portland' in the 'City' column is highlighted with a blue background and a red oval around the 'Code' and 'City' cells. The other rows are: '64127' - 'Kansas City' - 'MO', '64137' - 'Kansas City' - 'MO', '66104' - 'Kansas City' - 'MO', and '11111' - 'Concord' - 'CA'.

Code	City	State
64127	Kansas City	MO
64137	Kansas City	MO
66104	Kansas City	MO
97206	Portland	OR
11111	Concord	CA

Phone No.: Enter the primary phone number for this Supplemental Address. The field is 30 characters in length and you should use a consistent format when entering the number, such as: (123) 456-7890 for example. The value entered here will also appear on the Communication FastTab.

Phone Ext No.: Enter a phone extension for this Supplemental Address.

Fax No.: Enter the fax number for this Supplemental Address. The field is 30 characters in length and you should use a consistent format when entering the number, such as: (123) 456-7890 for example.

E-Mail: Enter the e-mail address for this Supplemental Address. Up to 80 characters can be added here, using any type of text or numbers, in a standard e-mail address format.

Contact: Enter the primary contact name for this Supplemental Address. Up to 30 characters can be added here, using any type of text or numbers.

Country/Region Code: Select the Country Code from the lookup list, primarily used to determine the address formatting on documents applicable for the selected Country.

Defaults: As outlined above, there are five different Supplemental Address options. Place a checkmark in corresponding fields to designate that this is the default Supplemental Address for this address option

Default Billing Address	Default Mailing Address	Default Ship-to Address	Default Buy-from / Order Address	Default Statement Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Default Billing Address - Check this field if the Supplemental Address is the default billing address. This setting will be overridden if the Send to Parent Billing Address field is checked.

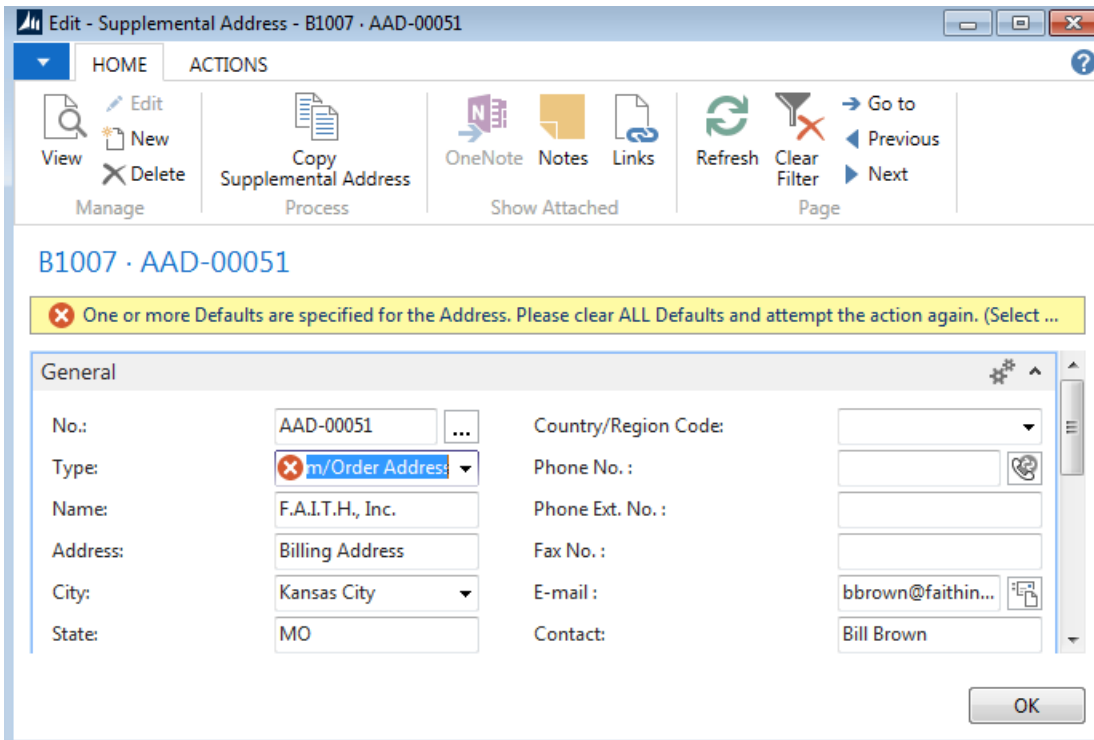
Default Mailing Address - Check this field if the Supplemental Address is used as the default mailing address. This setting will be overridden if the Send to Parent Mailing Address field is checked.

Default Ship-To Address – Check this field if the Supplemental Address is used as the default ship-to address. This field must be checked before the Shared Pick-Up Address field can be checked.

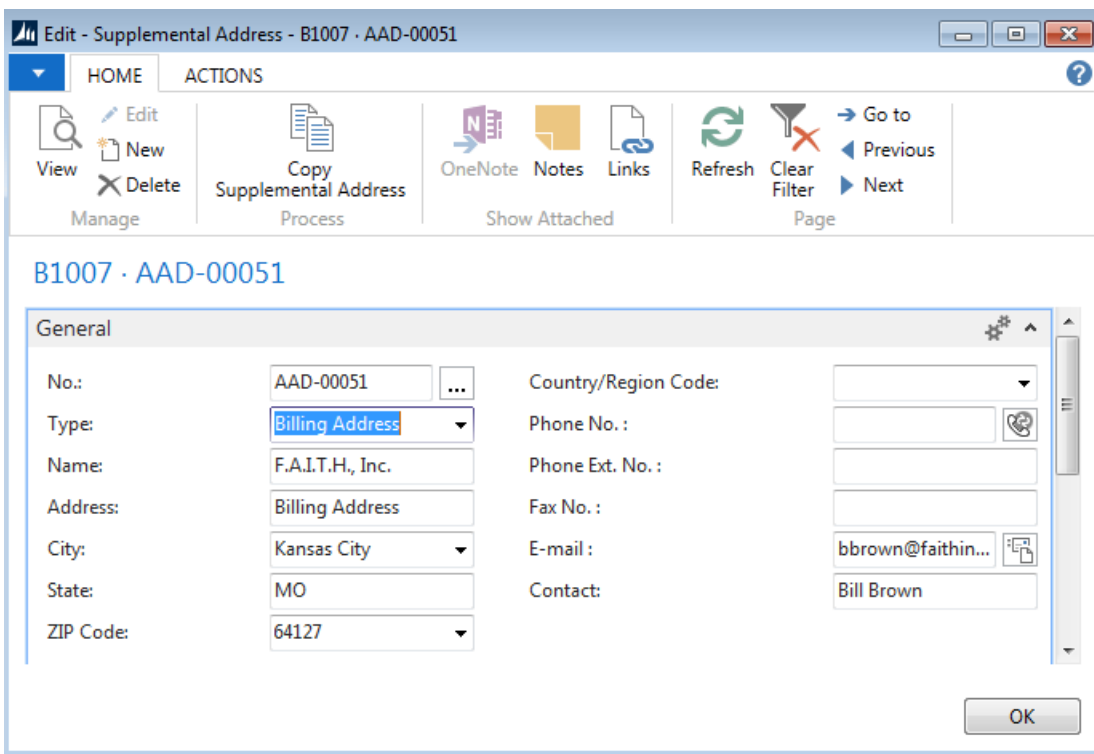
Default Buy-from/Order Address: Check this field if the Supplemental Address is used as the default Buy-from Order Address.

Default Statement Address: Check this field if the Supplemental Address is used as the default address on statements. This setting will be overridden if the Send to Parent Statement Address field is checked.

Note: If an unsupported option is selected an error message will display. For example, Supplemental Buy-from/Order Addresses are not supported for Agencies. Therefore if a user tries to select a Type of Buy-from/Order Address an error message such as one shown below will be presented.



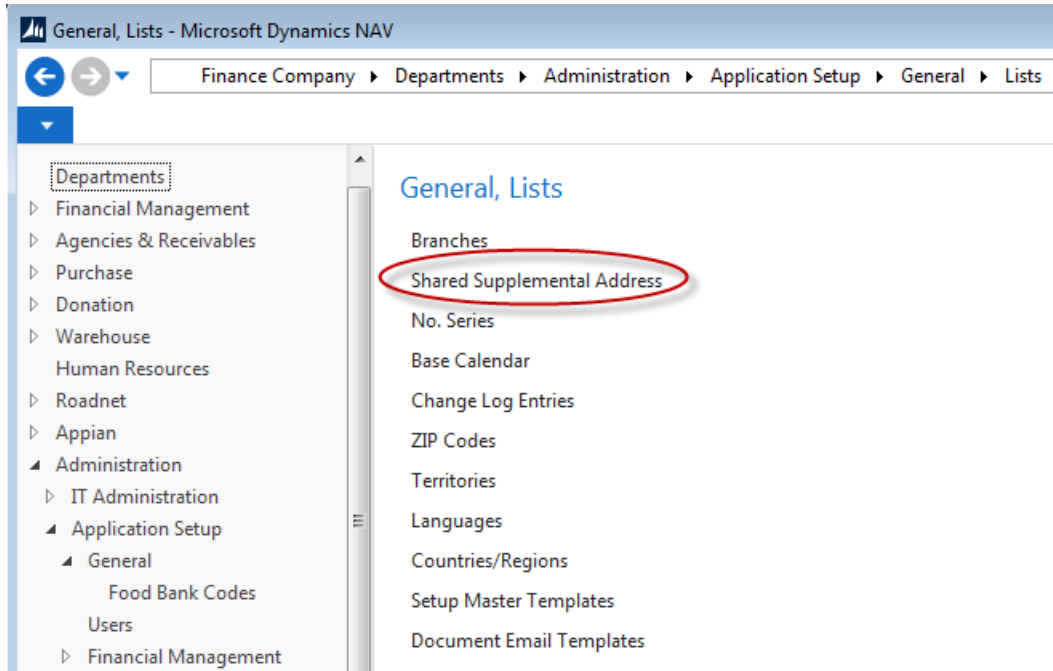
5. Click the OK button to complete the setup of the Supplemental Address.



Shared Supplemental Address Setup

Shared Supplemental Addresses can be associated with Parent Agencies, Agencies, Parent Vendors, Vendors, Parent Donors, Donors and Food Drive Donors, and are setup in the same manner as Supplemental Addresses. The most typical use of a shared address is a shared delivery location for Agencies.

1. To access Shared Supplemental Addresses go to Departments → Administration → Application Setup → General → Lists → Shared Supplemental Addresses.



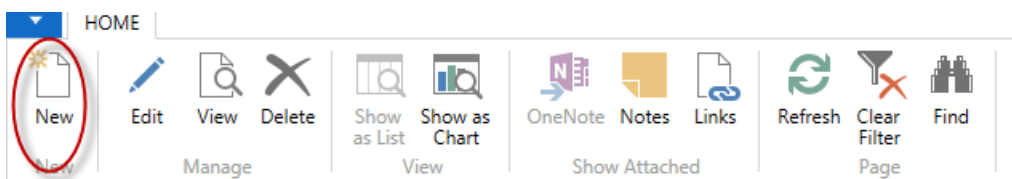
2. The Shared Supplemental Address List Page is displayed.

Shared Supplemental Address

Type to filter (F3) | No. | No filters applied

No.	Type	Name	Address	City	State	ZIP Code
AAD-00048	Ship-to Address		Shared Ship-To Address	Anywhere	MO	
1008-S1		Bridge of the Hope Community	Parent Agency Shared Pickup Address 1	Kansas City	MO	64127
1008-S2		Bridge of the Hope Community	Parent Agency Shared Pickup Address 2	Kansas City	MO	64127

3. Click Home → New to create a new Shared Supplemental Address.



- The Shared Supplemental Address Card Page is displayed. Update the Card as needed. A description of the fields follows:

No.: This is the main identifier for the Supplemental Address, which can be entered as any combination of text and numbers. To manually assign a No, input a value in the No. field. Alternatively you can have a Supplement Address No automatically assigned by tabbing off the field if setup or clicking on the ellipsis button, selecting a No. Series form the List, and then clicking the OK button.

For automatic numbering, you must first input a No. Series in the Suppl. Address Nos. field on the Numbering FastTab of the Agencies & Receivables Setup, Purchases & Payables Setup, and Donation Setup. Below is an example of the Agencies & Receivables Setup.

Source Type: Select Source Type from the List. This is the type of record this Shared Supplemental Address can be associated with. The options are Agency, Vendor, Donor, Parent Agency, Parent Vendor, Parent Donor, and Food Drive Donor.

Type: Select the type that best fits the purpose or use of the address. You can choose from the following:

Billing Address – Identifies the address as being used for billing correspondence and allows the address to be flagged as the Default Billing Address.

Mailing Address – Identifies the address as being used for mailing correspondence and allows the address to be flagged as the Default Mailing Address.

Ship-to Address – Identifies the address as being used for shipping correspondence and allows the address to be flagged as the Default Ship-to Address.

Buy-from/Order Address – Identifies the address as being used for purchase/order correspondence and allows the address to be flagged as the Default Buy-from/Order Address.

Statement Address – Identifies the address as being used for statement correspondence and allows the address to be flagged as the Default Statement Address.

Multi-Purpose – In some cases an address may serve more than one purpose. For instance, the address may be used for billing and mailing. The option allows for any or all defaults to be set for the address.

Name: Enter the name for this Shared Supplemental Address. For shared pickup address, enter the site or location where the product will be picked up vs. an Agency Name. Up to 30 characters can be added here, using any type of text or numbers.

Name 2: An extension of the Shared Supplemental Address name field. This field can be used for names longer than 30 characters. This field is also 30 characters in length.

Address: Enter the address for this Shared Supplemental Address. Up to 30 characters can be added here, using any type of text or numbers.

Address 2: An extension of the Shared Supplemental Address field.

City: Enter the city for this Shared Supplemental Address. Up to 30 characters can be added here, using any type of text or numbers. Enter it as you want it to appear in printed documents.

State: Enter the state for this Shared Supplemental Address. Up to 30 characters can be added here, using any type of text or numbers. Enter it as you want it to appear in printed documents.

Zip Code: Enter the zip code for this Shared Supplemental Address.

Note: If you fill in the zip code field with a zip code that is linked to a single city in the zip code table, Ceres will fill in the city field automatically. If there is more than one city linked to the zip code, Ceres displays a list of the relevant cities for you to choose from. If the zip code is not set up in the zip code table, you must enter the city manually.

ZIP Codes ▾

Type to filter (F3) | Code ▾ | → ▾

No filters applied

Code	City	State
64127	Kansas City	MO
64137	Kansas City	MO
66104	Kansas City	MO
97206	Portland	OR
11111	Concord	CA

Phone No.: Enter the primary phone number for this Shared Supplemental Address. The field is 30 characters in length and you should use a consistent format when entering the number, such as: (123) 456-7890 for example. The value entered here will also appear on the Communication FastTab.

Phone Ext No.: Enter a phone extension for this Shared Supplemental Address.

Fax No.: Enter the fax number for this Shared Supplemental Address. The field is 30 characters in length and you should use a consistent format when entering the number, such as: (123) 456-7890 for example.

E-Mail: Enter the e-mail address for this Shared Supplemental Address. Up to 80 characters can be added here, using any type of text or numbers, in a standard e-mail address format.

Contact: Enter the primary contact name for this Shared Supplemental Address. Up to 30 characters can be added here, using any type of text or numbers.

Country/Region Code: Select the Country Code from the lookup list, primarily used to determine the address formatting on documents applicable for the selected Country.

Defaults: As outlined above, there are five different Shared Supplemental Address options. Place a checkmark in corresponding fields to designate that this is the default Supplemental Address for this address option

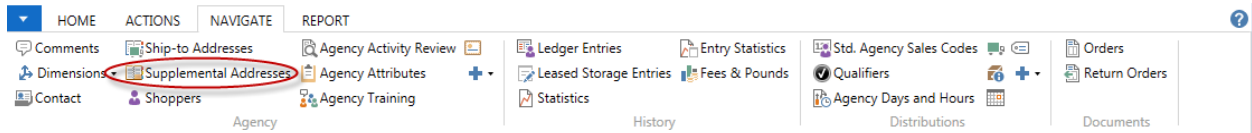
Note: The same information can be specified for a Shared Supplemental Address as for a non-shared Address.

5. Click the OK button to complete the setup of the Shared Supplemental Address

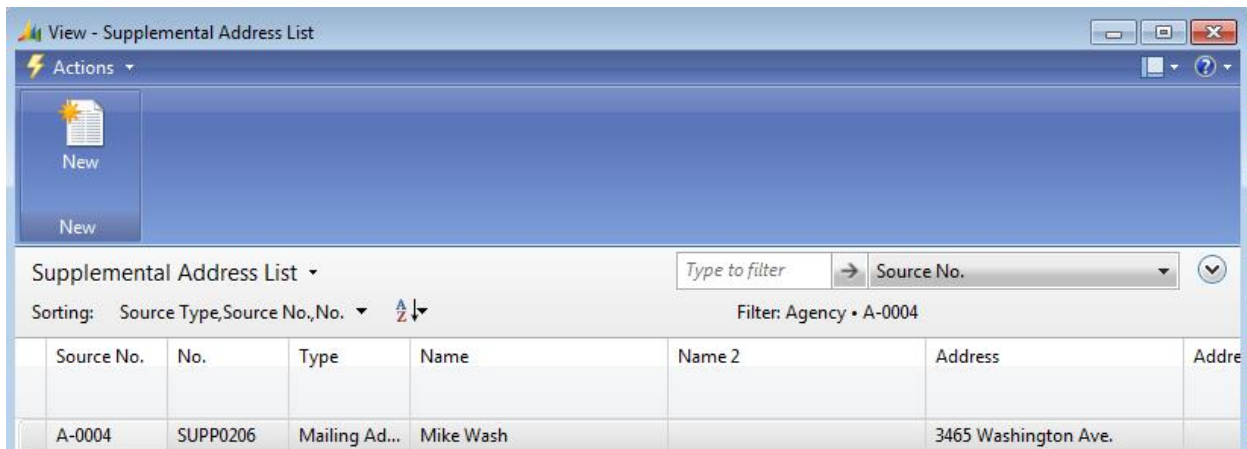
Sharing a Supplemental Address

Once a Shared Supplemental Address has been created, it can be associated (shared) with other sources (Agency, Donor, Vendor, etc.). To associate a Shared Supplement Address with a Source, go to the List or Card Page for the desired Source. In this example we'll share the newly created Shared Supplemental Address with an Agency. However, the steps shown here also apply to associate a Shared Address with any other source type (Donor, Parent Donor, Vendor, Parent Vendor, etc.).

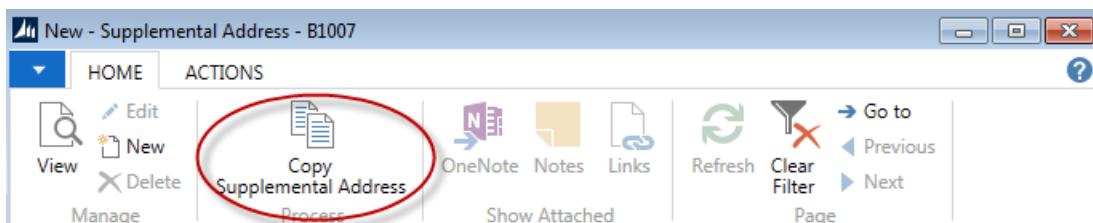
1. From the List or Card Page for the desired source, click Navigate → Supplemental Addresses.



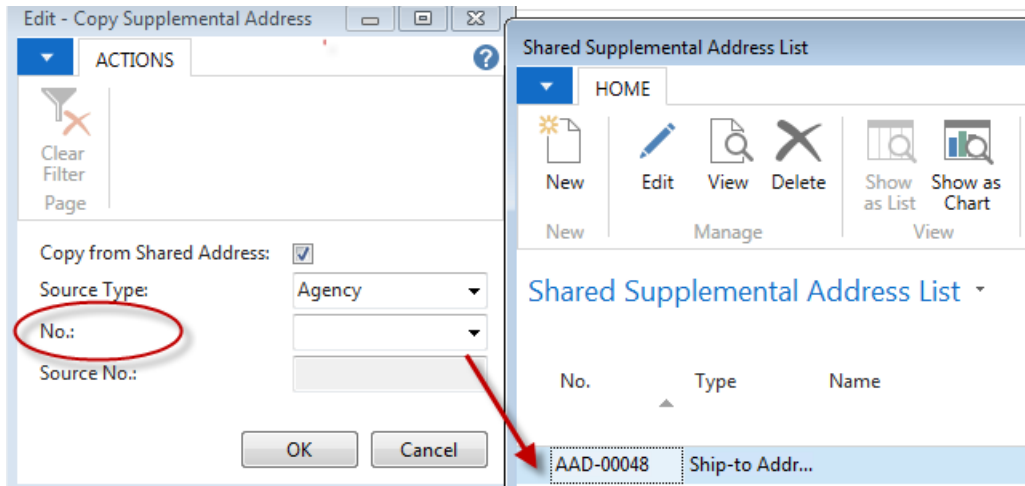
2. Click Actions → New to create a new Supplemental Address.



3. On the Supplemental Address Card Page, ensure that the No. has been updated and then click the Copy Supplemental Address Action Item.



4. The Copy Supplemental Address Page will be displayed.



Copy from Shared Address - Place a check mark here to see only Shared Address via the No. dropdown. Leave unchecked to see a listing of non-Shared Addresses.

Source Type - Select the Source for the “Copy-from” address.

No. - Select the address to be copied into the newly created address.

- Once the appropriate address to copy has been specified, click the OK button. Ceres will display a confirmation dialog. Click Yes to continue or No to cancel the operation.

Note: The Copy Supplemental Address process is available for both Shared and non-Shared Address. Thus you can copy any address into an existing address. Further, the Copy Supplemental Address process enforces singular defaults. Thus if the Shared or non-Shared Address is marked as a default (e.g. Default Ship-to Address) and the source being copied to already has an address marked as the Default Ship-to Address, Ceres will halt the process with an informative error.

- Return to the Supplemental Address List Page to view all of the addresses. Shared Supplemental Addresses are bolded so they can easily be distinguished from non-Shared Addresses.

Supplemental Address List Type to filter (F3) | No.

Filter: Agency • B1007

No.	Name	Address	City	State	ZIP Code	Contact	Type	Default Billing Address	Default Mailing Address	Default Ship-to Address	Default Buy-from / Order Address	Default Statement Address
AAD-00050	F.A.I.T.H., Inc.	Informational Only Address	Kansas City	MO	64127	Mary Jane		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AAD-00051	F.A.I.T.H., Inc.	Billing Address	Kansas City	MO	64127	Bill Brown	Billing Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AAD-00052		Shared Ship-To Address	Anywhere	MO			Ship-to Addr...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Shared Addresses can only be administered (created or modified) from the Shared Address Page as noted above. When opening the Card Page for an associated Shared Supplement Address (such as the one we created in this example), the Card Page will be displayed in its non-editable state.

Supplemental Address Flow

Supplemental Addresses use the same logic as general addresses in how they flow to document headers. Below is an outline as to how addresses flow.

Agency Addresses

Physical (Site) Address: Recommend using the address fields on General FastTab of the Agency Card as the physical site address. This address will flow to the General FastTab of the Agency Order if a Supplemental Mailing Address does not exist.

General FastTab of the Agency Order - No Agency Supplemental Addresses setup.

[AO-00491 · F.A.I.T.H., Inc.](#)

General	
No.:	AO-00491 <input type="button" value="..."/>
Sell-to Agency No.:	B1007 <input type="button" value="v"/>
Parent Agency No.:	1007 <input type="button" value="v"/>
Sell-to Contact No.:	<input type="button" value="v"/>
Sell-to Agency Name:	F.A.I.T.H., Inc.
Sell-to Address:	Phy Site Add on Gen Tab of Agency Card
Sell-to Address 2:	
Sell-to City:	Kansas City <input type="button" value="v"/>
Sell-to State:	MO
Sell-to ZIP Code:	64127 <input type="button" value="v"/>
Sell-to Contact:	David Graham
Sell-to Contact Phone:	<input type="text"/>
Sell-to Contact Phone Ext.:	<input type="text"/>
Posting Date:	8/19/2014 <input type="button" value="v"/>
Order Date:	8/19/2014 <input type="button" value="v"/>

General FastTab of the Agency Order - Send to Parent Mailing Address checked and a Parent Agency Supplemental Mailing Address Setup.

AO-00491 · F.A.I.T.H., Inc.

General	
No.:	AO-00491
Sell-to Agency No.:	B1007
Parent Agency No.:	1007
Sell-to Contact No.:	
Sell-to Agency Name:	F.A.I.T.H., Inc.
Sell-to Address:	Parent Agency Mailing Add
Sell-to Address 2:	
Sell-to City:	Kansas City
Sell-to State:	MO
Sell-to ZIP Code:	64127
Sell-to Contact:	
Sell-to Contact Phone:	
Sell-to Contact Phone Ext.:	
Posting Date:	8/19/2014
Order Date:	8/19/2014

Default Billing Address: Supplemental Billing Address. This address will flow to the Invoicing FastTab of the Agency Order. If no Supplemental Address is found, Ceres will flow the address on the General FastTab of the Agency Card. However, if the Send to Parent Billing Address field on the Invoicing FastTab of the Agency Card is checked, Ceres will use the address from the Parent Agency. That address can be a Supplemental Address or the general address.

Invoicing FastTab of the Agency Order - Send to Parent Billing Address not checked and no Agency Supplemental Address setup.

Invoicing	
Bill-to Agency No.:	B1007
Bill-to Contact No.:	
Name:	F.A.I.T.H., Inc.
Name 2:	
Address:	Phy Site Add on Gen Tab of Agency Card
Address 2:	
City:	Kansas City
State:	MO
ZIP Code:	64127
Contact:	David Graham
Department Code:	100
Project Code:	

Invoicing FastTab of the Agency Order - Send to Parent Billing Address checked.

Invoicing	
Bill-to Agency No.:	B1007
Bill-to Contact No.:	
Name:	F.A.I.T.H., Inc.
Name 2:	
Address:	Parent Agen Add on Gen Tab
Address 2:	
City:	Kansas City
State:	MO
ZIP Code:	64127
Contact:	David Graham
Department Code:	100
Project Code:	

Note: A Parent Agency Supplemental Billing Address must be setup for address to flow

Default Mailing Address: Supplemental Mailing Address. This address will flow to the General FastTab (Sell-to Address) of the Agency Order. If no Supplemental Address is found, Ceres will use the address on the General FastTab of the Agency Card. However, if the Send to Parent Mailing Address field on the General FastTab of the Agency Card is checked, Ceres will use the address from the Parent Agency. That address can be a Supplemental Address or the general address

General FastTab of the Agency Order – Supplemental Agency Address setup and Send to Parent Mailing Address not checked.

AO-00491 - F.A.I.T.H., Inc.

General	
No.:	AO-00491
Sell-to Agency No.:	B1007
Parent Agency No.:	1007
Sell-to Contact No.:	
Sell-to Agency Name:	F.A.I.T.H., Inc.
Sell-to Address:	Supp Agency Mailing Add
Sell-to Address 2:	
Sell-to City:	Kansas City
Sell-to State:	MO
Sell-to ZIP Code:	64137
Sell-to Contact:	
Sell-to Contact Phone:	
Sell-to Contact Phone Ext.:	
Posting Date:	8/19/2014
Order Date:	8/19/2014

General FastTab of the Agency Order - Send to Parent Billing Address checked.

Invoicing	
Bill-to Agency No.:	B1007
Bill-to Contact No.:	
Name:	F.A.I.T.H., Inc.
Name 2:	
Address:	Parent Agency Billing Add
Address 2:	
City:	Kansas City
State:	MO
ZIP Code:	64127
Contact:	
Department Code:	100
Project Code:	

Default Ship-To Address: Supplemental Shared Pick-up or Supplemental Ship-To Address. This address will flow to the Shipping FastTab of the Agency Order. If no Supplemental Address is found, Ceres will flow the address fields on the General FastTab of the Agency Card to the Shipping FastTab of the Agency Order. However if a Ship-To Code is selected on the Agency Order and no Supplement Shared Pick-up Address is found, then the Ship-To Address will flow to the Shipping FastTab of the Agency Order.

Shipping FastTab of the Agency Order – Shared Supplemental Address setup for Agency

Shipping	
Ship-to Code:	
Ship-to Name:	
Ship-to Address:	Shared Ship-To Address
Ship-to City:	Anywhere
Ship-to State:	MO
Ship-to ZIP Code:	
Ship-to Contact:	
Ship-to UPS Zone:	
Late Order Shipping:	No
Order Email Sent:	<input type="checkbox"/>
Location Code:	
Zone Code:	
Outbound Whse. Handling Time:	

Default Statement Address: The Statement Address does not flow to the Agency Order. Instead it is used when printing the Parent Agency Statement or the Agency Statement.

Agency Statement Billing Address - Send to Parent Statement Address not checked

STATEMENT

F.A.I.T.H., Inc.
David Graham
Phy Site Add on Gen Tab of Agency Car
Kansas City , MO 64127

Statement Date: 8/31/2014

Agency ID: B1007

Page: 1

Amount Remitted

Agency Statement Billing Address - Send to Parent Statement Address checked

STATEMENT

F.A.I.T.H., Inc.
Parent Agen Stmt Address
Kansas City , MO 64127

Statement Date: 8/31/2014

Agency ID: B1007

Page: 1

Amount Remitted

Vendor Addresses

Physical Address: Recommend using the address fields on General FastTab of the Vendor Card as the physical address. This address will flow to the General FastTab of the Purchase Order if no Supplemental Mailing Address is found.

General FastTab of the Purchase Order - No Supplemental Addresses setup.

PO-00151 · Cargo-Master, LLC

General	
No.:	PO-00151
Buy-from Vendor No.:	V000003
Buy-from Vendor Name:	Cargo-Master, LLC
Buy-from Vendor Name 2:	
Buy-from Address:	Mailing Add on General Tab of Vendor Card
Buy-from Address 2:	
Buy-from City:	Mesquite
Buy-from State:	TX
Buy-from ZIP Code:	75150
Buy-from Contact:	
Phone No.:	800-683-7898
Extension:	
No. of Archived Versions:	0
Posting Description:	Order PO-00151
Grant No.:	

Default Mailing Address: Supplemental Mailing Address. This address will flow to the General FastTab of the Purchase Order. If no Supplemental Address is found, Ceres will use the address on the General FastTab of the Vendor Card. However, if the Send to Parent Mailing Address field on the Invoicing FastTab of the Vendor Card is checked, Ceres will use the address from the Parent Vendor. That address can be a Supplemental Address or the general address

General FastTab of the Purchase Order – Vendor Mailing Supplemental Address and Send to Parent Mailing Address not checked

PO-00151 · Cargo Masters

General	
No.:	PO-00151
Buy-from Vendor No.:	V000003
Buy-from Vendor Name:	Cargo Masters
Buy-from Vendor Name 2:	
Buy-from Address:	Supp Vend Mailing Add
Buy-from Address 2:	
Buy-from City:	
Buy-from State:	
Buy-from ZIP Code:	
Buy-from Contact:	
Phone No.:	
Extension:	
No. of Archived Versions:	0
Posting Description:	Order PO-00151
Grant No.:	

General FastTab of the Purchase Order - Send to Parent Mailing Address checked

Invoicing	
Pay-to Vendor No.:	V000003
Name:	Cargo-Master, LLC
Address:	Mailing Add on General Tab of Vendor Card
City:	Mesquite
State:	TX
IRS 1099 Code:	MISC-07
On Hold:	

Default Buy-from Address (Order Address): Supplemental Buy-from/Order Address. This address will flow to the General Fast-tab of the Purchase Order if the Order Address Code field on the Shipping FastTab is populated and a Supplemental Address is defined. However if an Order Address Code is selected on the Purchase Order and no Supplemental Order Address is found, then the Order Address will flow to the Shipping FastTab of the Purchase Order.

General FastTab of the Purchase Order - Vendor Supplemental Order Address

PO-00151 · Cargo Masters

General	
No.:	PO-00151
Buy-from Vendor No.:	V000003
Buy-from Vendor Name:	Cargo Masters
Buy-from Vendor Name 2:	
Buy-from Address:	Vendor Supp Buy-from Order Add
Buy-from Address 2:	
Buy-from City:	
Buy-from State:	
Buy-from ZIP Code:	
Buy-from Contact:	
Phone No.:	
Extension:	
No. of Archived Versions:	0
Posting Description:	Order PO-00151
Grant No.:	

Donor and Food Drive Donor Addresses

Physical Address: Recommend using the address fields on General FastTab of the Donor and Food Drive Donor Card. The address will flow to the General FastTab of the Donation Order if no Supplemental Mailing Address is found.

General FastTab of the Donation Order - With no Supplemental Addresses

DO-00164 · Walgreens

General	
No.:	DO-00164 <input type="button" value="..."/>
Parent Donor No.:	F03
Donor No.:	PD00364 <input type="button" value="v"/>
Donor Name:	Walgreens
Address:	Donor Add on General Tab
City:	Ottawa <input type="button" value="v"/>
State:	KS
ZIP Code:	66067 <input type="button" value="v"/>
Contact:	Justin Gudenkauf
Phone No.:	785-242-4745
Ext.:	<input type="text"/>

Default Mailing Address: Supplemental Mailing Address. This address will flow to the General FastTab of the Donation Order. If no Supplemental Address is found, Ceres will use the address on the General FastTab of the Donor Card. However, if the Send to Donor Mailing Address field on the Invoicing FastTab of the Donor Card is checked, Ceres will use the address from the Parent Donor. That address can be a Supplemental Address or the general address.

General FastTab of the Donation Order – With Supplemental Address and Send to Parent Mailing Address not checked

DO-00164 · Walgreens

General	
No.:	DO-00164 <input type="button" value="..."/>
Parent Donor No.:	F03
Donor No.:	PD00364 <input type="button" value="v"/>
Donor Name:	Walgreens
Address:	Donor Add on General Tab
City:	Ottawa <input type="button" value="v"/>
State:	KS
ZIP Code:	66067 <input type="button" value="v"/>
Contact:	Justin Gudenkauf
Phone No.:	785-242-4745
Ext.:	<input type="text"/>

General FastTab of the Donation Order - With Send to Parent Mailing Address checked

DO-00164 · Walgreens

General	
No.:	<input type="text" value="DO-00164"/> ...
Parent Donor No.:	F03
Donor No.:	<input type="text" value="PD00364"/> ▼
Donor Name:	<input type="text" value="Walgreens"/>
Address:	<input type="text" value="Parent Donor Supp Add"/>
City:	<input type="text"/> ▼
State:	<input type="text"/>
ZIP Code:	<input type="text"/> ▼
Contact:	<input type="text"/>
Phone No.:	<input type="text"/>
Ext.:	<input type="text"/>

Reports

Whatever address (general or supplemental) is on the various FastTabs of the un-posted documents will automatically flow to the posted document when the transaction is posted. The address on the posted documents is used when printing document reports, such as the Agency Invoice or the Posted Donation Receipts. For other reports, such as the Agency Statement, the address that prints is based on the Supplemental Address setup.

Below is a List of reports that support Supplemental Addresses:

Report	Billing Address	Mailing Address	Shared Pick-Up (Ship-To) Address	Buy-From / Order Address	Statement Address
Agency Order	√	√	√		
Agency Invoice	√	√	√		
Agency Receipt	√	√	√		
Agency Return Order	√	√	√		
Agency Credit Memo	√	√	√		
Agency Statement					√
Parent Agency Statement					√
Purchase Order		√		√	
Purchase Invoice		√		√	
Purchase Receipt		√		√	
Purchase Return Order		√		√	
Purchase Credit Memo		√		√	
AP-Check		√			
Donation Order		√			
Donation Receipt		√			
Donation Return Order		√			
Posted Donation Receipt		√			
Donation Receipt Summary					√
Reminder		√			
Fin. Charge Memo		√			

Appian

When Donation Orders are exported by Appian, the Donor's physical address will be used and not the Supplemental Address, if applicable.

Related Topics:

1. Agency Overview
2. Parent Agency Overview
3. Agency Order Overview
4. Appian Overview and Integration
5. Donor Overview
6. Parent Donor Overview
7. Donation Order Overview
8. Vendor Overview
9. Parent Vendor Overview
10. Purchase Order Overview
11. Vendor Overview
12. Ship-to Addresses