

MEMBER BUSINESS
SOLUTIONS



Vendor Order Addresses

Owner of this document is: Scott Wiacek – swiacek@feedingamerica.org

Purpose of this document

This document explains how to have one or more order addresses per vendor using the Vendor Order Addresses functionality in Ceres.

Copyright © Feeding America 2014, All Rights Reserved.

This document may be printed and reproduced only by Feeding America and member organizations.

Table of Contents

- PURPOSE..... 3**
- ACCESSING VENDOR ORDER ADDRESSES 3**
 - GENERAL FASTTAB 5
 - COMMUNICATION FASTTAB 6
 - USING VENDOR ORDER ADDRESSES 6
- SUPPLEMENTAL ADDRESSES 10**
- RELATED TOPICS..... 12**

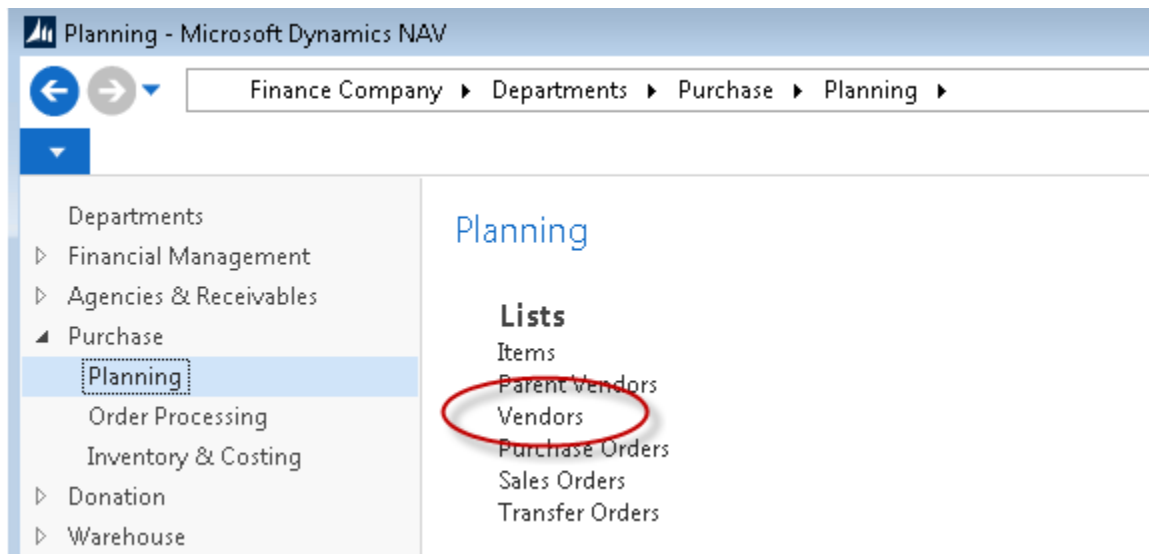
Purpose

Vendor Order Addresses provide the ability to have one or more order addresses per Vendor. During purchase order entry, the order address can be selected to designate which address the vendor is shipping the product from. Supplemental Addresses is another option for this type of tracking, and a food bank should choose to use one OR the other. Discuss with your Ceres service center to determine which works best with your workflow.

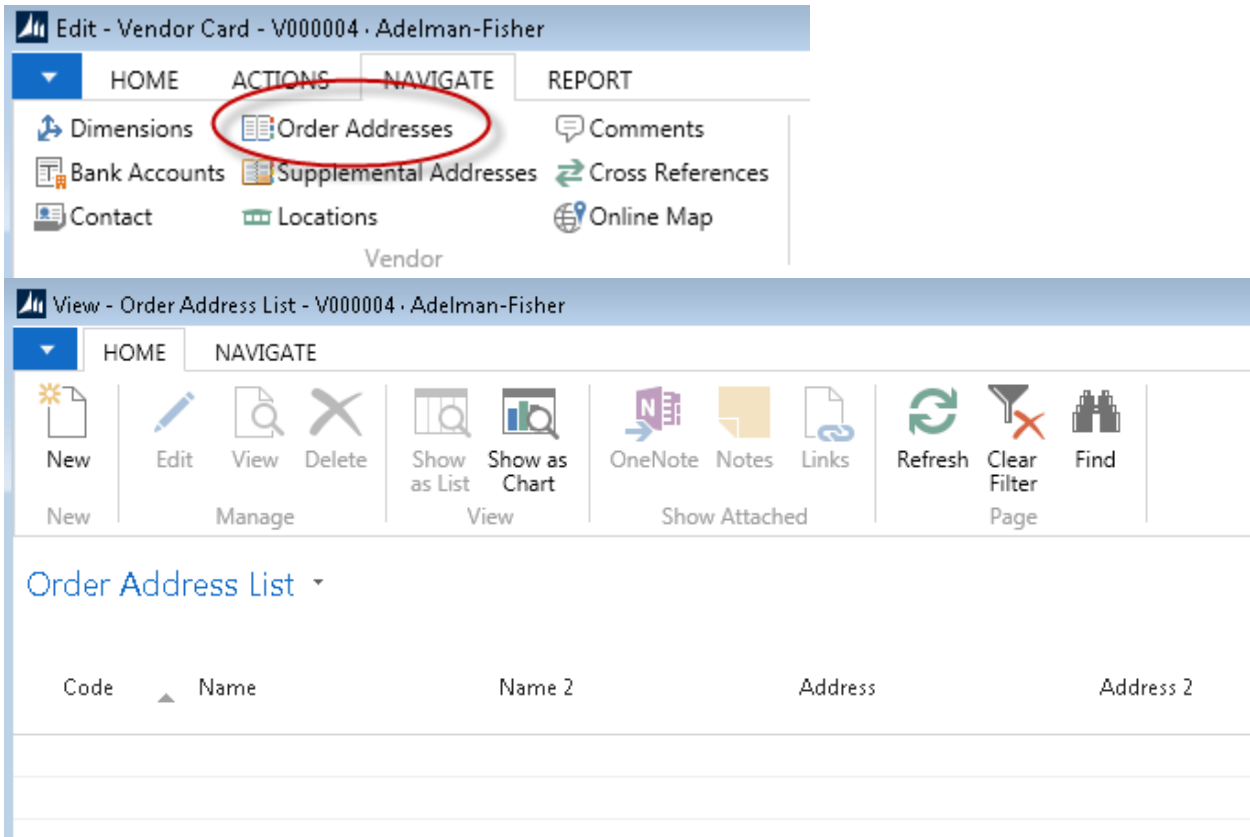
Ceres object release 4.00.00 is required for some of the functionality described in this document.

Accessing Vendor Order Addresses

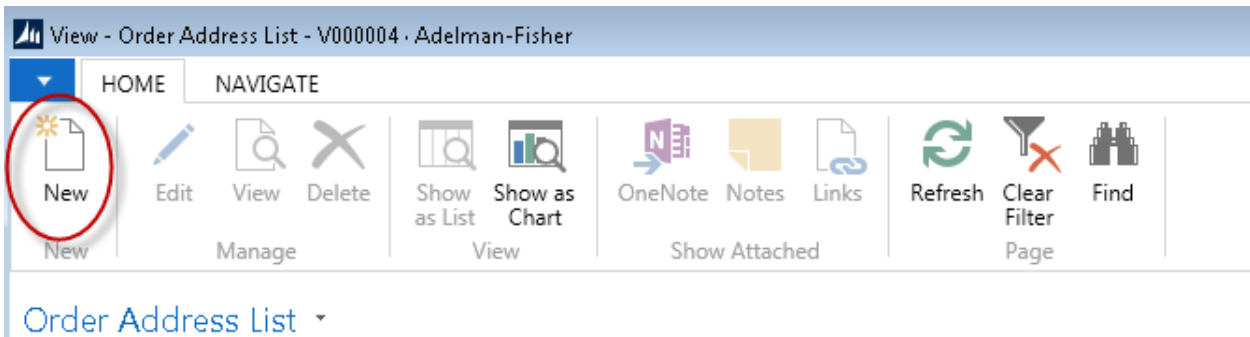
1. Vendor Order Addresses may be accessed from either the Vendor Card or the List. Go to Departments → Purchase → Planning → Vendors. You will see the listing of Vendors.



2. Select the Vendor you wish to use by right-clicking on it and selecting edit.
3. To setup a Vendor Order Address, select Navigate → Order Addresses from the Vendor Card.



4. An Order Address List will display.



5. Select New from the Actions Pane to create a new Order Address. An Order Address Card will display.

General FastTab

General			
Code:	V000004-1	State / ZIP Code:	RI
Name:	Adelman-Fisher	ZIP Code:	02809
Name 2:		Phone No.:	800-555-1212
Address:	123 Main Street	Contact:	John Q. Adams
Address 2:		Last Date Modified:	
City:	Bristol		

Code: This is the main identifier for the Order Address, which can be entered as any combination of text and numbers.

Name: Enter the Order Address name. You can enter a maximum of 50 characters, both numbers and letters. The contents of the Name field are typically printed on invoices and similar documents. You should therefore enter the name as you want it to appear.

Address: Enter the address for this Order Address. The address should be the physical street address.

Address 2: An extension of the Order Address

City: Enter the city for this Order 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.

State / Zip Code: Enter the state for this Order Address.

Zip Code: Enter the zip code for this Order 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, the program fills in the City field automatically. If there is more than one city linked to the ZIP code, the program 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.

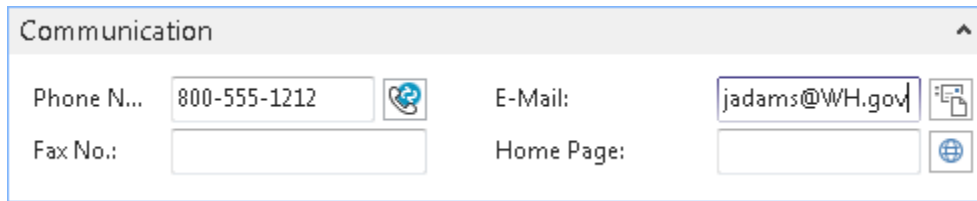
Country/Region Code: Select the Order Address country/region code. To see the country/region codes in the Country/Region table, click the AssistButton in the field.

Phone No.: Enter the phone number for this Order Address. You can enter a maximum of 30 characters, both numbers and letters. A consistent format when entering the number, such as:

(123) 456-7890, is recommended. The value entered here will also appear on the Communication FastTab.

Contact: Enter the name of the person you would normally contact for this Order Address.

Communication FastTab



The screenshot shows a window titled "Communication" with a close button in the top right corner. It contains four input fields arranged in a 2x2 grid. The top-left field is labeled "Phone N..." and contains the text "800-555-1212", with a telephone icon to its right. The top-right field is labeled "E-Mail:" and contains the text "jadams@WH.gov", with an envelope icon to its right. The bottom-left field is labeled "Fax No.:" and is empty. The bottom-right field is labeled "Home Page:" and is empty, with a globe icon to its right.

Phone No.: Enter the phone number for this order address... If entered on the General FastTab, the same number will be entered here and vice versa.

Fax No.: Enter the fax number for this Order Address You can enter a maximum of 30 characters, both numbers and letters. A consistent format when entering the number, such as: (123) 456-7890, is recommended.

E-Mail: Enter the e-mail address for this Order Address. You can enter a maximum of 80 characters, both numbers and letters. In the field is a button with a picture of an envelope on it. If Ceres is integrated with an e-mail system, you can click this button to open a window in which you can create and send a message. If you have entered an address in the E-mail field, Ceres automatically fills in this address in the To... field.

Home Page: Enter the home page for this Order Address You can enter a maximum of 80 characters, both numbers and letters. If Ceres is integrated with the Internet, you can click the button to the right of the field to access the home page for this order address.

Using Vendor Order Addresses

1. Open the Purchase Order List and select New in the Actions Pane to create a new Order.

Purchase Orders - Microsoft Dynamics NAV

Finance Company ▶ Departments ▶ Purchase ▶ Planning ▶ Purchase Orders

HOME ACTIONS NAVIGATE

New Edit View Delete Post... Post and Print... Statistics Post Batch... Print... Show as List Show as Chart

Department: Purchase Orders

No.	Buy-from Vendor No.	Buy-from Vendor Name	Buy-frc
PO-00075	V000052	Superior Foods Co	Vendor
PO-00076	V000052	Superior Foods Co	Vendor

2. Select a Vendor in the Buy-From Vendor No. field. When you tab off the field, the Buy-from... Address fields are populated with the default address setup on the General FastTab of the Vendor Card if no supplemental addresses are setup. If supplement addresses are setup, a different address will populate. See the Supplemental Address documentation for more details.

PO-00139 · Adelman-Fisher

General *** ^			
No.:	<input type="text" value="PO-00139"/> ...	Posting Date:	<input type="text" value="8/19/2014"/> ▼
Buy-from Vendor No.:	<input type="text" value="V000004"/> ▼	Order Date:	<input type="text" value="8/19/2014"/> ▼
Buy-from Vendor Name:	<input type="text" value="Adelman-Fisher"/>	Document Date:	<input type="text" value="8/19/2014"/> ▼
Buy-from Vendor Name 2:	<input type="text"/>	Vendor Order No.:	<input type="text"/>
Buy-from Address:	<input type="text" value="207 Walnut"/>	Vendor Shipment No.:	<input type="text"/>
Buy-from Address 2:	<input type="text"/>	Vendor Invoice No.:	<input type="text"/>
Buy-from City:	<input type="text" value="Kansas City"/> ▼	Order Address Code:	<input type="text"/> ▼
Buy-from State:	<input type="text" value="MO"/>	Confirm To:	<input type="text"/>
Buy-from ZIP Code:	<input type="text" value="64106"/> ▼	Responsible Person Code:	<input type="text"/> ▼
Buy-from Contact:	<input type="text"/>	Fund No.:	<input type="text" value="UR"/> ▼
Phone No.:	<input type="text" value="816-842-4961"/>	FBC Product Source:	<input type="text"/> ▼
Extension:	<input type="text"/>	UNC Product Source:	<input type="text"/>
No. of Archived Versions:	<input type="text" value="0"/>	FBC Product Category:	<input type="text"/> ▼
Posting Description:	<input type="text" value="Order PO-00139"/>	Assigned User ID:	<input type="text"/> ▼
Grant No.:	<input type="text"/> ▼	Status:	<input type="text" value="Open"/> ▼
		Last Modified By:	SWPROS\RXF
^ Show fewer fields			

3. In the Order Address Code field on the Shipping FastTab, select or input the Order Address Code you want to use for this order.

Shipping

Ship-to Name:

Ship-to City:

Ship-to State:

Ship-to Contact:

Ship-to UPS Zone:

Roadnet Location Type:

Special Instructions:

Location Code:

Shipment Method Code:

Requested Receipt Date:

Promised Receipt Date:

Expected Receipt Date:

Sell-to Agency No.:

Ship-to Code:

Order Address Code:

Order Handling Group Code:

Order Routing Group Code:

No.	Code	Name
V000004	V000004-1	Adelman-Fisher

Outstanding Ord... 0.00
 Amt. Rcd. Not Inv... 0.00
 Outstanding Invo... 3,002.02
 Total (\$) 6,610.05
 Overdue Amount... -3,608.03
 Gross Weight: 74,400.00
 Invoiced Prepay... 0.00

Buy-from Vendor Hi...
 Vendor No.: V000004
 Orders: 1

New Advanced Set as default filter column
 Show more fields

4. Notice that the information in the Buy-from... Address fields changed to reflect the Order Address you selected.

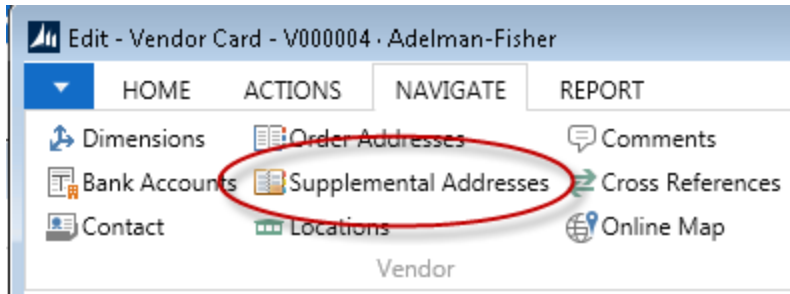
General *** ^				
No.:	<input type="text" value="PO-00139"/>	...	Posting Date:	<input type="text" value="8/19/2014"/>
Buy-from Vendor No.:	<input type="text" value="V000004"/>	▼	Order Date:	<input type="text" value="8/19/2014"/>
Buy-from Vendor Name:	<input type="text" value="Adelman-Fisher"/>		Document Date:	<input type="text" value="8/19/2014"/>
Buy-from Vendor Name 2:	<input type="text"/>		Vendor Order No.:	<input type="text"/>
Buy-from Address:	<input type="text" value="123 Main Street"/>		Vendor Shipment No.:	<input type="text"/>
Buy-from Address 2:	<input type="text"/>		Vendor Invoice No.:	<input type="text"/>
Buy-from City:	<input type="text" value="Bristol"/>	▼	Order Address Code:	<input type="text" value="V000004-1"/>
Buy-from State:	<input type="text" value="RI"/>		Confirm To:	<input type="text"/>
Buy-from ZIP Code:	<input type="text" value="02809"/>	▼	Responsible Person Code:	<input type="text"/>
Buy-from Contact:	<input type="text" value="John Q. Adams"/>		Fund No.:	<input type="text" value="UR"/>
Phone No.:	<input type="text"/>		FBC Product Source:	<input type="text"/>
Extension:	<input type="text"/>		UNC Product Source:	<input type="text"/>
No. of Archived Versions:	<input type="text" value="0"/>		FBC Product Category:	<input type="text"/>
Posting Description:	<input type="text" value="Order PO-00139"/>		Assigned User ID:	<input type="text"/>
Grant No.:	<input type="text"/>	▼	Status:	<input type="text" value="Open"/>
			Last Modified By:	SWPROS\RXF
^ Show fewer fields				

5. Complete the order

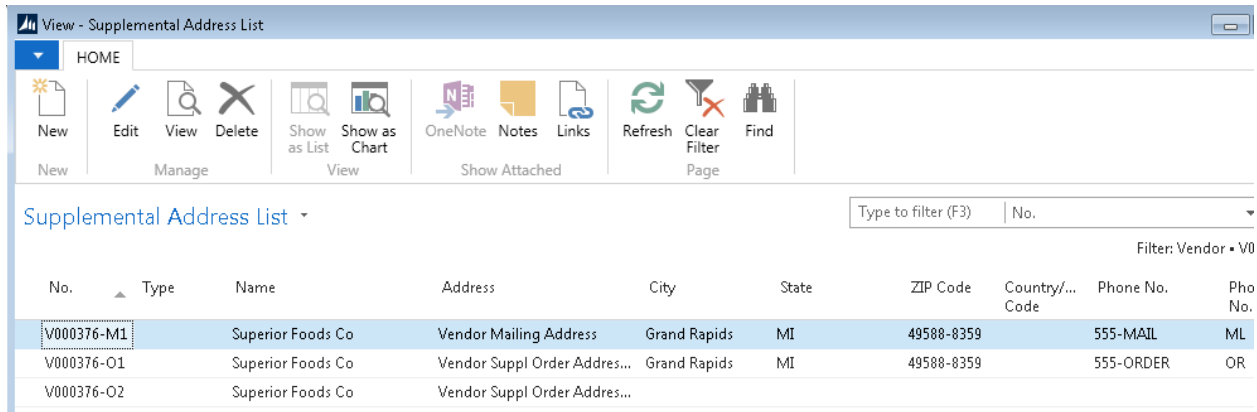
Supplemental Addresses

If a Supplemental Address has been set up for a Vendor as a 'Buy-from/Order Address, then this address will supersede the Order Address.

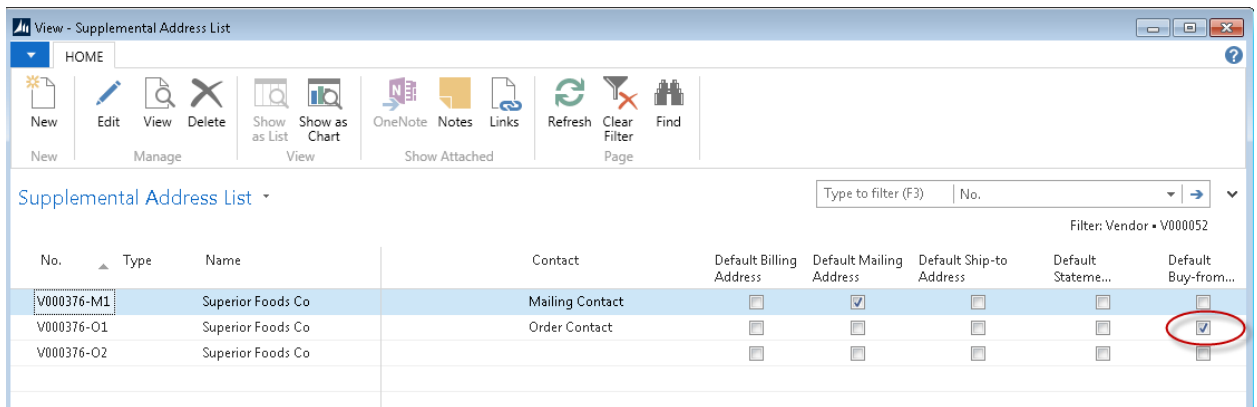
1. On the Vendor Card choose: Navigate → Supplemental Addresses. Supplemental Addresses can also be accessed from the Vendor List.



2. The Supplemental Address List will display.



3. Select the address that you want to use as the alternative Order Address by placing a check mark in the Buy-from / Order Address field.



4. The Supplemental Buy-From Order Address will now display when a new order is created with an Order Address Code.

General			
No.:	PO-00140	Posting Date:	8/19/2014
Buy-from Vendor No.:	V000052	Order Date:	8/19/2014
Buy-from Vendor Name:	Superior Foods Co	Document Date:	8/19/2014
Buy-from Vendor Name 2:		Vendor Order No.:	
Buy-from Address:	Vendor Mailing Address	Vendor Shipment No.:	
Buy-from Address 2:		Vendor Invoice No.:	
Buy-from City:	Grand Rapids	Order Address Code:	
Buy-from State:	MI	Confirm To:	
Buy-from ZIP Code:	49588-8359	Responsible Person Code:	
Buy-from Contact:	Mailing Contact	Fund No.:	UR
Phone No.:	555-MAIL	FBC Product Source:	
Extension:	ML	UNC Product Source:	
No. of Archived Versions:	0	FBC Product Category:	
Posting Description:	Order PO-00140	Assigned User ID:	
Grant No.:		Status:	Open
		Last Modified By:	SWPROS\RXF
^ Show fewer fields			

Related Topics:

1. Vendor Overview
2. Purchase Order Overview
3. Supplemental Addresses