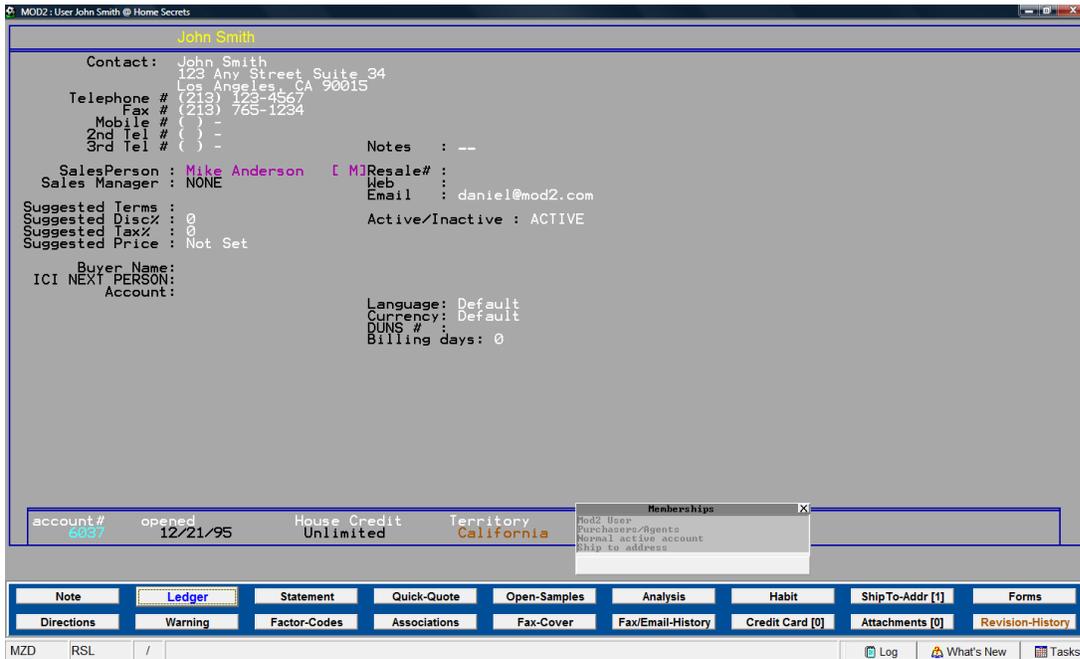
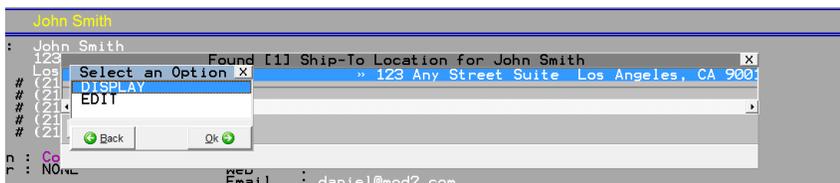


**Ship-To-Address** - We have developed a new way of defining the **Ship-To-Addresses** of your customer through **Client Display**. You can still define the **Ship-To-Address** the old way. Simply display client and select the **Ship-To-Addresses** button and press <Enter>. See figure No. 3. The system will prompt you to another screen where you will find all the Ship-To-Addresses for your particular customer. See figure No. 4.



<Fig. 3>

On this screen, you will be able to Display or Modify the Ship-To-Addresses by highlighting followed by <Enter> key. To Add, select the button "Press here to ADD a new Ship-To-Address for this customer" then press <Enter>. The system will prompt you to enter the exact name of your new Ship-To-Address. As soon as the system accepted the name, it will prompt you to enter all the information for your new Ship-To-Address.



**Note:**

When creating a Packing List or Sales Order, you will find a similar screen once you reach the part where the system is asking for the **Ship-To-Address**. On the same screen, there is an option called "Alternate Ship-To Location". This is used when you want to ship goods to a known external location. For example, let's say there is a popular cutting service where few of your customers ship goods there. Rather than defining the cutting service for each client, you could use the "Alternate Ship-To" (Locate it manually), and select any known Ship-To-Address in MOD2.