

Select Sell to, Invoice to, and Ship to for a Project

- **Sell To Information**

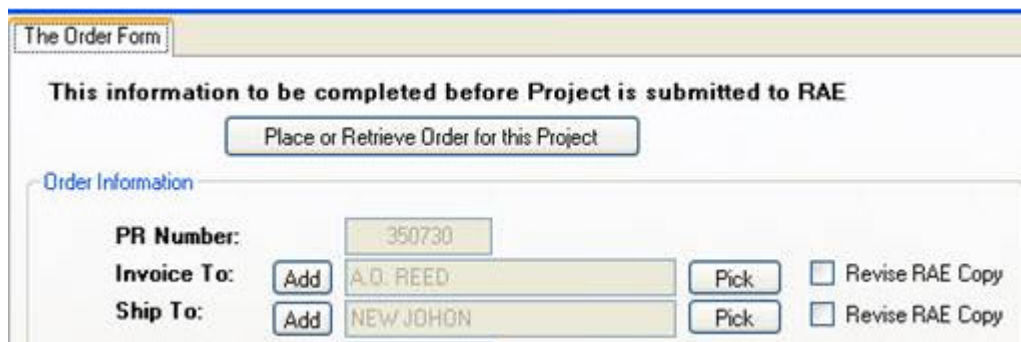
- For reference only. (Does not need to be a valid or completely qualified customer with addresses etc.)
- Enter the name of the 'Sell to Customer' and the 'Sell to Contact' or click the **Pick** button to select from your list of contacts.



The screenshot shows a 'Project Manager' window with the following fields and values:

Order Number:	0	
Project Name:	No Project Name	
Quote #:	1001027	
Rep Contact:	Don Austin - RAE Rep	
Sell to Customer:	LOGAN INDUSTRIES	Pick
Sell to Contact:	aw1	

- **Invoice To/Ship To Information**



The screenshot shows 'The Order Form' with the following information:

This information to be completed before Project is submitted to RAE

Place or Retrieve Order for this Project

Order Information

PR Number:	350730	
Invoice To:	Add A.D. REED Pick	<input type="checkbox"/> Revise RAE Copy
Ship To:	Add NEW JOHON Pick	<input type="checkbox"/> Revise RAE Copy

- Click the **Pick** button to select from your list of customers.
- OR**
- Click the **Add** button to add a new customer.
 - The 'Add Company' screen will be displayed.

Add Company

Company Information

Company Name: Enter the Company Name

Address 1: Address Line 1

Address 2: Address Line 2

City: City

State: State

Zip: Zip

Phone: Phone Number

Fax: Fax Number

SAVE

SAVE

Save

Don't Save this Company (Used only once, Don't show in future Lists)

- Enter the information.
- Note: By default, the added company will then be available the next time you use a 'PICK'.
 - If you click the check box, the entry will be available ONLY in the current project.
 - If you click the after returning to the Order Form screen, this customer will be removed.
- Click the button .