

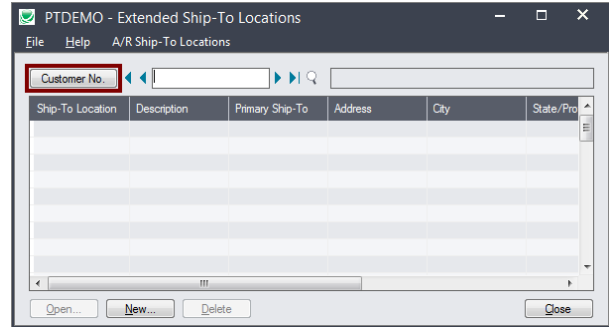
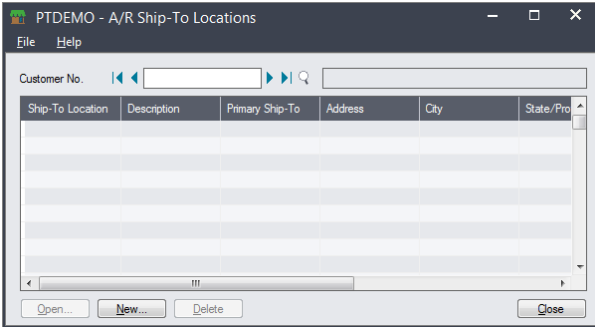
# Extended Ship-To Locations

Extended Ship-To Locations is an enhanced replacement for the Sage 300 A/R Ship-To Locations form. It provides you with more features while adding or editing a ship-to location.

The following screens show the extra SmartFinder Customer Number button provided by the Extended Ship-To Locations screen:

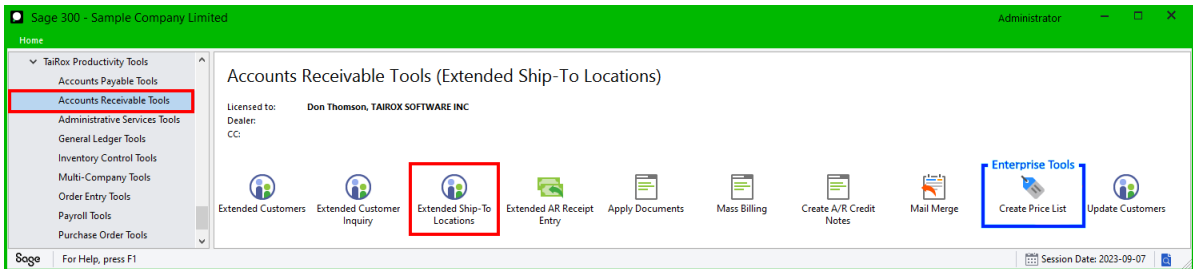
**Sage A/R Ship-To Locations screen**

**TaiRox Extended Ship-To Locations screen**



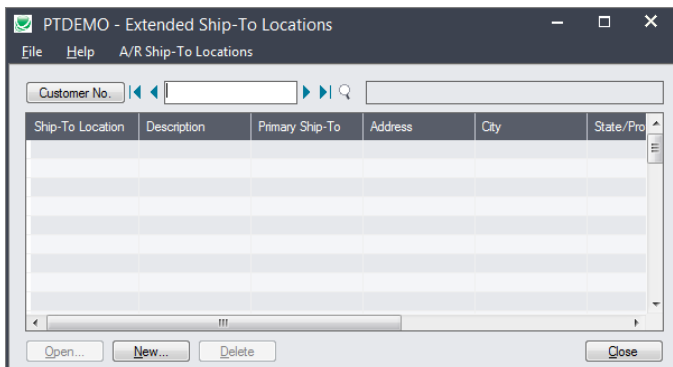
## Using Extended Ship-To Locations

You can find Extended Ship-To Locations under **TaiRox Productivity Tools > Accounts Receivable Tools** on the Sage 300 desktop.



*Note that Enterprise Productivity Tools appear only if you have an Enterprise license from TaiRox Software.*

- Double-click the Extended Ship-To Locations icon to display the following window:

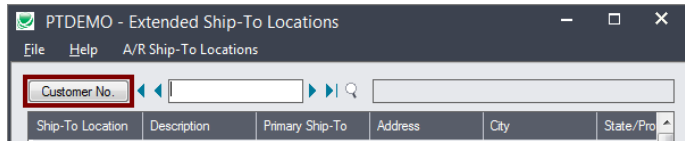


- Click the New button to add a new ship-to location.

- Click the Customer No. button to select a customer using the SmartFinder and display its ship-to locations.
  - Once you select a customer, you can double-click a ship-to location to edit the existing information, or click New to add a new location for the customer.

## Look up customers and ship-to addresses using the Customer Number SmartFinder

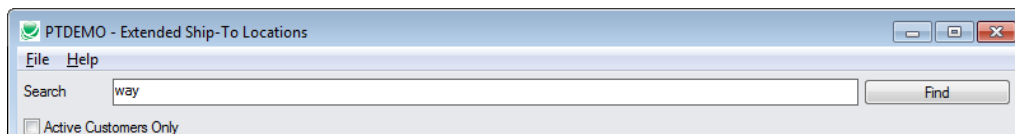
- Click the Customer No. button at the top of the Extended Ship-To Locations form.



The SmartFinder search form will appear for customers and ship-to locations.

### How to use Search:

- Enter one or more words or word fragments in the search entry field to search multiple tables and fields.



- Click the checkbox to filter for Active customers.
- Search returns customers and ship-to location records which contain the search string in any of the searched fields.

For example, one record may have “way” in the name, where another may have “way” in the address field. Both records will be displayed.

- **Using multiple words in the search?** Enter "300 Main" and the search will find entries "300 Main Street" as well as "123 Main Street, Suite 300".
- **Searching for a phone number?** Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find "(451) 555-8991" as well as "(408) 451-8991".

### Note:

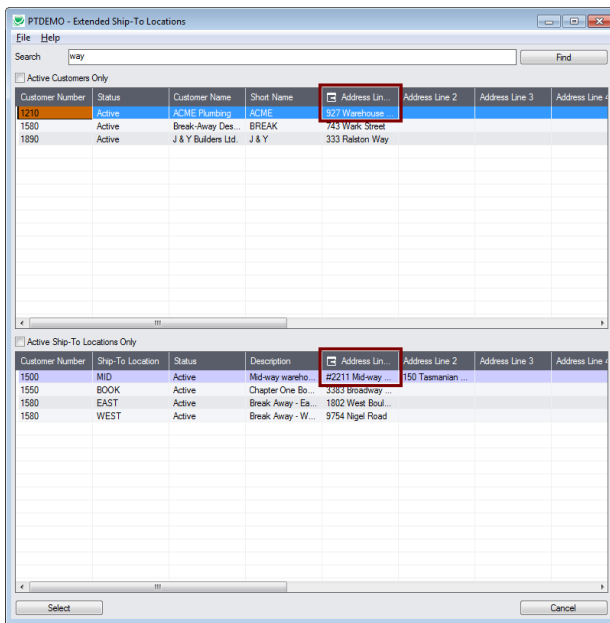
- *All of the word fragments must be present in one of the fields being searched.* (For example, if you searched for “Ross Blvd”, you will not see a customer where “Ross” is in the Customer Name field and “Blvd” is in the Address 1 field.)
- Addresses (e.g. the customer address) are treated as a single field.

### What’s displayed in the Search form:

- The top grid displays the customers matching the search criteria.
- The bottom grid displays the ship-to locations that match the search criteria.

Note that the ship-to locations *may not* be related to the customer records displayed in the top part of the screen. The screen below displays ship-to locations for two different customers.

- Click the Address Line 1 column heading or double-click the address to launch **Google Maps** with the customer address or ship-to address.



- Double-click email addresses (such as the Contact E-mail) to create new emails.

**How to select:**

- Double-click a customer in the top grid to select and enter the customer on the Extended Ship-To Location form.
- Double-click a ship-to location in the bottom grid to also enter the customer number.