



## Supplemental Addresses

### **Purpose of this document**

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 5.00.00 is required for the functionality described in this document.*

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## 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.

B0129 · Safehome, Inc.

General Safehome, Inc. 76677

Address & Contact John Smith karenk@esopro.com

Invoicing

Tax Exemption No.:

Last Invoice Date: 3/31/2020

**Posting Details**

Gen. Bus. Posting Group: GENERAL

Agency Posting Group: GENERAL

**Fees and Discounts**

Agency Fee Group:

Agency Disc. Group:

**Send to Parent**

Send to Parent Billing Address:

Send to Parent Mailing Address:

Send to Parent Statement Address:

Show more fields

**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.

B0129 · Safehome, Inc.

General Safehome, Inc. 76677

Address & Contact John Smith karenk@esopro.com

Invoicing

Tax Exemption No.:

Last Invoice Date: 3/31/2020

**Posting Details**

Gen. Bus. Posting Group: GENERAL

Agency Posting Group: GENERAL

**Fees and Discounts**

Agency Fee Group:

Agency Disc. Group:

**Send to Parent**

Send to Parent Billing Address:

Send to Parent Mailing Address:

Send to Parent Statement Address:

Show more fields

**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.

B0129 · Safehome, Inc.

General Safehome, Inc. 76677

Address & Contact John Smith karenk@esopro.com

Invoicing

Tax Exemption No.:

Last Invoice Date: 3/31/2020

**Posting Details**

Gen. Bus. Posting Group: GENERAL

Agency Posting Group: GENERAL

**Fees and Discounts**

Agency Fee Group:

Agency Disc. Group:

**Send to Parent**

Send to Parent Billing Address:

Send to Parent Mailing Address:

Send to Parent Statement Address:

Show more fields

## 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.

Edit - Agency Card - B0129 · Safehome, Inc.

HOME ACTIONS NAVIGATE REPORT

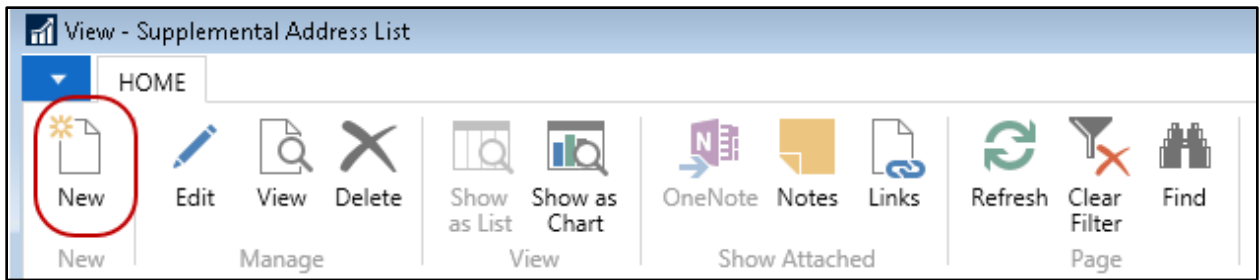
Comments Ship-to Addresses Agency Activity Review Ledger Entries Entry Statistics Std. Agency Codes

Dimensions Supplemental Addresses Agency Reporting Requirements Leased Storage Entries Fees & Pounds Qualifiers

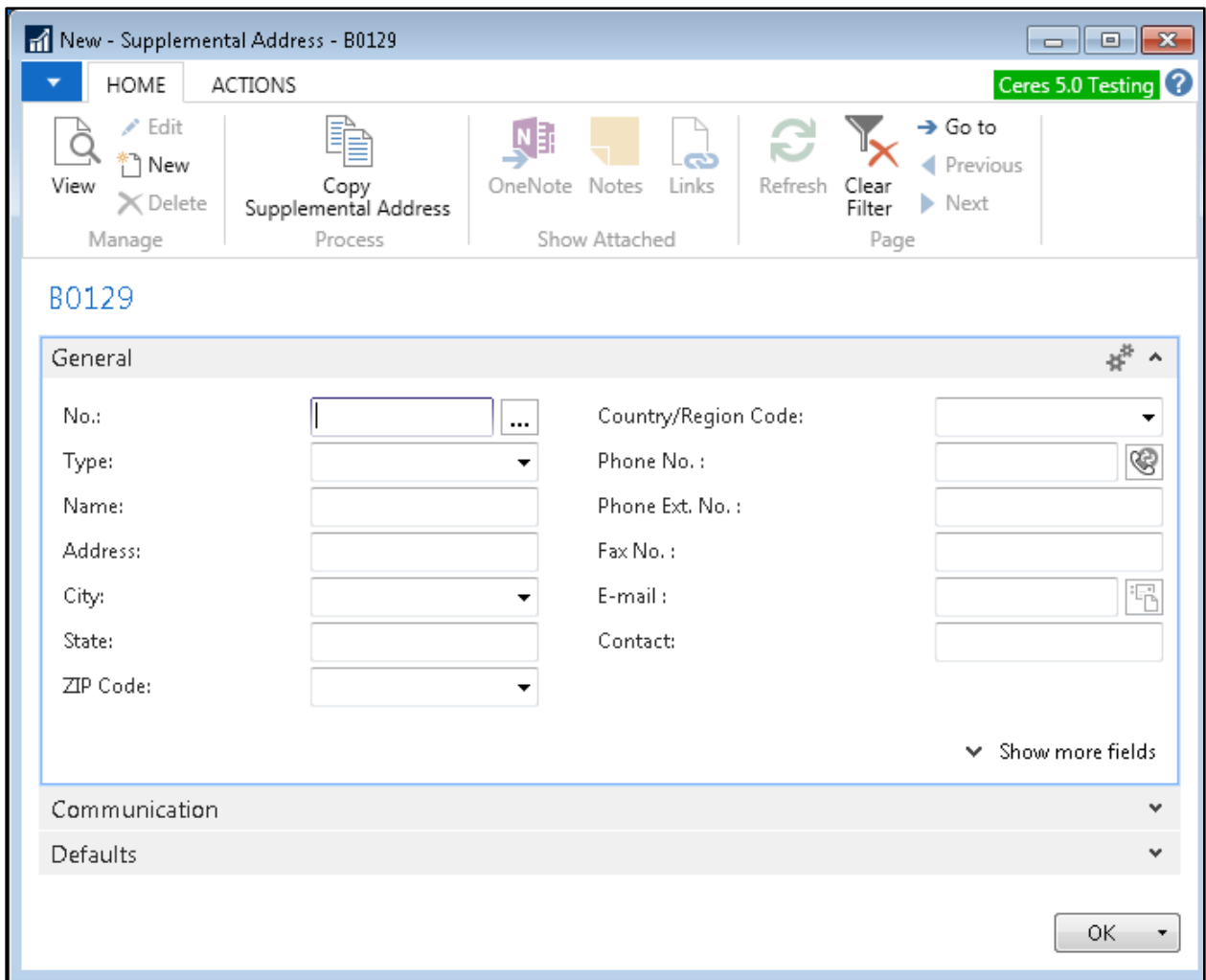
Contact Shoppers Agency Attributes Statistics Agency Days and Hours

Agency History Distributions

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



- 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.

The screenshot shows the 'Agencies & Receivables Setup' window with the 'Number Series' tab selected. The 'Suppl. Address Nos.' field is circled in red and contains the value 'A-SADD'. Other fields include Agency Nos. (A-AGEN), Quote Nos. (A-QUO), Blanket Order Nos. (A-BLK), Order Nos. (A-ORD), Return Order Nos. (A-RETORD), Invoice Nos. (A-INV), Posted Invoice Nos. (A-INV), Credit Memo Nos. (A-CR), Posted Credit Memo Nos. (A-CR), Posted Shipment Nos. (A-SHPT), and Posted Return Receipt Nos. (A-RCPT). The 'Parent Agency Nos.' field contains 'A-AGENPAR' and 'Same Doc. No. for Posting' is checked.

Field	Value	Field	Value
Agency Nos.:	A-AGEN	Reminder Nos.:	
Quote Nos.:	A-QUO	Issued Reminder Nos.:	
Blanket Order Nos.:	A-BLK	Fin. Chrg. Memo Nos.:	A-AGEN
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.

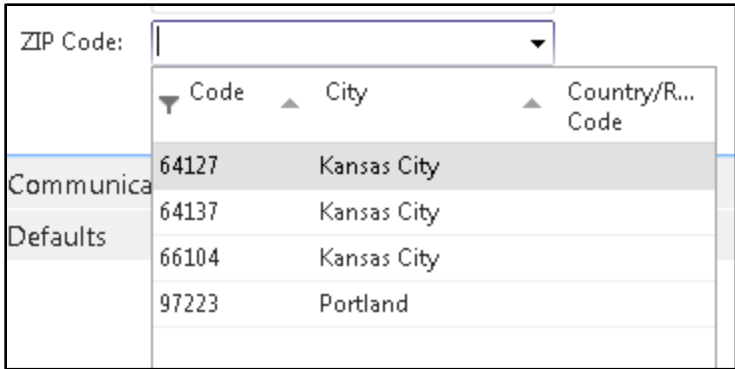
**Address 2:** An extension of the Supplemental Address field.

**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.



Code	City	Country/R... Code
64127	Kansas City	
64137	Kansas City	
66104	Kansas City	
97223	Portland	

**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

B0129 · AAD-00046	
General ▼	
Communication ▼	
Defaults ▲	
Default Billing Address: <input checked="" type="checkbox"/>	Default Buy-from / Order Address: <input type="checkbox"/>
Default Mailing Address: <input type="checkbox"/>	Default Statement Address: <input type="checkbox"/>
Default Ship-to Address: <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.

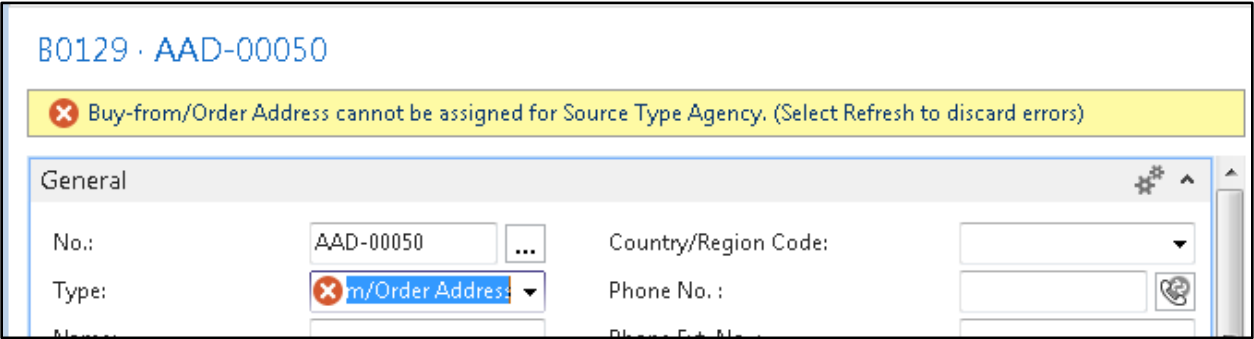
**Default Ship-To Address** – Check this field if the Supplemental Address is used as the default ship-to address. This field must be checked before the Shared Pick-Up Address field can be checked.

**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.

Edit - Supplemental Address - B0129 · AAD-00046
Ceres 5.0 Testing ?

---

HOME    ACTIONS

View  
 New  
 Delete  
Manage

Copy Supplemental Address  
Process

OneNote    Notes    Links  
Show Attached

Refresh    Clear Filter  
Page

Go to  
 Previous  
 Next

---

**B0129 · AAD-00046**

**General** ⚙️ ▲

No.:	<input type="text" value="AAD-00046"/>	...	Country/Region Code:	<input type="text"/>
Type:	<input type="text" value="Billing Address"/>	▼	Phone No. :	<input type="text"/>
Name:	<input type="text" value="Safehome, Inc."/>			
Address:	<input type="text" value="PO BOX 888"/>			
City:	<input type="text" value="Topeka"/>	▼	Phone Ext. No. :	<input type="text"/>
State:	<input type="text" value="KS"/>			
ZIP Code:	<input type="text"/>			
			Fax No. :	<input type="text"/>
			E-mail :	<input type="text"/>
			Contact:	<input type="text"/>

▼ Show more fields

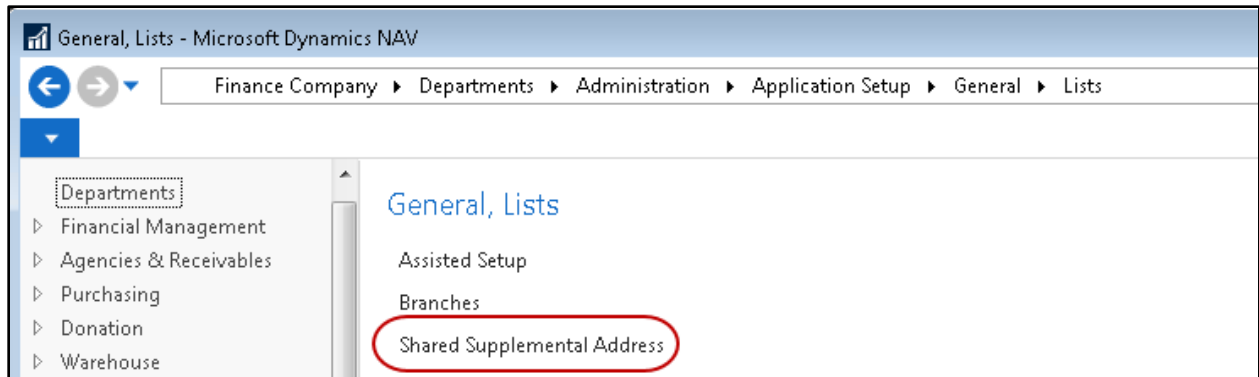
Communication ▼

Defaults ▲

## 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.

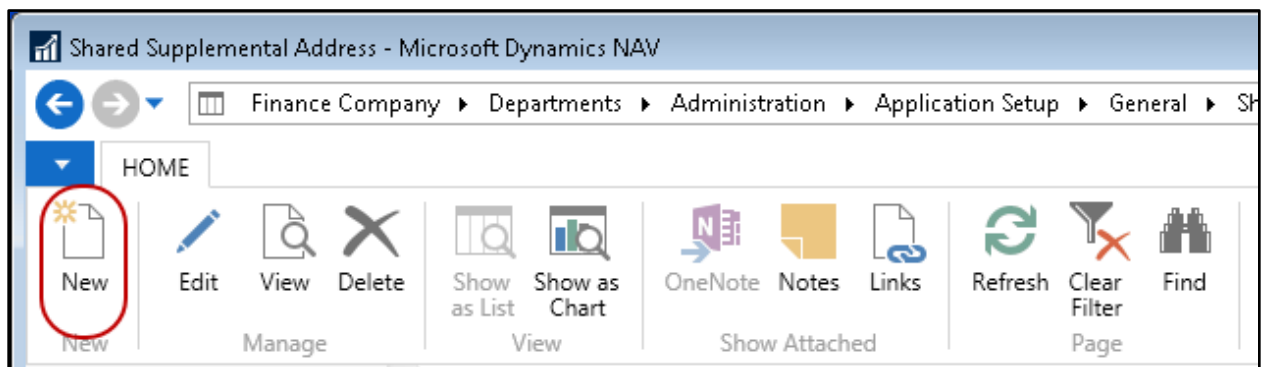


2. The Shared Supplemental Address List Page is displayed.

The screenshot shows the 'Shared Supplemental Address' list page. It features a table with the following data:

No.	Type	Name	Address	City	State	ZIP Code	Count Code
AAD-00033		Shared Pickup Location	Shared Pickup Address	Shared Pickup C...	Shared Pickup St...		
DAD-00010	Mailing Ad...	Supp 4 Name	Supp 4 Address	Supp 4 City	OR		
1008-S1		Bridge of the Hope Commu...	Parent Agency Shared Picku...	Kansas City	MO	64127	
1008-S2		Bridge of the Hope Commu...	Parent Agency Shared Picku...	Kansas City	MO	64127	

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



4. 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 Code:	<input type="text"/>		
	Code	City	Country/R... Code
Communication	64127	Kansas City	
Defaults	64137	Kansas City	
	66104	Kansas City	
	97223	Portland	

**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.

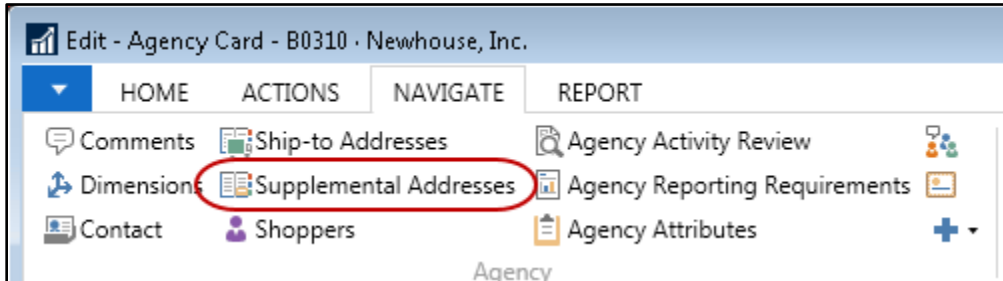
5. Click the OK button to complete the setup of the Shared Supplemental Address

## Sharing a Supplemental Address

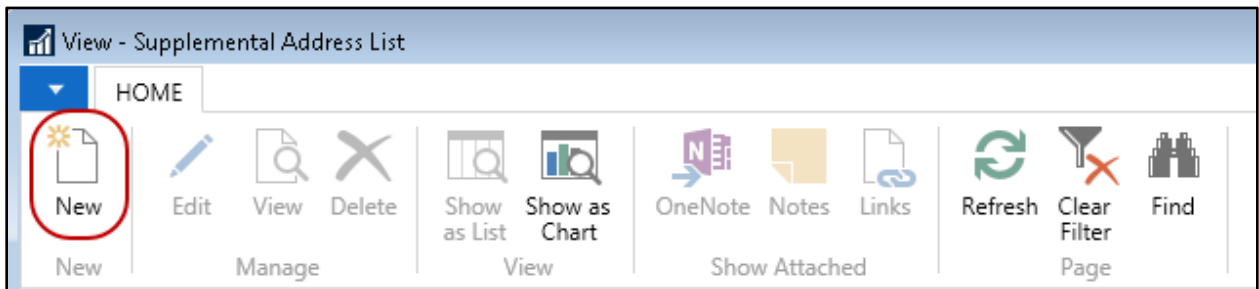
Once a Shared Supplemental Address has been created, it can be associated (shared) with other sources (Agency, Donor, Vendor, etc.). To associate a Shared Supplement Address with a Source, go to the List or

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.).

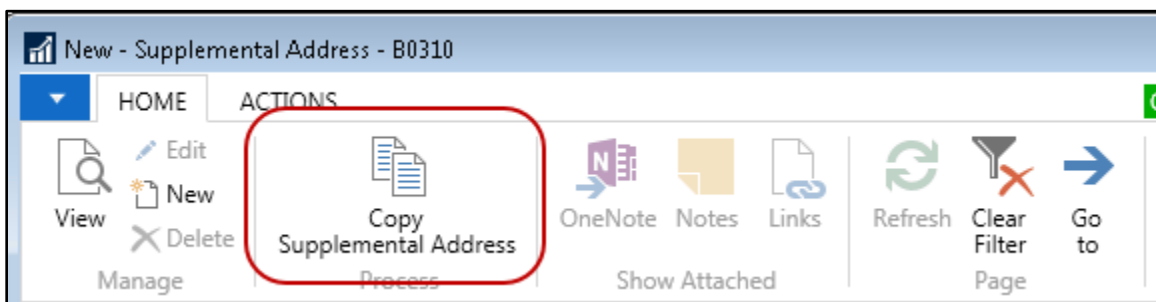
1. From the List or Card Page for the desired source, click Navigate → Supplemental Addresses.



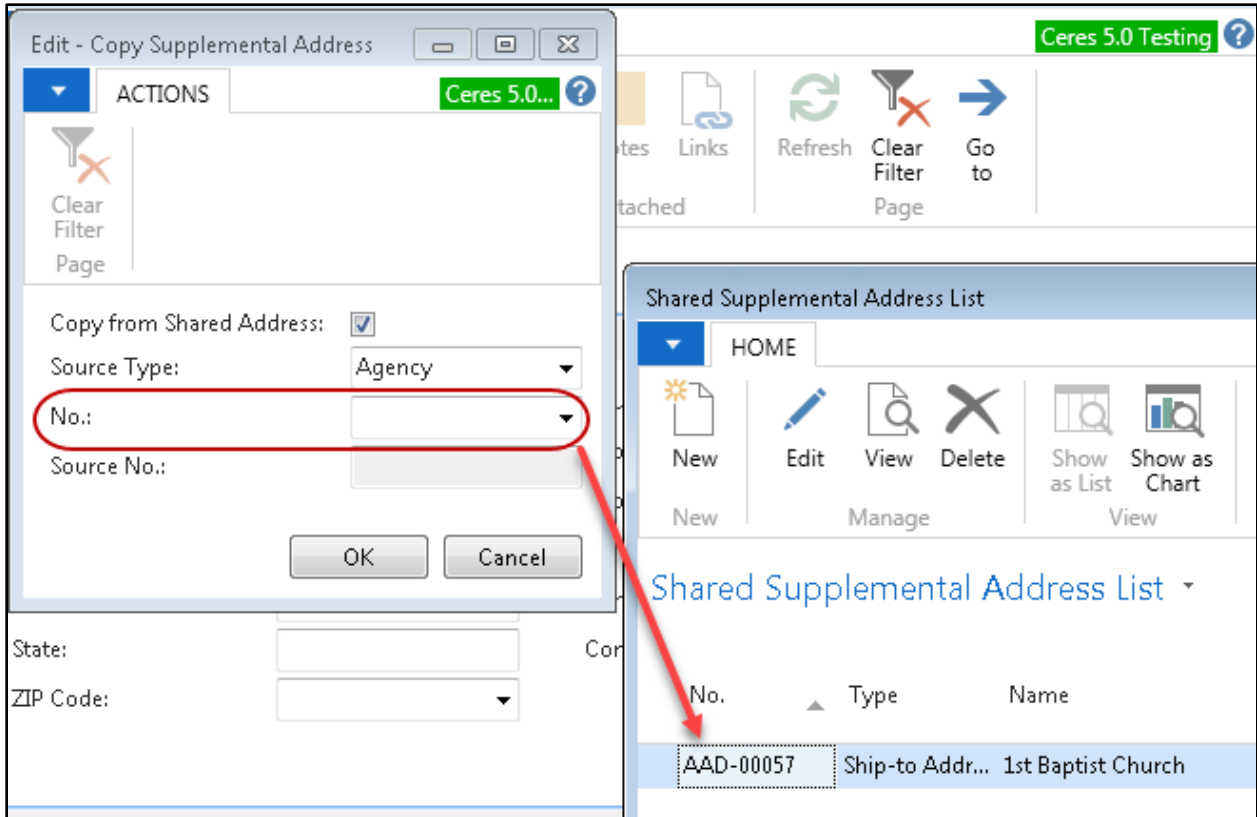
2. Click Actions → New to create a new Supplemental Address.



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									
No.	Type	Name	Address	City	State	ZIP Code	Country/... Code	Phone No.	Filter: Age
AAAD-00058	Ship-to A...	1st Baptist Church	170 Hope Street	Kansas City	MO	64127			

7. 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.

#### Shipping and Billing FastTab of the Agency Order - No Agency Supplemental Addresses setup.

AO-01307 · Synergy Services-2

General

Lines

Invoice Details

Shipping and Billing

Ship-to:

Shipment Method

Code:

Location Code:

Zone Code:

Shipment Date:

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

AO-01311 · Newhouse, Inc.

General

Lines

Invoice Details

Shipping and Billing

Ship-to: Custom Address

Parent Agency No.: 310

Code:

Name: 1st Baptist Church

Address: 170 Hope Street

Address 2:

City: Kansas City

State: MO

ZIP Code: 64127

UPS Zone:

Late Order Shipping: No

Order Email Sent:

Contact:

Shipment Method

Code: DELIVER

**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.

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

AO-01309 · Safehome, Inc.

General

Agency No.:

**Sell-to**

Agency Name:

Address:

Address 2:

City:

State:

ZIP Code:

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

AO-01312 · Safehome, Inc.

General

No.:

Agency No.:

**Sell-to**

Agency Name:

Address:

Address 2:

City:

State:

ZIP Code:

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

**Default Ship-To Address:** Supplemental Shared Pick-up or Supplemental Ship-To Address. This address will flow to the Shipping and Billing 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 and Billing 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 and Billing FastTab of the Agency Order.

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

AO-01311 · Newhouse, Inc.

General	
Lines	
Invoice Details	
Shipping and Billing	
Ship-to:	Custom Address
Parent Agency No.:	310
Code:	
Name:	1st Baptist Church
Address:	170 Hope Street
Address 2:	
City:	Kansas City
State:	MO
ZIP Code:	64127
UPS Zone:	
Late Order Shipping:	No
Order Email Sent:	<input type="checkbox"/>
Contact:	
Shipment Method	
Code:	DELIVER

**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**

<p>Safehome, Inc. John Smith 2000 Main St. Topeka, KS 76677</p>	<b>STATEMENT</b>
	Statement Date: 7/31/2019
	Agency ID: B0129
	Page: 1

**Agency Statement Billing Address - Send to Parent Statement Address checked**

<p>Safehome, Inc. 2000 Old Line Avenue Kansas City , MO 64127</p>	<b>STATEMENT</b>
	Statement Date: 7/31/2019
	Agency ID: B0129
	Page: 1

**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-00337 · ADOS

General

No.: PO-00337 ...

Vendor No.: V000005

**Buy-from**

Address: 15342 South Keller

Vendor Name: ADOS

Buy-from Vendor Name 2:

Address 2:

City: Olathe

State: KS

ZIP Code: 66062

**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-00338 · ADOS

General

No.: PO-00338 ...

Vendor No.: V000005

**Buy-from**

Address: P O Box 1092

Vendor Name: ADOS

Buy-from Vendor Name 2:

Address 2:

City: Kansas City

State: MO

ZIP Code: 64127

## 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-00481 · Pilgrim's Pride Corporation

General

No.:	DO-00481	...
Parent Donor No.:		
Donor No.:	PD00003	▼
Donor Name:	Pilgrim's Pride Corporation	
Address:	4845 US Hwy. 271 North	
City:	Pittsburg	▼
State:	TX	
ZIP Code:	75686	▼

**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.

DO-00482 · Pilgrims Pride

General

No.:	DO-00482	...
Parent Donor No.:		
Donor No.:	PD00003	▼
Donor Name:	Pilgrims Pride	
Address:	Mailing Address	
City:		▼
State:		
ZIP Code:		▼

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

DO-00482 · Pilgrims Pride

General

No.:	<input type="text" value="DO-00482"/>	<input type="button" value="..."/>
Parent Donor No.:		
Donor No.:	<input type="text" value="PD00003"/>	▼
Donor Name:	<input type="text" value="Pilgrims Pride"/>	
Address:	<input type="text" value="Mailing Address"/>	
City:	<input type="text"/>	▼
State:	<input type="text"/>	
ZIP Code:	<input type="text"/>	▼



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

DO-00484 · Walmart Headquarters

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**General**

No.:	<input type="text" value="DO-00484"/>	<input type="button" value="..."/>
Parent Donor No.:	F05	
Donor No.:	<input type="text" value="PD00370"/>	▼
Donor Name:	<input type="text" value="Walmart Headquarters"/>	
Address:	<input type="text" value="1 Sam Walton Drive"/>	
City:	<input type="text"/>	▼
State:	<input type="text"/>	
ZIP Code:	<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