



## Vendor Order Addresses

### **Purpose of this document**

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

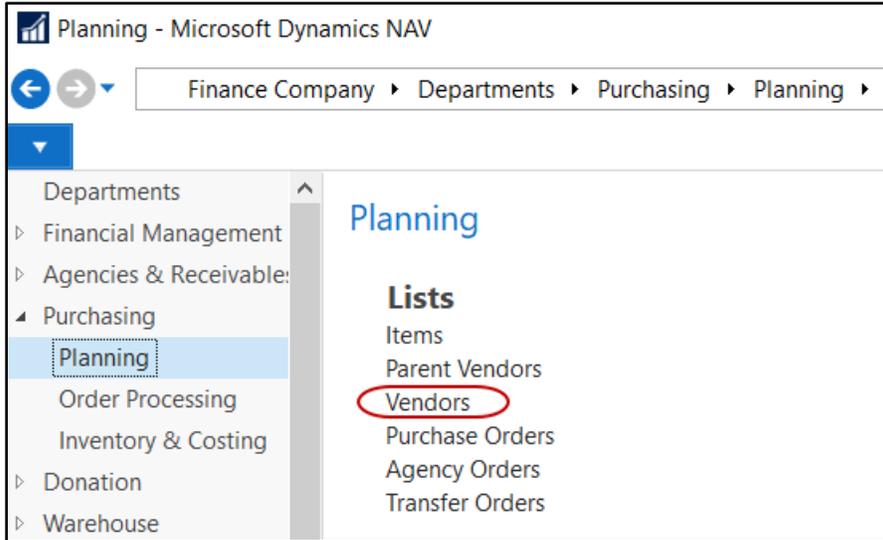
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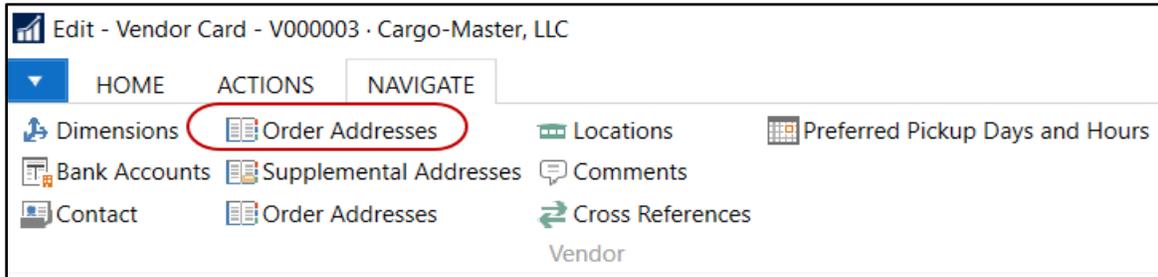
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## Accessing Vendor Order Addresses

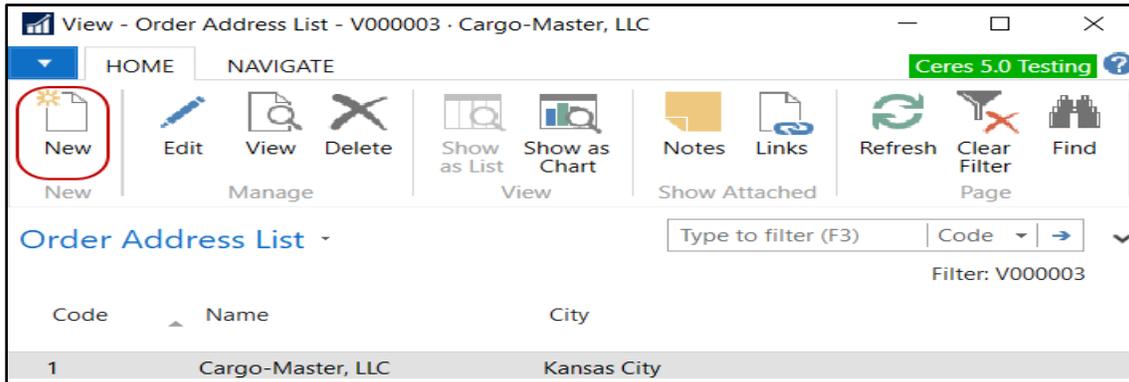
1. Vendor Order Addresses may be accessed from either the Vendor Card or the List. Go to Departments → Purchasing → Planning → Vendors. A listing of vendors that have been setup will display.



2. Select the Vendor you wish to use and select Home → Manage → Edit.
3. From the Vendor Card, select Navigate → Vendor → Order Addresses Tab to display a listing of order addresses that have been setup for this vendor.



4. To setup a new order address, select Home → New.



5. From the Order Address Card, update the fields on the General FastTab as needed.

V000003 Cargo-Master, LLC

General

Code:	<input type="text" value="*"/>	State / ZIP Code:	<input type="text"/>
Name:	<input type="text"/>	ZIP Code:	<input type="text"/>
Address:	<input type="text"/>	Country/Region Code:	<input type="text"/>
Address 2:	<input type="text"/>	Contact:	<input type="text"/>
City:	<input type="text"/>	Last Date Modified:	<input type="text"/>

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

**Name:** Enter a name for this order address. 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. Generally, this is the physical street address.

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

**City:** Enter the city for this order address.

**State / Zip Code:** Enter the state for this order address.

**Zip Code:** Enter the zip code for this order address.

ZIP Code:	66208
Country/Region Code:	Code    City
Last Date Modified:	64127    Kansas City
Last Modified By:	64137    Kansas City
Gross Weight:	66104    Kansas City
	66208 <b>Prairie Village</b>

**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.

**Last Date Modified:** System maintained field which indicates the date the record was last modified.

6. Move to the Communication FastTab and update the fields as needed.

Communication			
Phone No.:	<input type="text"/>	Email:	<input type="text"/>
Fax No.:	<input type="text"/>	Home Page:	<input type="text"/>

**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.

**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 Home → New to create a new order.
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.
3. In the Alternate Order Address Code field on the General FastTab, select or input the Order Address Code you want to use for this order.
4. Notice that the information in the Buy-from... Address fields changed to reflect the order address you selected.

PO-00343 · Cargo-Master, LLC

General

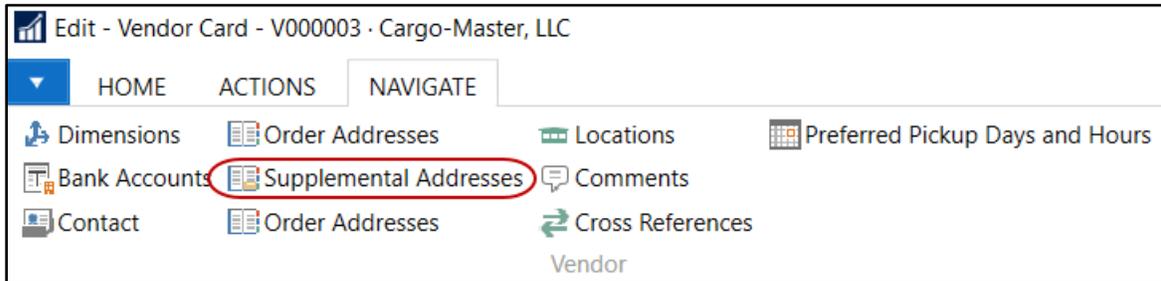
Vendor No.:	V000003	Vendor Invoice No.:	*
<b>Buy-from</b>		Responsible Person Code:	
Address:	Alternate Order Address	No. of Archived Versions:	0
Vendor Name:	Cargo-Master, LLC	Posting Description:	Order PO-00343
Buy-from Vendor Name...		Grant No.:	
Address 2:		Order Date:	3/29/2020
City:	Kansas City	Vendor Order No.:	
State:	MO	Vendor Shipment No.:	
ZIP Code:	64137	Alternate Vendor Address Co...:	1
Contact:	Bob Jones	Your Reference:	

5. Complete the order as you normally would.

## Supplemental Order 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. From the Vendor Card, click **Navigate** → **Vendor** → **Supplemental Addresses**. Supplemental Addresses can be accessed from the Vendor List as well.



2. The Supplemental Address List will display. Highlight the address you want to use as the supplemental order address and then select **Home** → **Manage** → **Edit** to open the Supplemental Address Card.

The screenshot shows the "View - Supplemental Address List" interface. The top navigation bar includes a "HOME" tab and a "Manage" section with an "Edit" button circled in red. Other buttons in the Manage section include View, Delete, Show as List, Show as Chart, Notes, Links, Refresh, Clear Filter, and Find. Below the navigation bar is a table titled "Supplemental Address List".

No.	Type	Name	Address	City
DAD-00025	Buy-from/Order Address	Cargo-Master, LLC	Supplemental Order Address	Kansas City
DAD-00026	Mailing Address	Cargo Master, LLC	Supplemental Mailing Address	Kansas City

- Set this address as the default alternative order address, by placing a check mark in the Buy-from / Order Address field on the Defaults FastTab. Refer to the Supplemental Address Procedure Document for more information on how to setup supplemental addresses.

Edit - Supplemental Address - V000003 · DAD-00025

HOME ACTIONS Ceres 5.0 Testing ?

View Edit, New, Delete, Copy Supplemental Address, Notes, Links, Refresh, Clear Filter, Go to, Previous, Next

V000003 · DAD-00025

General, Communication, Defaults

Default Billing Address:  Default Buy-from / Order Address:   
 Default Mailing Address:  Default Statement Address:   
 Default Ship-to Address:

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

PO-00355 · Cargo-Master, LLC

General

No.: PO-00355 Vendor Invoice No.: \*  
 Vendor No.: V000003 Responsible Person Code:   
 No. of Archived Versions: 0  
 Posting Description: Order PO-00355  
 Grant No.:   
 Order Date: 4/3/2020  
 Vendor Order No.:   
 Vendor Shipment No.:   
 Alternate Vendor Address Code: 1  
 Your Reference:   
**Buy-from**  
 Address: Supplemental Order Addre...  
 Vendor Name: Cargo-Master, LLC  
 Buy-from Vendor Name 2:   
 Address 2:   
 City: Kansas City  
 State: MO  
 ZIP Code: 64127

## **Related Topics**

1. [Vendor Overview](#)
2. [Purchase Order Overview](#)
3. [Supplemental Addresses](#)