

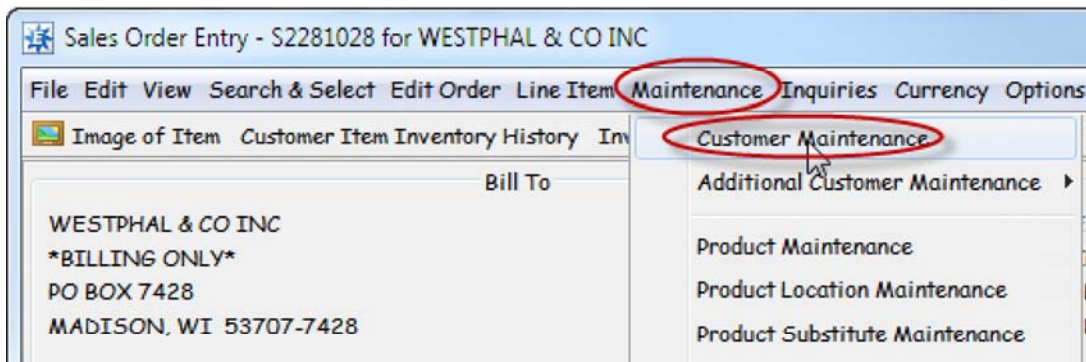
## HOW TO ADD ADDRESSES IN ECLIPSE

If you know that you will be repeatedly shipping to the same address, you may wish to add an address to the Bill-To/Ship-To Account in Eclipse instead of always editing the address or having a new Ship To account created. The following explains the process in detail – step-by-step.

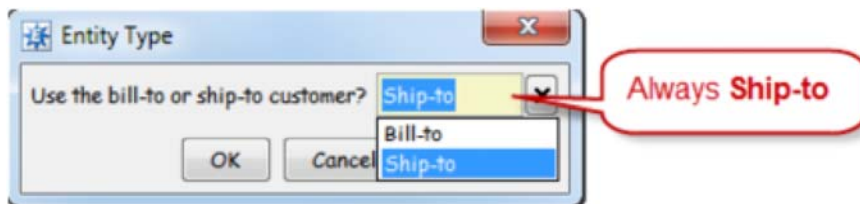
### Adding an Address from Sales Order Entry

You should always start from a sales order for the Bill-To/Ship-To account.

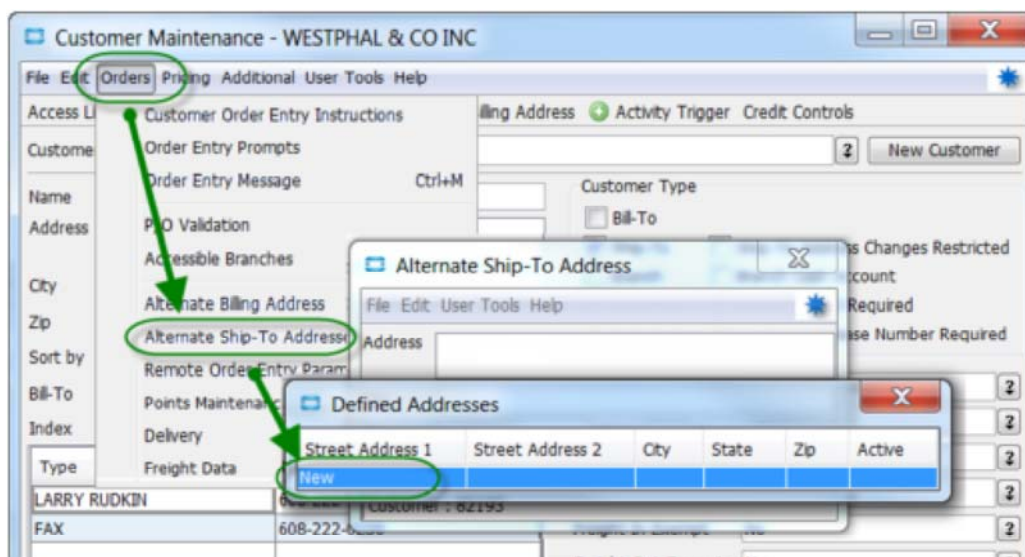
- 1) From the *Body* tab of the sales order, go to **Maintenance>Customer Maintenance**



- 2) When *Entity Type* appears, select **Ship To**, then click **OK**. (Never select **Bill To** or you will not be able to use the new address).



- 3) When *Customer Maintenance* opens, go to **Orders>Alternate Ship-To Addresses**, then click **New**

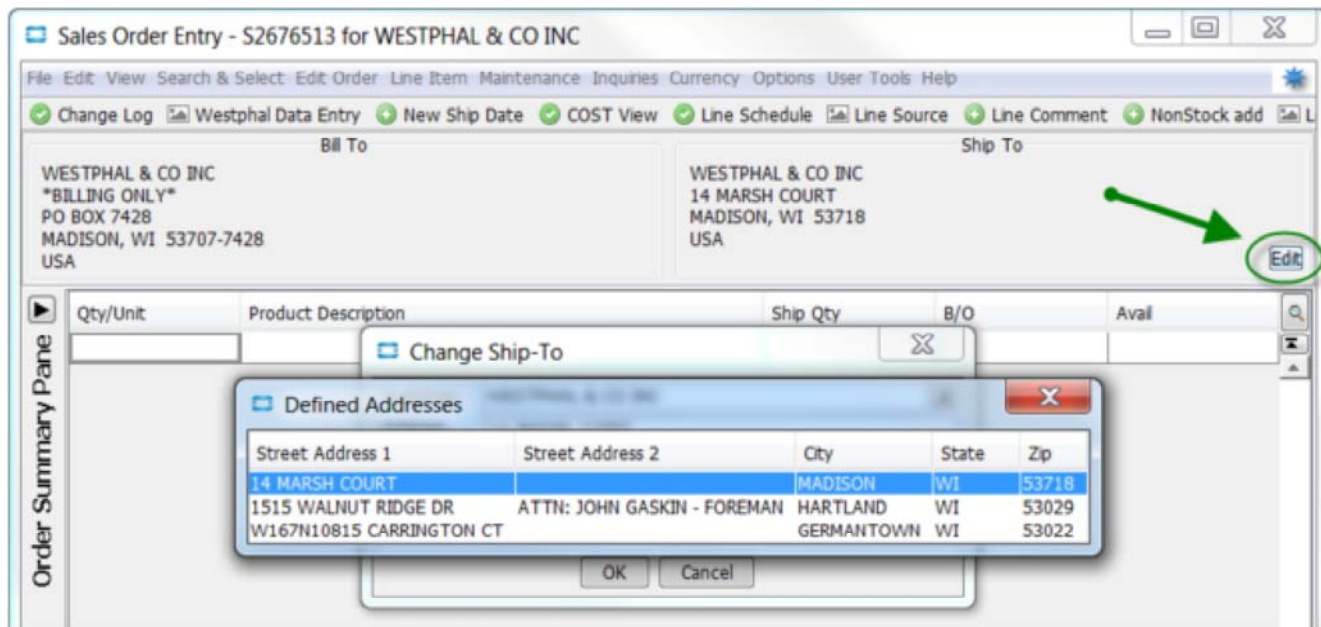


- 4) Enter the **Address**,



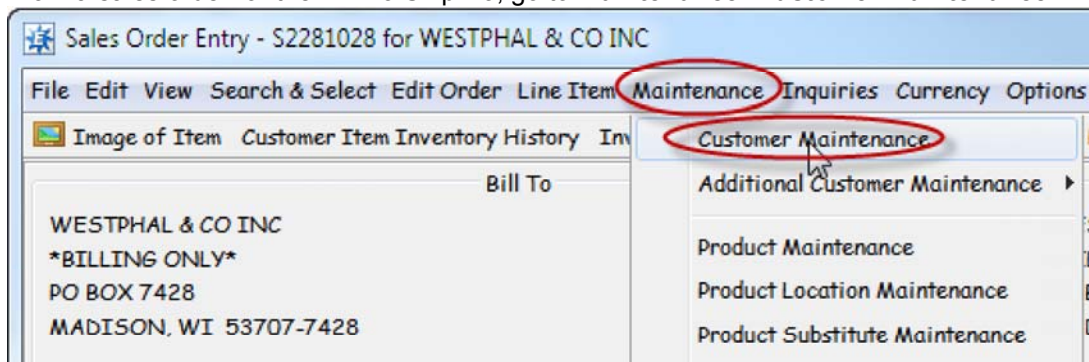
- a. The 2<sup>nd</sup> line of the address may be used to indicate a foreman or other site contact with their phone number.
- 5) Enter the **Zip** code, then pick the correct **City** from the *Valid Cities* dialog
- 6) Check the **Active** checkbox. Without this box checked, this address will not display in Order Entry

This address is now available from a new sales order for the Bill-To/Ship-To account. When you click the **Edit** button under the **Ship To** address, a list of saved addresses will be displayed:

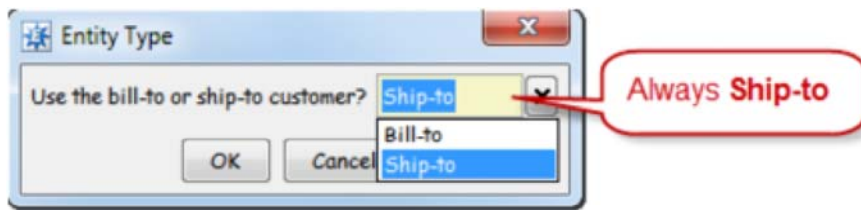


## Removing an Address No Longer Needed for Sales Order Entry

- 1) From a sales order for the Bill-To/Ship-To, go to **Maintenance>Customer Maintenance**



- 2) When *Entity Type* appears, select **Ship To**, then click **OK**.



- 3) When *Customer Maintenance* opens, go to **Orders>Alternate Ship-To Addresses**
- 4) Find the address you wish to remove and select it
- 5) Go to **File>Delete**. This address will no longer be in the list from Sales Order Entry.