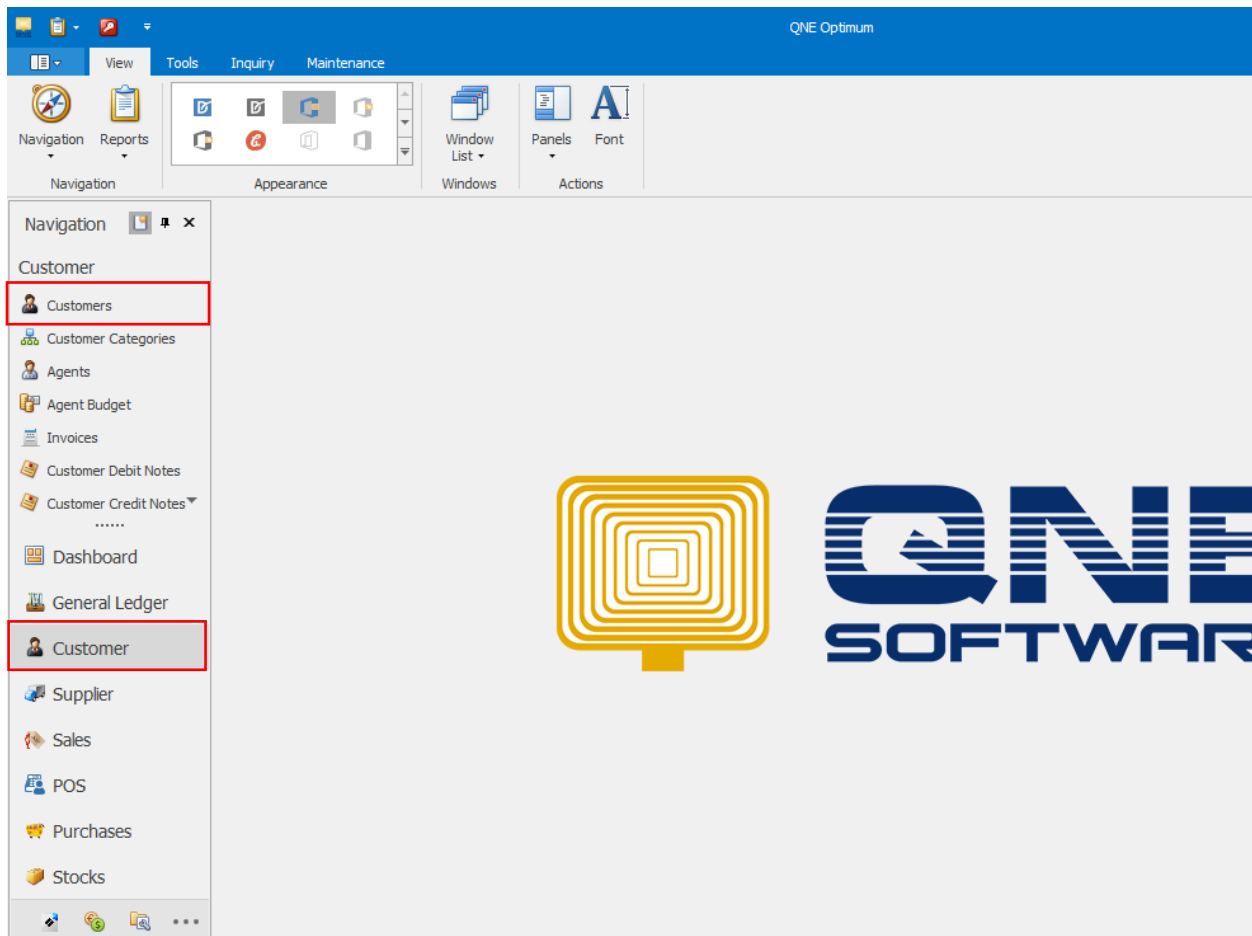




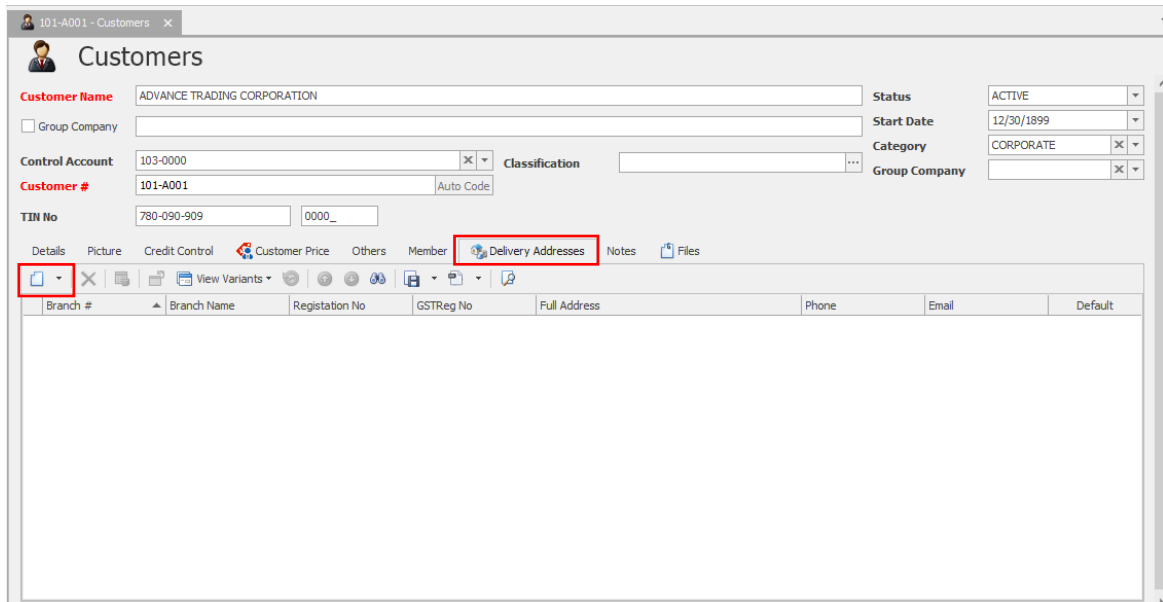
HOW TO CREATE DELIVERY ADDRESS

Delivery Address is being used when the ordered items/goods will be shipped to a different location aside on the Billing Address.

In the Optimum main window, using the Navigation Pane, go to the Customer Module and select the Customer Maintenance.

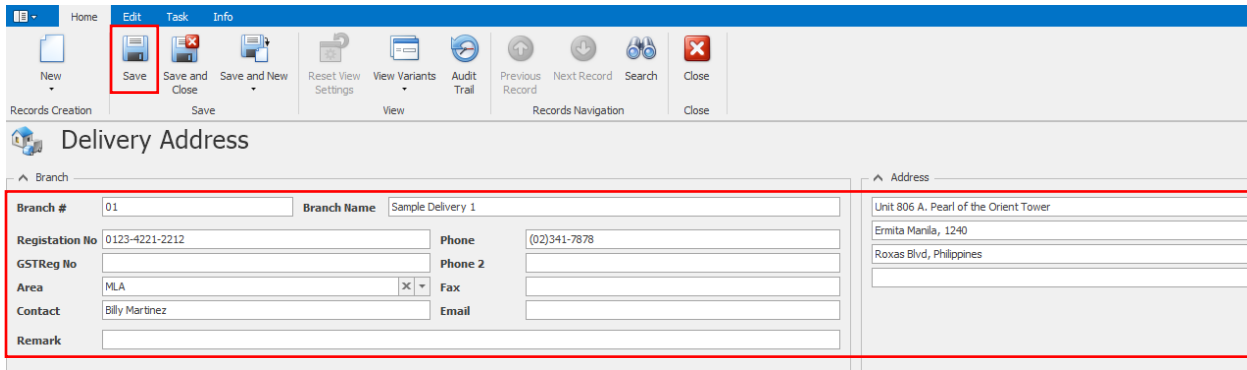


On an existing customer records, go to the Delivery Addresses tab.
To create a new Delivery Address record, click the new details record.

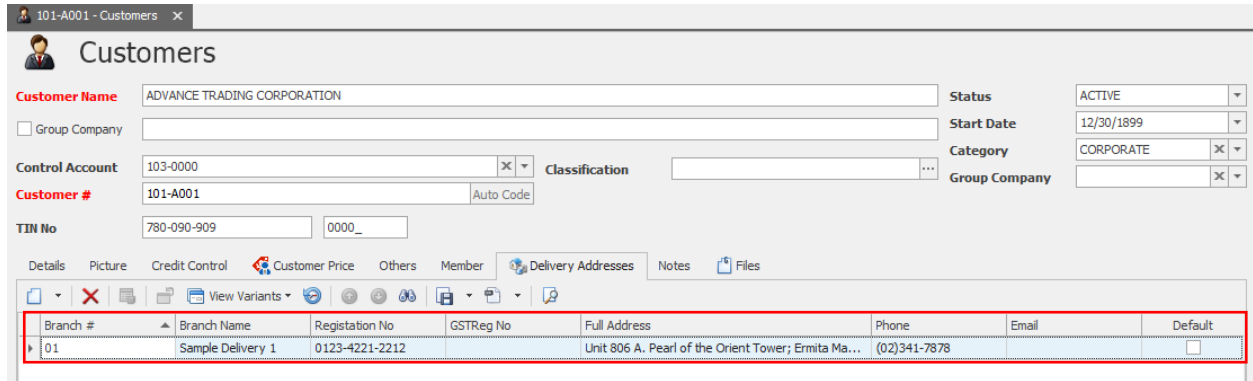


When the Delivery Address window appear, fill-out the necessary information including the Branch Code, Branch Name, contact details and the address.

Once done, click the save and close to finalize the record.



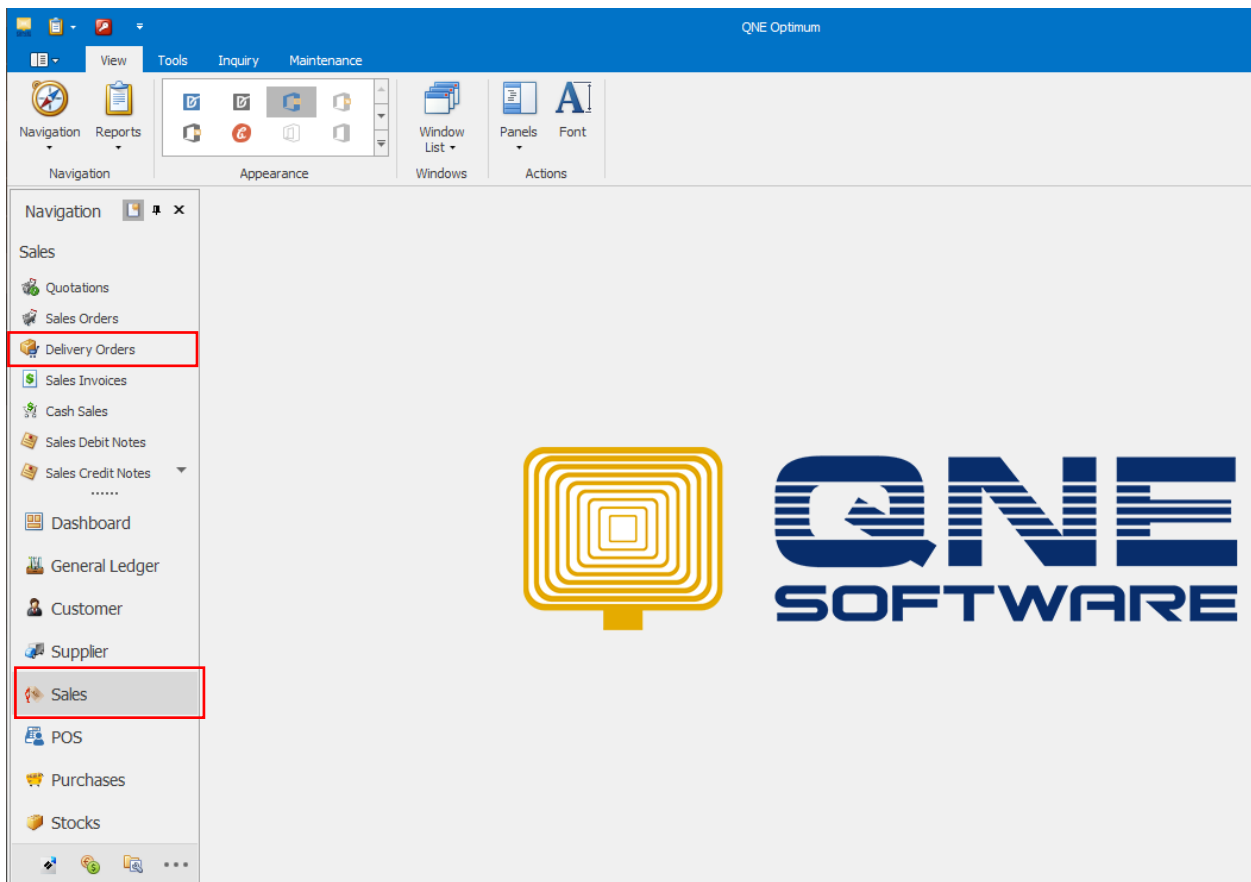
It will now show up to the list of Delivery Address to a specific customer only.
Save the form before exiting.



The screenshot shows the 'Customers' form for 'ADVANCE TRADING CORPORATION'. The 'Delivery Addresses' tab is active, displaying a table with the following data:

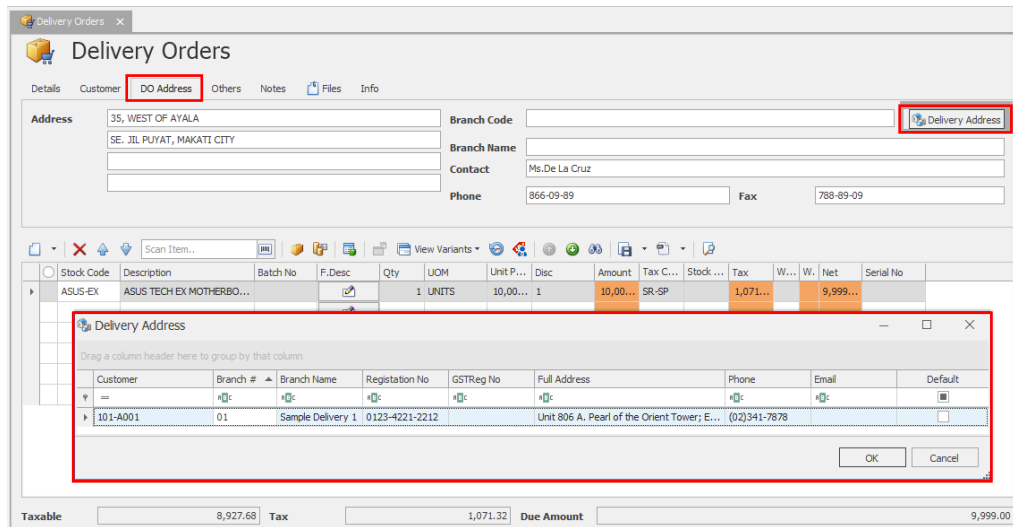
Branch #	Branch Name	Registration No	GSTReg No	Full Address	Phone	Email	Default
01	Sample Delivery 1	0123-4221-2212		Unit 806 A, Pearl of the Orient Tower; Ermita Ma...	(02)341-7878		<input type="checkbox"/>

To use the new Delivery Address created, go to the Sales Module and select the Delivery Order transaction form.



Create a Delivery Order transaction to the customer.
 Go to the DO Address tab in the header portion of the transaction window.
 Select the Delivery Address button.

Delivery Address search window will pop-up and will show you the available Delivery Address for a particular customer record. Select it and click Ok.

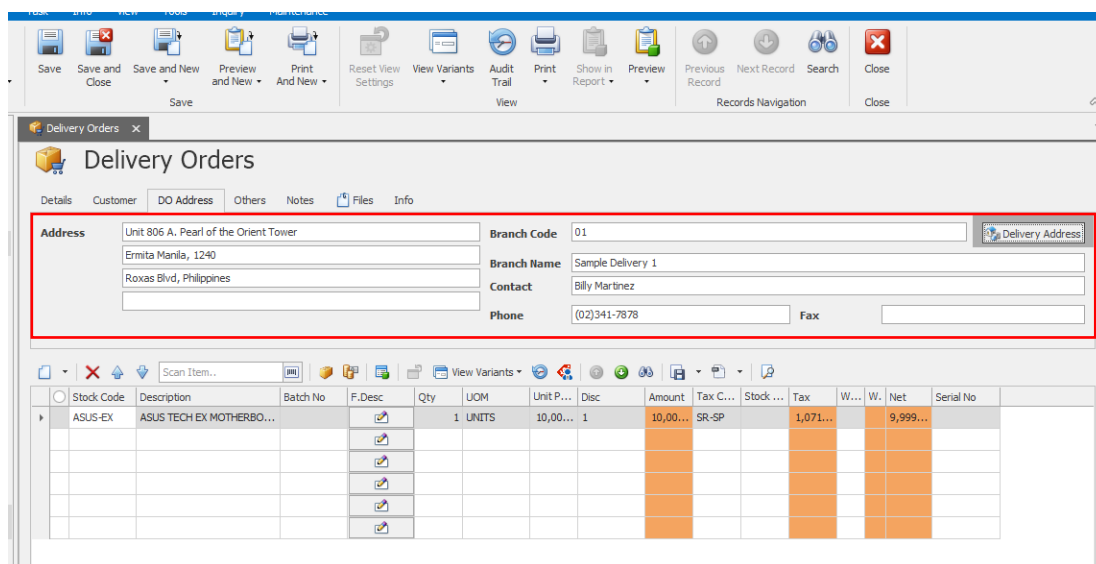


The screenshot shows the 'Delivery Orders' window with the 'DO Address' tab selected. A red box highlights the 'Delivery Address' button in the top right corner. Below it, a 'Delivery Address' search window is open, displaying a table of available addresses. The table has the following columns: Customer, Branch #, Branch Name, Registration No, GSTReg No, Full Address, Phone, Email, and Default. The selected row is:

Customer	Branch #	Branch Name	Registration No	GSTReg No	Full Address	Phone	Email	Default
101-A001	01	Sample Delivery 1	0123-4221-2212		Unit 806 A, Pearl of the Orient Tower; E...	(02)341-7878		

At the bottom of the main window, the 'Taxable' amount is 8,927.68, 'Tax' is 1,071.32, and 'Due Amount' is 9,999.00.

Once done, the selected delivery Address will replace the record on the Address field on the DO Address tab.

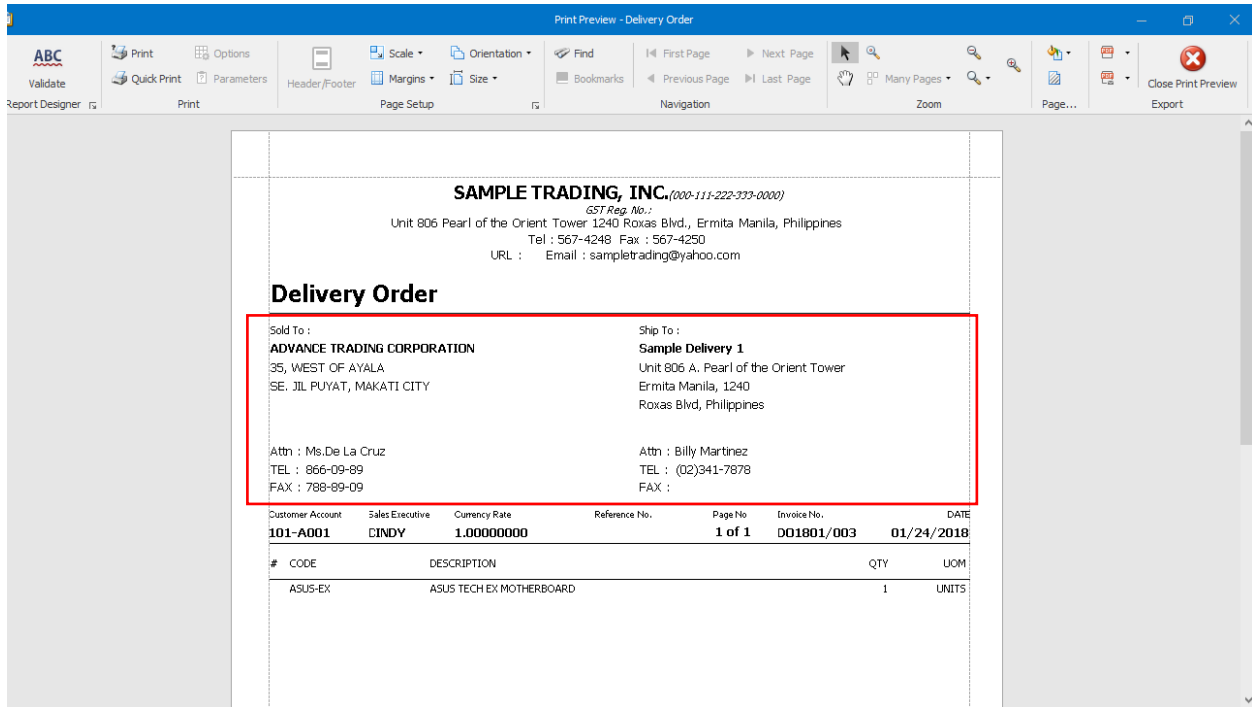


The screenshot shows the 'Delivery Orders' window with the 'DO Address' tab selected. A red box highlights the 'Address' field, which now contains the selected address: 'Unit 806 A, Pearl of the Orient Tower, Ermita Manila, 1240 Roxas Blvd, Philippines'. The 'Branch Code' is '01', 'Branch Name' is 'Sample Delivery 1', and 'Contact' is 'Billy Martinez'. The 'Phone' field contains '(02)341-7878'. The 'Delivery Address' button is still visible in the top right corner.

The table below the address field shows the following data:

Stock Code	Description	Batch No	F.Desc	Qty	UOM	Unit P...	Disc	Amount	Tax C...	Stock ...	Tax	W...	W...	Net	Serial No
ASUS-EX	ASUS TECH EX MOTHERBO...			1	UNITS	10,00...	1	10,00...	SR-SP		1,071...			9,999...	

Now print a Delivery Order form.



The screenshot shows a 'Print Preview - Delivery Order' window. The form content is as follows:

SAMPLE TRADING, INC. (000-111-222-333-0000)
GST Reg. No.:
Unit 806 Pearl of the Orient Tower 1240 Roxas Blvd., Ermita Manila, Philippines
Tel : 567-4248 Fax : 567-4250
URL : Email : sampletrading@yahoo.com

Delivery Order

Sold To : ADVANCE TRADING CORPORATION 35, WEST OF AYALA SE. JIL PUYAT, MAKATI CITY	Ship To : Sample Delivery 1 Unit 806 A. Pearl of the Orient Tower Ermita Manila, 1240 Roxas Blvd, Philippines
Attn : Ms.De La Cruz TEL : 866-09-89 FAX : 788-89-09	Attn : Billy Martinez TEL : (02)341-7878 FAX :

Customer Account	Sales Executive	Currency Rate	Reference No.	Page No	Invoice No.	DATE
101-A001	CINDY	1.00000000		1 of 1	001801/003	01/24/2018

#	CODE	DESCRIPTION	QTY	UOM
	ASUS-EX	ASUS TECH EX MOTHERBOARD	1	UNITS

The new Delivery Address with other information will show in a printout.