

MANAGING ALTERNATE ADDRESSES IN XOMS

When ordering product, there will be instances when your order will not be using your customer's default address information; the most common examples are:

- Events
- Blank goods to be decorated
- Customer purchasing for a client
- Drop/Split Shipments

XOMS is able to handle alternate addresses in a number of ways. We will explore the above examples and the best practices we recommend for them.

➤ EVENTS

EX: My customer is having the product ship to a hotel for a special event.

In this case you will need to edit the customer information on the PO and Customer Facing documents such as Quotes, Invoices, Acknowledgments etc.

To do this, you will change the Customer Shipping Information by going to the Customer info tab or pressing the Alt button.

Job: 1405510AAA

Main Documents Notes Financials **Customer Info** Vendor List Add Line Item X

CUSTOMER NAME: DEMO CUSTOMER

Add Line Item Prepare Vendor PO + Add Note More View

Status: Order
Job Type: Standard Job
Job Title:
PO #:
Shipping: AAADemo
Billing: AAADemo

Ordered By: Eric Porter
Ship To: Eric Porter
Bill To: Eric Porter
Rush Job:
Sample: No
Created: 05/08/18

Requested Ship:
Completed:
Invoice:
Paid Date:
Quote Date:
Order Date: 05/08/18

PO View

SELL SIDE BUY SIDE

Click on

+ Add Alternate Address

Job: 1405510AAA

Main Documents Notes Financials Customer Info Vendor List Add Line Item X

SHIPPING CUSTOMER

Ship Code: AAADemo
Name: Demo Customer
Address Line 1: 123 Main St
Address Line 2:
City, State Zip: Wayland, MA 01778
Phone: 888-888-9000
Fax:
Email: democustomer@demo.com

BILLING CUSTOMER

Bill Code: AAADemo
Name: Demo Customer
Address Line 1: 123 Main St
Address Line 2:
City, State Zip: Wayland, MA 01778
Phone: 888-888-9000
Fax:
Email: democustomer@demo.com
CC Email:

SELECTED SHIPPING CONTACT FOR THIS JOB

Contact Name: Eric Porter
Contact Phone:
Contact Fax:
Contact Email: eporter@ipromoteu.com

SELECTED BILLING CONTACT FOR THIS JOB

Contact Name: Eric Porter
Contact Phone:
Contact Fax:
Contact Email: eporter@ipromoteu.com

ACTIVE TAX INFO FOR THIS JOB

Tax Code: From Shipping Customer - MA MA 6.25%
Tax Exempt:

+ Add Alternate Address

Inside Delivery:
Carrier:

You can then enter in the address for where the product is shipping, or choose from an existing customer if applicable. You can also update the Tax info here.

ACTIVE TAX INFO FOR THIS JOB

Tax Code:

Tax Exempt:

Name:

Address 1:

Address 2:

Address 3:

City:

ST / Zip / Country:

➤ **BLANK GOODS TO BE DECORATED**

EX: Ordering blank shirts from SANMAR that will be decorated

You will need to alter the address that shows on the Purchase Order to the supplier

Create a purchase order document. Go to Main Tab, and click on PREPARE VENDOR PO

From this screen click on

Job Documents | Attachments | Vendor Invoices | Create Document

PREPARE VENDOR PO

Vendor: SANM SanMar

PO Date: 05/31/18

Production Contact: David Stolper

Order To Contact: Lesa

Remit To Contact: Matt McAtee/ Act. Mgr.X207

EXISTING PURCHASE ORDERS FOR SELECTED VENDOR

SHIPPING INFORMATION

Carrier:

Inside Delivery Required

FREIGHT EQUALIZATION

Not offered by this vendor.

ALTERNATIVE SHIPPING ACCOUNT

This vendor participates in the iPROMOTEu freight initiative. To ship using a different account number, enter it below.

Alternate Account:

DOCUMENT INFORMATION

Additional Instructions After Last Line

Image Display: No Images

Configuration: PO Revised 2017

SELECT ITEMS

You will be able to search for the vendor from the vendor list using Copy from Vendor Once the address is selected press the SAVE button

****NOTE THIS IS IMPORTANT FOR USING THE BLANK GOODS RECEIVING LIST****

PURCHASE ORDER ALTERNATE ADDRESS

Name:

Address 1:

Address 2:

Address 3:

City:

ST / Zip / Country:

The vendor purchase order for will be created. Notice the SHIP BLIND TO THIS ADDRESS shows the vendor address selected on the previous steps. Once satisfied with the information contained on the purchase order, save it and submit to the vendor for processing.

Page 1 of 1

PURCHASE ORDER

Note our new suite number on the right!	Number: 1282879AREP-001	Date: 08/25/17
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Affiliate Information: Contact our Affiliate for questions on this order only. This affiliate is not to be contacted with questions about other IPROMOTEu orders.

David Stolper Fax: 866-323-0538
 Affiliate Location: GA 30564

Email: dstolper@ipromoteu.com

E-Mail Invoices ONLY to:

ipromoteu

invoices@ipromoteu.com
508-653-4411 (fax)
321 Commonwealth Rd. #101
Wayland, MA 01778

DO NOT SHIP HERE!

Shipping Account info has been moved to the Shipping section of this PO.

PLACE THIS ORDER ONLY ON ACCOUNT NUMBER:
42890

SHIP BLIND TO THIS ADDRESS

Same Day Tees
 112 South First Street
 Peotone IL 60468

Ship Via:

Ship Date: 08/25/17	In-hands Date:
Bill to 3rd Party Stored UPS Number	

Orders and Pre-Production Samples should be shipped to this address, unless otherwise noted.

↓

Jessica Jacobs
 S&S Activewear
 581 Territorial Drive
 Account # 42890
 Bolingbrook IL, 60440
 Phone: 800-523-2155 Fax: 630-679-9941
 PO Email: JJacobs@sssactivewear.com

Quantity	UoM	Item	Style Code	Description	Unit Cost	Extension
10	ea	G500		Gildan Adult 5.3 oz. T-Shirt Red S-1, M-2, L-3, XL-4	1.98	19.80
5	ea	G500		Gildan Adult 5.3 oz. T-Shirt	2.05	10.25

➤ **CUSTOMER PURCHASING FOR A CLIENT**

Ex: My customer is having product purchased for them by a different client they work with

In this case you will need to use a different billing customer code. Billing addresses are created when you create a Shipping Customer Code. You will always have to create the Shipping first in order to use a Billing Address. From there, you could use one Customer Shipping Code, with another Billing Customer Code.

Job: 1405510AAA

Main Documents Notes Financials Customer Info Vendor List Add Line Item X

CUSTOMER NAME: DEMO CUSTOMER

Status: Order

Job Type: Standard Job

Job Title:

PO #:

Shipping: AAADemo

Billing: RANDOM

Ordered By: Eric Porter

Ship To: Eric Porter

Bill To:

Rush Job:

Sample: No

Created: 05/08/18

Requested Ship:

Completed:

Invoice:

Paid Date:

Quote Date:

Order Date: 05/08/18

SELL SIDE BUY SIDE

Under customer Info, you will now see how the information will show on Customer Facing Documents

Job: 1405510AAA

Main Documents Notes Financials Customer Info

SHIPPING CUSTOMER

Ship Code: AAADemo

Name: Demo Customer

Address Line 1: 123 Main St

Address Line 2:

City, State Zip: Wayland, MA 01778

Phone: 888-888-9000

Fax:

Email: democustomer@demo.com

SELECTED SHIPPING CONTACT FOR THIS JOB

Contact Name: Eric Porter

Contact Phone:

Contact Fax:

Contact Email: eporter@ipromoteu.com

BILLING CUSTOMER

Bill Code: RANDOM

Name: random company

Address Line 1: 456 Main St

Address Line 2:

City, State Zip: Springfield, MA 01212

Phone: 565-555-9898

Fax: 565-555-9898

Email: ddd@ddd.com

CC Email:

SELECTED BILLING CONTACT FOR THIS JOB

Contact Name:

Contact Phone:

Contact Fax:

Contact Email:

➤ **DROP/SPLIT SHIPMENTS**

EX: Product will be shipped to multiple addresses

We recommend handling this one of two ways:

ADDITIONAL INSTRUCTIONS METHOD:

If you have 5 or less addresses, you can break out the addresses and quantities being shipped in the Additional Instructions

Create Purchase Order document and click on Add/Change Alternate Address. You will inform the supplier to read the notes below

PURCHASE ORDER ALTERNATE ADDRESS

Name: Clear

Address 1: Copy From Vendor

Address 2: Copy From Customer

Address 3:

City:

ST / Zip / Country:

Save Remove

Manually change the Carrier to Drop Shipment or Split Shipment and enter in the addresses in the Additional Information Section, if you need some more room you can use the option to Add on a Separate Page

WE RECOMMEND 5 OR LESS BECAUSE THE MORE INFORMATION YOU ADD TO THIS SECTION THE SMALLER THE FONT BECOMES TO FIT ON THE PAGE*

Job Documents | Attachments | Vendor Invoices | Create Document

PREPARE VENDOR PO

Vendor: SanMar

PO Date:

Production Contact:

Order To Contact:

Remit To Contact:

EXISTING PURCHASE ORDERS FOR SELECTED VENDOR

SHIPPING INFORMATION Add / Change Alternate Address

Carrier: Inside Delivery Required

FREIGHT EQUALIZATION

Not offered by this vendor.

ALTERNATIVE SHIPPING ACCOUNT

This vendor participates in the IPROMOTEu freight initiative. To ship using a different account number, enter it below.

Alternate Account:

DOCUMENT INFORMATION

Additional Instructions After Last Line

QTY: 1000
Ship to:
Location A
City, St, Zip

QTY: 2000
Ship to:
Location B
City, St, Zip

Image Display:

Configuration:

The Supplier can now see how this will be shipped. However, we still recommend contacting the vendor to confirm if you are not confident.

Orders and Pre-Production Samples should be shipped to this address, unless otherwise noted.

SHIP BLIND TO THIS ADDRESS

IMPORTANT PLEASE READ
See instructions below

Shipping Account info has been moved to the Shipping section of this PO.

PLACE THIS ORDER ONLY ON ACCOUNT NUMBER:
000073313

Ship Via: Split Shipment
Ship Date: 05/20/18 In-hands Date:

Eddie Love/ Steve Spedden
SanMar
30500 SE 79th St.
Issaquah WA 98027
Phone: 800-426-6399 Fax: 888-618-6578
PO Email: ipusanmarorders@sanmar.com

Quantity	UoM	Item	Style Code	Description	Unit Cost	Extension
1	EA	5000		Gildan 100% Heavy Tee	0.10	0.10

Additional Instructions:
QTY 1000
Ship to:
Location A
City, St, Zip
QTY 2000
Ship to:
Location B
City, St, Zip
QTY 2000
Ship to:
Location A
City, St, Zip

➤ **ATTACH SPREADSHEET METHOD**

If you have more than 5 addresses, it is best to attach a spreadsheet with the breakdown. This will help to make sure the information is communicated properly.

Create Purchase Order document and click on Add/Change Alternate Address. You will inform the supplier to read the notes below

PURCHASE ORDER ALTERNATE ADDRESS

Name: Clear

Address 1: Copy From Vendor

Address 2:

Address 3: Copy From Customer

City:

ST / Zip / Country:

Save Remove

Manually change the Carrier to Drop Shipment or Split Shipment and enter **PLEASE SEE ATTACHED SPREADSHEET WITH BREAKDOWN OF QUANTITIES AND LOCATIONS** to further confirm supplier needs to see spreadsheet.

Orders and Pre-Production Samples should be shipped to this address, unless otherwise noted.

SHIP BLIND TO THIS ADDRESS

IMPORTANT PLEASE READ
See attached spreadsheet

Shipping Account info has been moved to the Shipping section of this PO.

PLACE THIS ORDER ONLY ON ACCOUNT NUMBER:
000073313

Ship Via: Split Shipment
Ship Date: 05/29/18 In-hands Date:

Eddie Love/ Steve Spedden
SanMar
30500 SE 79th St.
Issaquah WA 98027
Phone: 800-426-6399 Fax: 888-618-6578
PO Email: ipusanmarorders@sanmar.com

Quantity	UoM	Item	Style Code	Description	Unit Cost	Extension
1	EA	5000		Gildan 100% Heavy Tee	0.10	0.10

Additional Instructions:
PLEASE SEE ATTACHED SPREADSHEET WITH BREAKDOWN OF QUANTITIES AND LOCATIONS

You can attach the spreadsheet on the email page

PURCHASE ORDER - JOB #: 1405510AAA - CUSTOMER: AAADEMO - VENDOR: SANM

FROM: taylacarpenter@gmail.com

Status Date/Time

TO: ipusanmarorders@sanmar.com

CC:

BCC:

ADD: (Enter Email) [+ Add](#)

TO	CC	BCC	Email	Description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	eddie@sanmar.com	Order To Email - Eddie Love/ Steve Spedden, Vendor Contact - Eddie Love/ Steve Spedden - default contact
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	stevespedden@sanmar.com	Order To Email - Eddie Love/ Steve Spedden, Customer Service Email, Vendor Contact - Eddie Love/ Steve Spedden - default contact
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	ipusanmarorders@sanmar.com	Ordering Email, PO Email
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	kimnicol@sanmar.com	Customer Service Email

Attachments			
Attachment	Size (11 KB)	Zip	
Drop Ship Locations.xlsx	11 KB	<input type="radio"/>	

FROM: EDU PO: 1405510AAA-005
Please find attached our purchase order number 1405510AAA-005.
If there are any questions please call 770-534-8114 or email lrock@ipromoteu.com.
Thank you.

If you come across any other examples that do not fit into these examples, please feel free to contact Affiliate Services for further assistance.