

# Company

## How do I customize the Receiver Tab for a Trading Partner?

### Prerequisite:

The trading partner must have the relationship of Receiver selected for this tab to appear.

### Where is the Receiver Tab Located?

- **Company > Trading Partners > [partner name] > Receiver tab**

### How and Why to Customize the Receiver Tab

A **Receiver** is a trading partner that is a delivery site, and one who is not responsible for their own billing. Locations that receive shipments but have their invoices sent to a central location are good candidates for the Receiver relationship. All fields in the Receiver tab are optional.

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The screenshot shows a software window titled "Baker's FoodMart - BAKERS". The window has a menu bar with "Save and Close", "Save and New", "Save", and "Help". Below the menu bar is a tabbed interface with tabs for "General", "Contacts", "Addresses", "Customer", "Receiver", and "Memo". The "Receiver" tab is currently selected. The "Receiver Info" section contains three fields: "Bill To Partner:" with a dropdown menu showing "Baker's FoodMart", "Delivery Contact:" with a dropdown menu showing "Mike Yochmowitz", and "Allow Custom Address?" with an unchecked checkbox. The "Deliver By Date Calculation" section contains a label "No. of Hours from Ship On Date:" followed by an empty text input box.

- **Bill to Partner** brings up a list of customers. Choose the Customer who will receive the bill if it is not this trading partner.
- **Delivery Contact** allows you to choose a delivery Contact if desired.
- If you select the **Allow Custom Address?** checkbox, a + is added beside **Ship to** in a **Sales Order**. This allows on-the-fly addresses to be entered. The address will not be saved in the Trading Partner address list.
- **Deliver by Date Calculation** allows you to enter a number of hours from ship on date. Entering a value in the box automatically populates the deliver by date in other areas of Envio.

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