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.

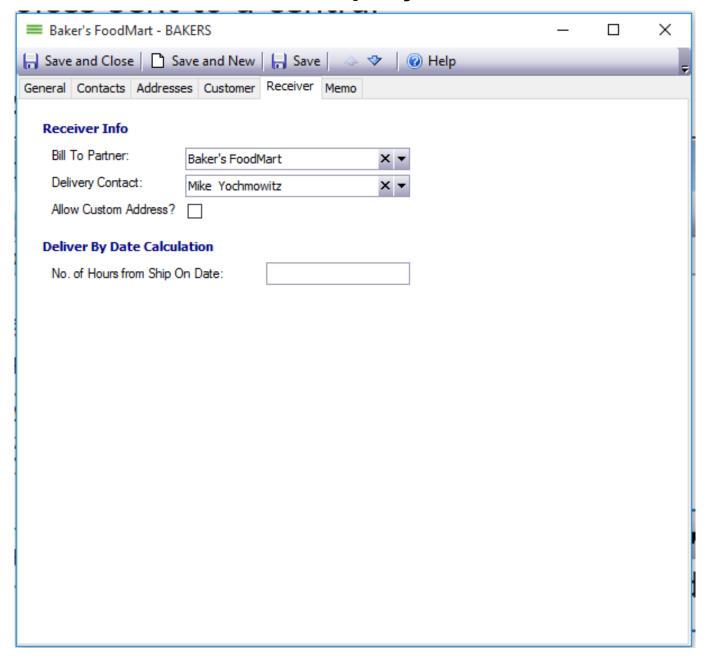
Where is the Receiver Tab Located?

• 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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- **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 deilver by date in other areas of Envio.

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