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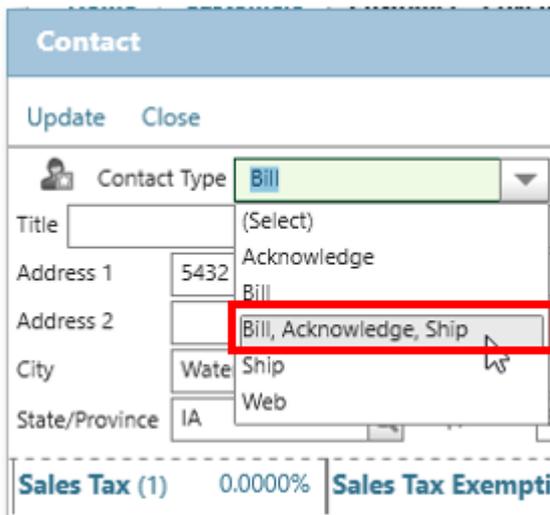
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How Do You Add a Single Contact that is Bill, Acknowledge, and Ship?

Angie K - 2023-07-11 - in Customers

How Do You Add a Single Contact that is Bill, Acknowledge, and Ship?

A customer contact type “Bill, Acknowledge, Ship” has been added. This allows the ability to add and maintain one contact that can be used as a Bill, Acknowledge or Ship To contact on a quote, order, or invoice when the contact information is always the same.



The screenshot shows a 'Contact' form with a dropdown menu for 'Contact Type'. The dropdown is open, showing options: (Select), Acknowledge, Bill, Bill, Acknowledge, Ship (highlighted with a red box), Ship, and Web. The 'Sales Tax (1)' field is set to 0.0000% and 'Sales Tax Exempti' is also visible.

This type of contact will appear once within the customer resource and will appear as separate Bill/Ack/Ship customer contact records within the Quote/Order/Invoice contact lookup, the Contact List and Contact Taxes List.



Contact Type	Default	First Name	Last Name	Phone Number	Extension	Email Address		
Bill, Acknowledge, Ship		Susan	Smith	319-555-5550		angelak@asicomp.com	Edit	