



Knowledgebase > SalesPad > System > EmailTo, EmailCC, and EmailBCC on Customer and Vendor Address Cards

EmailTo, EmailCC, and EmailBCC on Customer and Vendor Address Cards

Megan De Freitas - 2024-11-22 - System

Overview

In the Customer and Vendor Cards in Sales Pad, there are now separate “ Email To,” “ Email CC,” and “Email Blind CC (BCC)” fields. These fields correspond to the “Email Addresses” fields found in the Internet Information window in Microsoft Dynamics GP.

Usage

Click on Customer Search and open a Customer Card. Click on the Contact Addresses tab to display contact information for all contacts at that customer. The following fields are then displayed:

The screenshot displays the Customer Card for Aaron Fitz Electrical (Customer ID: AARONFIT0001). The Contact Information tab is active, showing the following fields:

- Address:** Code: TOM JONES, Alt Comp. Name: Aaron Fitz Electrical, Contact Name: Tom Jones, Address: 222 Warehouse Drive, Zip: 98052-6399, City: Redmond, State: WA, Country Code: US, Country: US.
- Contact Information:** Contact Type: (dropdown), Phone 1: (425) 567-9876, Phone 2: (425) 657-4344, Phone 3: (425) 336-7876, Fax: (425) 876-9988, Email: tj@afe.com, Email To: (empty), Email CC: (empty), Email BCC: (empty), Web Site: www.afe.com.
- Other Address Info:** Warehouse: WAREHOUSE, Sales Rep: JAM M., Sales Territory: Illinois and Missouri, Ship Method: FEDEX-OVERNIGHT, Tax Code: USASTCITY-6*, UPS Zone: (empty), File Location 1: (empty), File Location 2: (empty).
- Comments:** With AFE since 1988.
- Contact User Fields:** Contact Source: Advertisement, Title: Warehouse Operations, Contact Type: (dropdown), Referred By: Frank Kiwan.

The “ Email To,” “ Email CC,” and “ Email BCC” fields are all displayed under “ Contact Information.”

Contact Information	
Contact Type:	<input type="text"/>
Phone 1	(425) 567-9876
Phone 2	(425) 657-4344
Phone 3	(425) 336-7876
Fax:	(425) 876-9988
Email:	tj@afe.com
Email To:	<input type="text"/>
Email CC:	<input type="text"/>
Email BCC:	<input type="text"/>
Web Site:	www.afe.com

These fields map to the "Email Addresses" fields in the "Internet Information" window found on the Address ID Contact Record in Dynamics GP.

Internet Information																			
File Edit Tools Help sa Fabrikam, Inc. 4/12/2017																			
Save Clear Delete																			
Select Information for: Customers																			
Customer ID	AARONFIT0001 Aaron Fitz Electrical																		
Address ID	TOM JONES 222 Warehouse Drive																		
E-mail Addresses <table border="1"> <tr> <td>To...</td> <td><input type="text"/></td> </tr> <tr> <td>Cc...</td> <td><input type="text"/></td> </tr> <tr> <td>Bcc...</td> <td><input type="text"/></td> </tr> </table>		To...	<input type="text"/>	Cc...	<input type="text"/>	Bcc...	<input type="text"/>												
To...	<input type="text"/>																		
Cc...	<input type="text"/>																		
Bcc...	<input type="text"/>																		
Internet Information <table border="1"> <tr> <td>E-mail</td> <td>tj@afe.com</td> </tr> <tr> <td>Home Page</td> <td>www.afe.com</td> </tr> <tr> <td>FTP Site</td> <td></td> </tr> <tr> <td>Image</td> <td></td> </tr> <tr> <td>Messenger Address</td> <td></td> </tr> <tr> <td>Login</td> <td></td> </tr> <tr> <td>Password</td> <td></td> </tr> <tr> <td>User Defined 1</td> <td><input type="text"/></td> </tr> <tr> <td>User Defined 2</td> <td><input type="text"/></td> </tr> </table>		E-mail	tj@afe.com	Home Page	www.afe.com	FTP Site		Image		Messenger Address		Login		Password		User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>
E-mail	tj@afe.com																		
Home Page	www.afe.com																		
FTP Site																			
Image																			
Messenger Address																			
Login																			
Password																			
User Defined 1	<input type="text"/>																		
User Defined 2	<input type="text"/>																		
Additional Information <div>With AFE since 1988</div>																			

The Address ID Contact Record can be found in the Customer Maintenance window in Dynamics GP.

Customer Maintenance sa Fabrikam, Inc. 4/12/2017

File Edit Tools Additional Help

Save Clear Delete Write Letters

Customer ID AARONFIT0001 ☐ Hold ☐ Inactive **Parent Customer ID** 100221

Name Aaron Fitz Electrical

Short Name Aaron Fitz Elec

Statement Name Aaron Fitz Electrical

Class ID USA-ILMD-T1

Priority None

Address ID TOM JONES

Contact Tom Jones

Address 222 Warehouse Drive

City Redmond

State WA

ZIP Code 98052-6399

Country Code US

Country US

Phone 1 (425) 567-9876 Ext. 0000

Phone 2 (425) 657-4344 Ext. 0000

Phone 3 (425) 336-7876 Ext. 0000

Fax (425) 876-9988 Ext. 0000

UPS Zone

Shipping Method FEDEX-OVERNIGHT

Tax Schedule ID USASTCITY-6*

☒ Ship Complete Documents

Ship To WAREHOUSE

Bill To PRIMARY

Statement To T HAMMOND

Salesperson ID IAN M.

Territory ID TERRITORY 1

Type Retail

Rating B-Moderate Potential

Comment 1

Comment 2

Trade Discount 2.00%

Payment Terms NET 30

Discount Grace Period

Due Date Grace Period

Price Level RETAIL

Accounts Address Options E-mail

by Customer ID