



[Knowledgebase](#) > [ShipTo](#) > [Miscellaneous](#) > [ShipTo Residential Shipments](#)

ShipTo Residential Shipments

Megan De Freitas - 2024-11-22 - [Miscellaneous](#)

Overview

ShipTo - UPS Residential Shipping Flag

Follow the instructions below to have UPS mark an address as residential so the extra charge is added to the document shipping costs.

Note: This feature is available on ShipTo 4.0.0.2 and above and is only for UPS at this time.

Setup

1. Create a User Defined Field in SalesPad on the Sales Document object. It should be a true/false (Boolean) field (You can import the attached .xml into the User Field Editor - refer to the SalesPad User Defined Fields document for more information)

The screenshot shows the 'User Field Editor' window. On the left, a list of business objects includes 'Sales Document', which is selected. The main area displays a table of user fields with one entry: 'uf_ShipTo_Residential' at sequence 7, which is not disabled. On the right, the 'Field Properties' tab is active, showing configuration for the selected field. The 'Table Name' is 'Sales Document' and the 'Field Name' is 'uf_ShipTo_Residential'. The 'Map To' field is empty. The 'Screen Label' is 'ShipTo - Residential'. The 'Field Type' is set to 'True/False' with a length of 1. The 'Default Value' is empty. The 'Value Options' dropdown is also empty. Under the 'Options' section, several checkboxes are present: 'Field is Read Only', 'Field is a File Attachment', 'Field is a Customer Lookup', 'Field is a Hyperlink', 'Field is Required (Returns Only)', 'Field is Rich Text Memo', and 'Field is an Image'. The 'Quick Report' field is empty. At the bottom, the 'Show on Sales Document Types' section has checkboxes for 'Quote', 'Order', 'Invoice', and 'Return', all of which are checked.

Seq	Field	Disabled
7	uf_ShipTo_Residential	<input type="checkbox"/>

Field Properties:

Table Name: Sales Document
Field Name: uf_ShipTo_Residential
Map To:
Screen Label: ShipTo - Residential
Field Type: True/False Length: 1
Default Value:
Value Options:
Options:
☐ Field is Read Only ☐ Field is Required (Returns Only)
☐ Field is a File Attachment ☐ Field is Rich Text Memo
☐ Field is a Customer Lookup ☐ Field is an Image
☐ Field is a Hyperlink
Quick Report:
Show on Sales Document Types:
☒ Quote ☒ Order ☒ Invoice ☒ Return

2. Open ShipTo and go to the Options Manager. Find the ShipTo Import Options and set the Residential dropdown to the UDF created in step 1 (uf_ShipTo_Residential)

The screenshot shows the 'Options Manager' dialog box with the 'ShipTo Import Options' tab selected. On the left, a list of options includes 'ShipTo Import Options', which is highlighted. The main area contains two sections: 'Import Source Fields' and 'Import Options'. The 'Import Source Fields' section has dropdown menus for 'Declared Value', 'Bill Transportation To', 'Bill To Account #', 'Email Source', 'Already Exported', 'Sender ID', and 'Residential' (which is set to 'uf_ShipTo_Residential'). The 'Import Options' section has a dropdown for 'Required Batch' set to 'NONE'. At the bottom right are 'OK' and 'Cancel' buttons.

3. Click **OK**. Log out and back in to ShipTo to save the settings

Use

When the order is being entered in SalesPad, the user will check the ShipTo - Residential box on the User Fields tab to mark the shipment as a residential shipment.

The screenshot shows the SalesPad interface for order ORDST2237. The top bar includes 'Customer Search', 'Card: [AARONFIT0001] Aaron Fitz Electrical', and '(ORDER) ORDST2237'. Below this is a toolbar with icons for Close, Save, Print, Delete, Copy, Allocate, and Dynamics GP. The main area is divided into 'Document Properties' and 'Shipping Address'. The 'Document Properties' section includes fields for Document #, Customer #, Cust PO, Req Ship, Ship Method, Whse, and Currency. The 'Shipping Address' section includes a text area with the address and a 'Ship Complete' checkbox. At the bottom, a tabbed interface shows 'User Fields' as the active tab, with a 'ShipTo - Residential' checkbox checked.

When the document is imported from ShipTo to UPS WorldShip, a checked box will mark the UPS setting. Load UPS to see that **Residential** is checked:

UPS WorldShip

File

Edit

Activities

Tools

UPS Web Access

Import/Export Data

Window

Help

PACKAGES

FREIGHT

HISTORY

SHIPMENT

ups.com

TRACK

ADDRESS

REPEAT

UNDO

VOID

END OF DAY

Ship To

Ship From

Distribution

Customer ID:

AARONFIT0001:WARE

Update Address Book

Residential

Company or Name:

Aaron Fitz Electrical

Attention:

Bob Fitz

Address 1:

11403 45 St. South

Address 2:

Address 3:

Country/Territory:

United States

Postal Code:

60603-0776

City or Town:

Chicago

State/Province/County:

IL

Telephone:

(312) 555-0102 []

E-mail Address:

UPS Account Number:

Tax ID Number:

Shipper:

48825X

Profile:

UPS

Service

Options

Detail

Reference

Shipment

Freight

UPS Service:

3 Day Select

Saturday Delivery

Package

Package Type:

Package

Length:

Width:

Height:

Declared Value:

Reference Number 1:

ORDST2239

Reference Number 2:

Bill Transportation To:

Shipper

With Return Services

Weight (lb)

Package:

Shipment:

0.0

Electronic Scale Activated

Shipment Cost (USD)

0.00

Pkg:

1

of 1

Repeat

1

Pkgs

Modify Shpmt

Process Shipment

F10

Your invoice may vary from the displayed rates.

Ver: 14.0.17

XOFY

Pen