



## ShipTo Residential Shipments

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### 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)

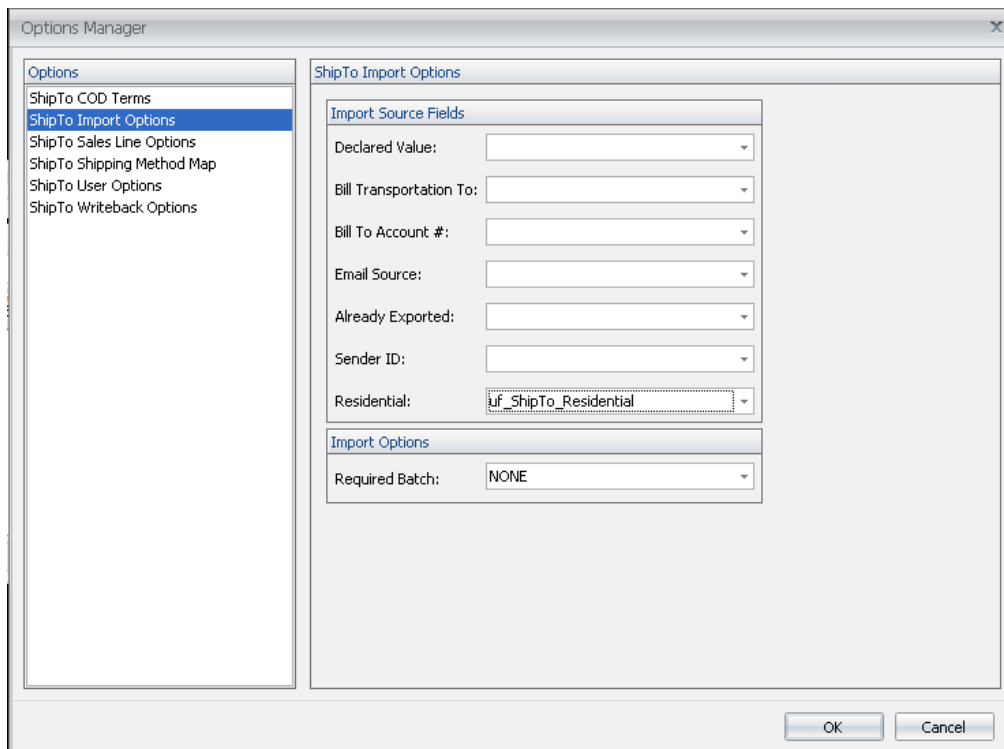
The screenshot shows the 'User Field Editor' window. On the left, a tree view shows 'Sales Document' selected. The main area displays a table of user fields:

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

On the right, the 'Field Properties' panel is visible with the following settings:

- Table Name: Sales Document
- Field Name: uf\_ShipTo\_Residential
- Map To: [Dropdown]
- Screen Label: ShipTo - Residential
- Field Type: True/False
- Length: [Input]
- Default Value: [Input]
- Value Options: [Dropdown]
- 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: [Input]
- Show on Sales Document Types:  Quote,  Order,  Invoice,  Return

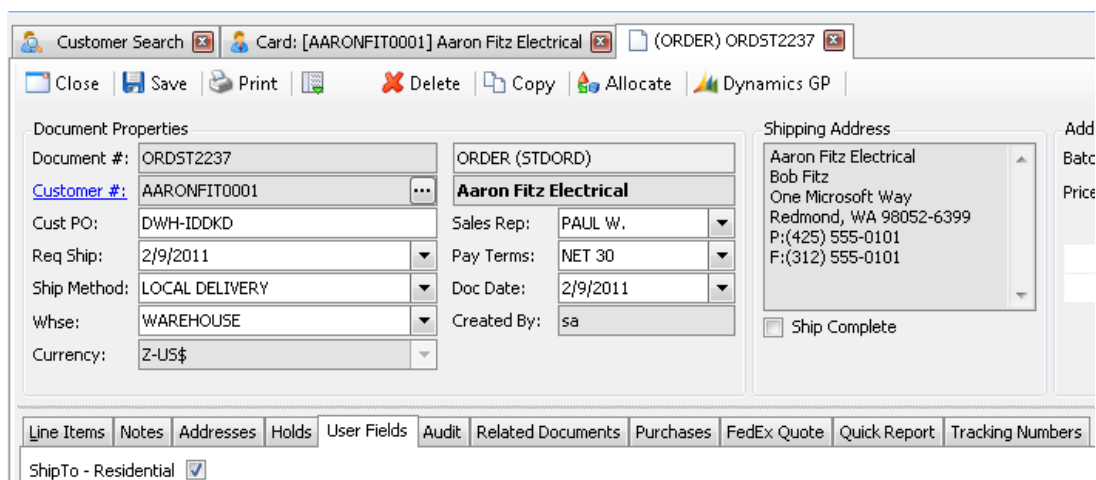
2. Open ShipTo and go to the Options Manager. Find the ShipTo Import Options and set the Residential dropdown to the UDF created in step 1 (uf\_ShipTo\_Residential)



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.



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 REPORT 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:

Service | Options | Detail | Reference

Shipment  
 Freight  
 UPS Service: 3 Day Select  
 Saturday Delivery

Package  
 Package Type: Package  
 Length: Width: Height: in  
 Declared Value:  
 Reference Number 1: ORDST2239  
 Reference Number 2:

Bill Transportation To: Shipper  
 With Return Services

Weight (lb) Shipment: 0.0  
 Package: Electronic Scale Activated  
 Shipment Cost (USD) 0.00

Shipper: 48825X Profile: UPS

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