



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.

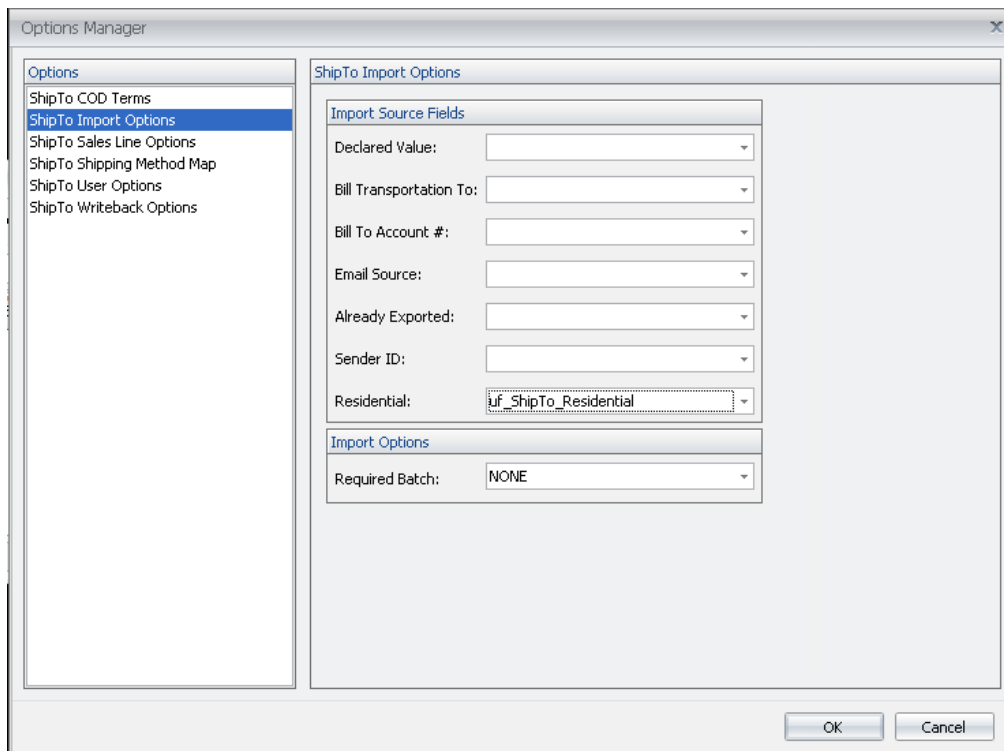
Setup

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 with one row: '7 uf_ShipTo_Residential' with a 'Disabled' checkbox. The right pane shows 'Field Properties' for 'Sales Document' with the following settings:

- Table Name: Sales Document
- Field Name: uf_ShipTo_Residential
- Map To: (empty)
- Screen Label: ShipTo - Residential
- Field Type: True/False
- Length: (empty)
- Default Value: (empty)
- Value Options: (empty)
- 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 (all unchecked)
- Quick Report: (empty)
- Show on Sales Document Types: Quote, Order, Invoice, Return (all checked)

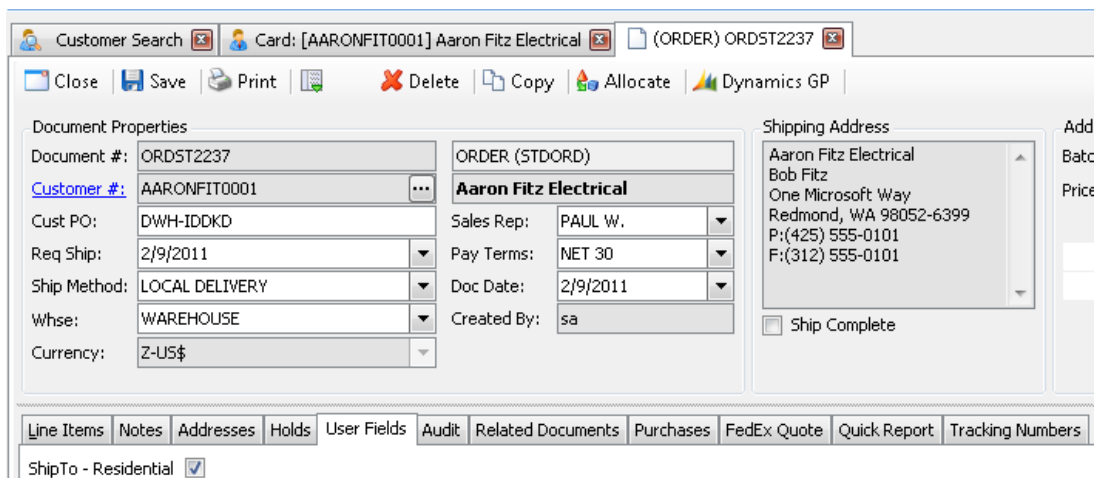
2. Open ShipTo and go to the Options Manager. Find the ShipTo Import Options and set the Residential dropdown to the UDF created in step 1 (uf_ShipTo_Residential)



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