

Set up Default Delivery Addresses

You need to set up a default delivery address for each supplier if you do not want all product directly delivered to your store.

Select 'My Account'

Select a supplier from the drop down box on the right of your screen

The screenshot shows the 'My Account' section of the Windowizard 2.0 interface. The 'Account Balance' section displays a total of \$0.00, with current, 1-month, 2-month, and 3+ month balances all at \$0.00. On the right, a 'Default Delivery Address' box is visible, containing the address '5 Kotzikas Place' and a 'Save' button. The user is logged in as 'Kath (MCP NZ Ltd) StaffTest'.

Select 'Edit' in the 'Delivery Address' box and enter relevant addresses

The screenshot shows the 'Orders' section of the Windowizard 2.0 interface. The 'Order Confirmation' section displays a table of orders. The 'Address' column for the second and third orders contains a warning message: 'a delivery address needs to appear on the worksheet so use as packing slip'. Arrows point to the 'Address' column header and the warning message. The user is logged in as 'Kath (MCP NZ Ltd) StaffTest'.

Send	Save	Supplier	Type	Nett	Delivery Date	Reference	Address
<input checked="" type="checkbox"/>	<input type="checkbox"/>	James Dunlop Textiles	Fabric	\$201.88	07/09/12	Abc	test
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MCP New Zealand Ltd	MTM Blind	\$482.32	21/09/12	Abc	a delivery address needs to appear on the worksheet so use as packing slip
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MCP New Zealand Ltd	MTM Track	\$41.92	12/09/12	Abc	a delivery address needs to appear on the worksheet so use as packing slip

Warning! Freight, packaging, and/or handling charges maybe applied as directed by each suppliers terms and conditions