



Setting a Merchant as Default

Begin typing your Merchant Name, Shipper or Consignee, into the Merchant Data section. Select the appropriate Merchant from the drop down to auto populate the available fields.

The screenshot shows the 'Merchant Data' form with the 'Origin/Shipper Data' section. The 'Merchant' field contains 'test'. A dropdown menu is open, showing search results: 'New Merchant', 'Test Merchant' (highlighted in yellow), and 'Testing'. The 'Set as Default' checkbox is currently unchecked.

To save as default select the check box for "Set as Default"

The screenshot shows the 'Merchant Data' form with the 'Origin/Shipper Data' section. The 'Set as Default' checkbox is now checked and highlighted in yellow. The 'Merchant' field is populated with 'Test Merchant', and the 'Location' and 'Dock' dropdowns are also populated with 'Test Merchant' and 'Main' respectively. The 'Prepay and Add' section shows radio buttons for '0', 'Flat', and 'Percent', with 'Percent' selected.

In the future this will be the Merchant upon creating a New Shipment