



Ship Type, Pay Type and Bill-To Defaults

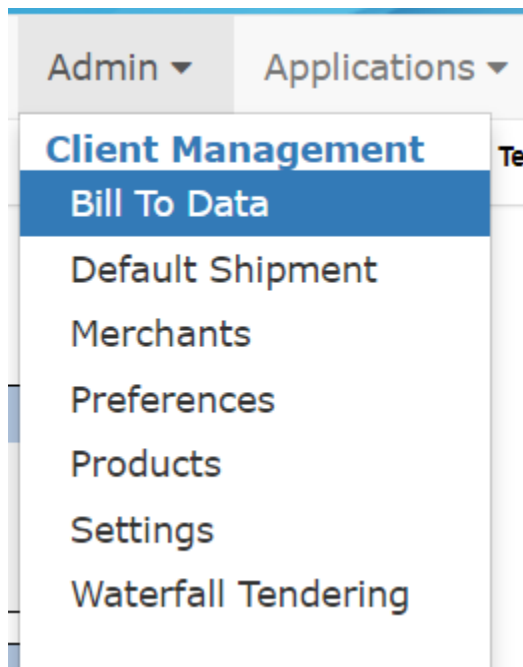
When building a Shipment or EZ Rate, it is important to select the appropriate Bill to Data. To ensure the proper options are selected, users can set their Bill To details to default to the settings of their choosing.

Upon creating a new Shipment the Bill To Data will already be populated

The screenshot shows a 'Billing Data' form with the following sections and fields:

- Bill To:** I Am The: Pay Type: Bill To:
- Company Data:** Name: Note:
 Update Original Set as Default
- Billing Address:** Name: Address:
City: State: Zip Code: Country:
- Contact Data:** Phone: x Fax: Email:

To set the default options, select “Bill to Data” from the Admin drop down



Here users will find the ability to set the following:



- Default Ship type, seen as “I am the:” on the Shipment

Default Ship Type

I am the:

Origin

Destination

Third Party

- Default Pay type, seen as “I am the:” on the Shipment

Default Pay Type

Pay Type:

Prepaid

Collect

- Default Bill to Company

Bill To Companies		<input type="button" value="Add New"/>
Default	Bill To Name	Action
<input type="radio"/>	AM - Company Name % Logistics	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	PO - Company Name % Logistics	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	- Fed Ex	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	Logistics Inc. - UPS	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	Logistics, Inc.	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	Priority1, Inc.	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	PO - Logistics, Inc.	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	AM - Logistics	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	PO - Innospec Fuel Specialties % Logistics	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	PO - Sefcor Inc % Trinity Logistics	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	PO - MAYZO% Logistics	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	Banyan Web Services - Test Only	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input type="radio"/>	Odyssey Fedex	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>
<input checked="" type="radio"/>	Josh Bill To	<input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="\$"/>

NOTE: If your Bill To Company is not seen on the list select “Add New” to add the option.

Select “Update” when you have completed your selections