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Tips & Tricks TecLocal 3.0 – Setting up and working with different ship-to addresses

You want to set up different ship-to addresses in TecLocal so that the parts go directly to where they are used, but you are not sure how it works. This Tips & Tricks article shows you how to set up different ship-to addresses, where you have to pay particular attention and how you can make your work with TecLocal more effective by using them.

Set up a different ship-to addresses

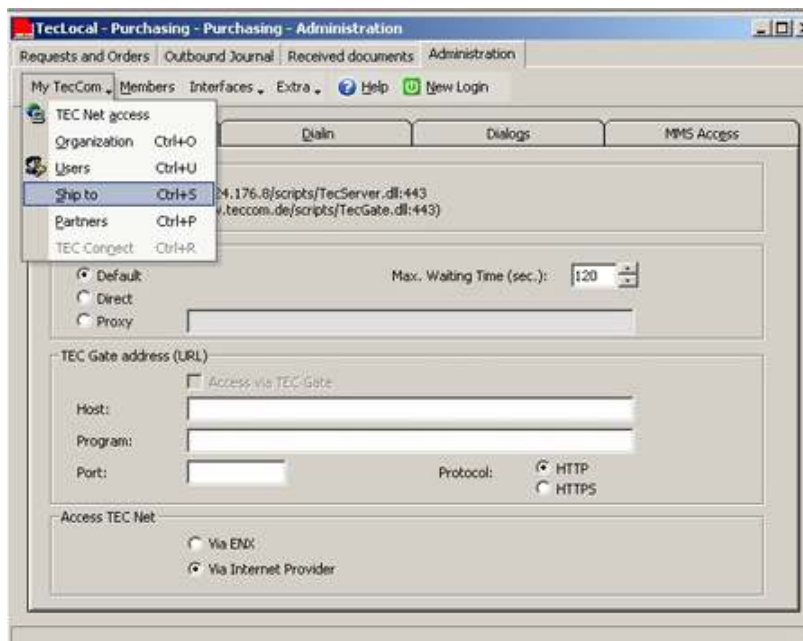
Setting up alternative ship-to addresses is always recommended if you order for more than one location from a single TecCom-ID.

Please pay attention to this:

Before you use different receiving address for the first time, contact your supplier to be sure that he supports differing ship-to locations and to get the individual receiving codes for your locations.

Under **Administration – My TecCom – Ship** to you can reach the entry template to set up ship-to addresses. In order to add new addresses or change the data you need administrator rights.

- ▶ Home
- ▶ Company
- ▶ Products&Services
- ▶ News&Press
- News
 - ▶ Newsletter
 - ▶ Events
 - ▶ Archiv
 - ▶ Press
- ▶ TecCom Users
- ▶ CAP-Standard



The list includes all active ship-to addresses. By clicking on **New** you can add additional receivers. You must fill out all address fields in order to set up and add the receiver. Once it is set up you will only be able to change the address. If the name changes you will have to set up the whole receiver again from scratch.

TecLocal - Purchasing - Purchasing - Ship to

Requests and Orders | Outbound Journal | Received documents | Administration

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Name	City
New Spare Parts	12345, Test-City

Enter ship to

Name:

Address:

ZIP code/City:

Country:

Cancel OK

After entering the address, use the tab **Supplier** to enter the goods receiving number that each supplier has issued for that location. The suppliers shown are your registered business partners (**Administration – My TecCom – Partners**). With **Update** you can see and use the modified partner data from the TecCom network. With **Delete** you can remove an entry from the goods receiving list. **Filter** helps you to find a goods receiver from your list depending on the criteria you set.

TecLocal - Purchasing - Purchasing - Ship to

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Name	City
New Spare Parts	12345, Test-City
New Spare Parts 1	55665, Testvillage

Address | **Supplier**

Name	City	Number
TEC-Testsupplier	85716 Unzerschleithelm	
TMD Friction GmbH Europa	51381 Leverkusen	123456
TMD Friction GmbH Europa	51381 Leverkusen	123456

Use of differing ship-to addresses

After you have entered the articles for an inquiry or order, you can select a differing ship-to address in the tab **Ship to**. Each goods receiver that has a goods receiver number for the designated supplier is marked with an **[x]** in the selection list. If you select one of these as the recipient you cannot change the data in the template.

The screenshot shows the 'TecLocal - Purchasing - Purchasing - Order' window. The 'Ship to' tab is active, displaying a single recipient: 'New Spare Parts, 12345' with a 'Number' of '123457'. The recipient name is 'New Spare Parts', the address is 'Test Drive 1', the ZIP code/City is '12345 Test-City', and the country is 'AD - ANDORRA'. The main table below shows one entry: Qty: 1, UoM: PCE, Product No.: 0810, Product Description: (empty).

For all other recipients you can change all the data. In addition you can enter an alternative recipient for one-time use. This will not be transferred to the list of ship-to locations you set up with **Administration - My TecCom - Ship to**. After setting up the alternative ship-to location you continue with your inquiry or order as usual.

The screenshot shows the same 'TecLocal - Purchasing - Purchasing - Order' window. The 'Ship to' tab is active, but the recipient dropdown menu is open, showing two alternative recipients: '[x] New Spare Parts, 12345 Test-City' and '[x] New Spare Parts I, 55665 Testvillage'. The main table below is empty.

If you still have any questions after reading and understanding this document please contact our Help Desk at support@teccom.de and +49 (0)1805 - 65 65 56.