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## The Shipping Address in the Invoice

### Enabling the Shipping Information

To enable specifying the Shipping Address in the invoice go to the Admin / Customer Documents menu and edit the Invoice document series. Then check the **Include Shipping Info** field and save it.

Welcome Mr. Visitor | Logout

Customer Documents

### Document Series

Series: INV

Designation: invoice

Available:

Description:

Numbered:

Next No: 4

Print Copies: 2

Include Shipping Info:

Logotype Mode: Choose later

Print Language: Choose later

Print Immediately: No

Lines per Page: Choose later

Copies per Page: 1 Copies per Page

Print Template Model: Choose later

Print Template File:

Sales Tax Behaviour: Normal

Exclusive for User: No

Navigation menu:

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When editing an Invoice, the Shipping Address can be set to the desired one. (Please refer to the customer record in the Customers menu for entering the Shipping addresses.

Welcome Mr. Visitor | Logout | New Window New "Invoice"

← [Icons] →

<b>Customer</b> <span style="color: red;">✖</span>		<b>Invoice #</b> 4
ID 123	Name Huan Hoo Toys Manufacturing Ltd.	Reference
Att. Brain Pavel	Phone 801 25458123	PO Number
Fax 801 25458433	Email <a href="mailto:info@example.com">info@example.com</a>	Sales Rep
Address Kuan Hi Hun Business Centre		
242		

Item Code	Description	Qty	Un
1  689569554	TFT Samsung 22 inch	1	Uni

Article Service Text Document (Press the Enter key to advance)

Gross Amount	Item Disc	Discount	Shipping Charges	Net / Tot
150.00	0.00	0.00	Shipping Charges 0.00	

Status	Discount (%)
Temporary	0

Expedition/Vehicle	
Vols	
Weight	0
Ship Date	10:05
Shipping Address	Ola Kala Bvd 39
Contact	Kuan Hi Hun

Notes/Comments

Predefined Comments

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2655-128 Carvoeira MFR  
ERICEIRA - PORTUGAL


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The USA invoice layout displays the selected shipping address before the items.

**Invoice**



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Date	#
2009-10-17	4

**Bill To**  
Huan Hoo Toys Manufacturing Ltd.  
Att. Brain Pavel  
Kuan Hi Hun Business Centre  
343  
430 Y10 Kwabla Villa  
Hong Kong

**Ship To**  
Huan Hoo Toys Manufacturing Ltd.  
Att. Brain Pavel  
Ola Kala Bvd 39  
2720-376 Amadora  
Portugal

Customer	Taxpayer ID	Related Doc	Reference	Ship Date	Via	Freight	PO Number	Pay Before
123	HJ 303022020			10.05				2009-11-15

Item Code	Description	Qty	Price	Disc. (%)	Amount
65056554	TFT Samsung 22 Inch 2mk; 8000:1	1 Uni	150.00		150.00

The supply of the goods mentioned above was made on this date (C.D. 2001/115/EEC)

Gross Amount (EUR)	150.00
Net Amount	150.00
<b>Total Amount (EUR)</b>	<b>150.00</b>

(one hundred fifty euros)

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The Europe invoice layout displays the Shipping Address below the items.



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Invoice No. 4  
(Original)

Huan Hoo Toys Manufacturing Ltd.  
Att. Brian Pavel  
Kuan Hi Hun Business Centre  
343  
430 Y 10 Kwabba Villa  
Hong Kong

Customer	Related Doc	Reference	PO Number	Date	Pay Before
123				2009-10-17	2009-11-16

Item Code	Description	Qty	Price	Disc.(%)	Amount
60060554	TFT Samsung 22 Inch 2ms, 8000:1	1 Uni	150.00		150.00

Notes: The supply of the goods mentioned above was made on this date (C.D. 2009/11/16/EEC)  
Ship Date: 10/05  
Loading Place: (Our facilities)  
Unloading Place: Ole Kala Bvd 39  
2720-376 Amadora  
Portugal

Gross Amount (EUR)	150.00
Net Amount	150.00
<b>Total Amount (EUR)</b>	<b>150.00</b>
<small>(one hundred fifty euros)</small>	

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## The **Loading Place** on the European invoice layout

To personalize the Loading Place field that's displayed in the European invoice layout, go to the Admin / Parameters menu and edit the text "(Our Facilities)" replacing it with the desired contents.

