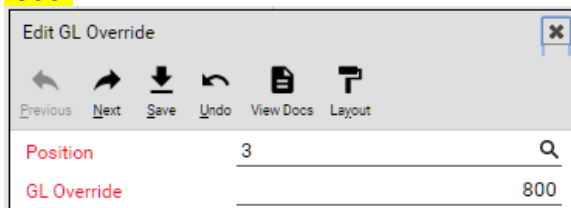


PURPOSE: Bill-to companies denote the party responsible for making payments on invoiced sales orders.

PROCESS STEPS:

Create Bill-To Company

1. Navigate to Sales > Bill-To / Ship-To Management
2. Change Report Type is set to Bill-to Company.
3. Click the **Add Bill-To button**.
4. On the "Edit Bill-To Company" form General tab enter:
 - a. The company's name in the Bill-To Company field.
 - b. Company's A/P contact in the Contact field
 - c. Enter the Phone number and Extension field for this contact if known
 - d. Enter in the COMPLETE Bill-To Company Address, Country (2 digit), Billing Group, Country Code(search).
 - e. Click Validate Address [soft button]
 - f. Choose Billing Group if applicable, else leave as "None"
 - g. Enter Email where the invoice will be sent. (Change Print Invoice To to "Email", Change Print statement To to "Email")
 - h. In the Short Ship Field: Define if this customer allows short ship with backorders or without – unknown leave "Allowed With Backorder"
 - i. Choose proper AR Account
 1. **Note:** ALL National Bill-To's require 1210-11-800 & GL Override [tab] Position "3", Override "800"



2. **Note:** ALL International Bill-To's require 1210-11-900 & GL Override [tab] Position "3", Override "900"

Note: ALL International Bill-To's require Bill-To Notes:

"ECCN=EAR99 NLR

These commodities were exported from the United States in accordance with the Export Administration Regulations. Diversion to another country contrary to United States law is prohibited."



5. Navigate to the Ship-To Defaults tab
 - a. Broker (choose one)
 - b. Facility (choose one) **Note:** ALL National Bill-To's require "Tulsa"
 - c. IC-Disc (choose one)
 - d. Division (choose one) **Note:** ALL National Bill-To's require "Tulsa" Facility (see Step b above)
 - e. Territory (choose one)
 - f. Customer Type (choose one)
 - g. Industry Type (choose one)
 - h. Select the default Ship Via if known, if not leave TBD
 - i. Select the default Freight Type if known, if not leave Prepaid and Add
 - j. Select the Document Group for this Customer
 - k. Select Print Substitutions for applicable customer. **Note:** see International Division for which one
 - l. Check box for Tax Exempt if applicable
6. Navigate to the Credit tab
 - a. Terms (choose one)
 - b. Past Due Days and Never Exceed Days
 - c. Credit Limit and Never Exceed Limit
 - d. Uncheck Use Bill-To Credit Limit if Terms are COD or Cash In Advance (CIA)
7. Navigate to the User Fields tab
 - a. Enter the Bill To Created Date
 - b. XM Bank **Note:** see Tulco CFO for requirement
8. Navigate to Sales Assignments tab
 - a. Click the Add [+ plus sign] to open the "Edit Sales Rep" window
 - b. Choose Sales Rep, click on the magnifying glass to search for the Rep and double click
 - c. Check box for Primary if applicable
 - d. Click Save button, and exit "Edit Sales Rep" window
9. Select Save

Refer to SOP 102_Creating a Ship to for creating a ship to company for this Bill-To

Modify Bill-To Company

If modifying an existing Bill-To, follow the steps below:

1. Navigate to Sales > Bill-To / Ship-To Management
2. Change Report Type is set to Bill-to Company.
3. Search Bill-To Company, double-click on Company Name in "Select a Bill-To Company" screen
4. Click Modify Bill-To button
5. Repeat Steps 4-9 in Create Bill-To Company above.



Creating a Bill-To

SOP 101

Revision F, 01/15/2019

Approved by: Don Stanton

REVISIONS

Rev	Date	Change
I/R	11/17/17	New
A	3/16/18	Apply steps from PE sessions
B	3/29/18	Rearrange steps
C	5/9/18	Add steps for Sales Assignment
D	12/7/18	Add Print Substitution instruction
E	1/14/19	Add "International" Bill-To Note requirement
F	1/15/19	Add National/International requirements