**Creating a Billable Ship-to in Customer File**

First, you must create a new customer in the customer file for the ship-to company and address.

Then you need to add that newly created ship-to customer to the ship-to tab of the main customer. You must also check the billable box in the middle of the screen. This will then bill this customer id and address when the invoice is created for this ship-to.

For example:

Taco Bell is a Corporate Account that buys Boxes.

They have 500 Ship-to Locations.

Many are not owned by Taco Bell.

Joes Taco is owned by Jose Cortes.

He calls Taco Bell Corp and orders 5,000 Taco Boxes.

Soule creates

Joes Taco as a Customer.and also Taco Bell as a Customer

Under Bell, there is a Shipto Called Joes Taco and the Toggle box BILLABLE is checked.

Taco Bell places order for 1 million boxes.

1 of the Shipto is Joes Taco for 5,000 boxes.

Soule Company Releases 5000 to Joes Taco.

When Bill of Lading is Posted,

Invoice is Billed to Joes Taco.

