

Phone Number on Ship to Address

The phone number on all newly created ship to addresses will now be a required field. For current ship to addresses, the phone number will only be required if a user edits the ship to address using the update eForm functionality. This change will make the phone number a required field allowing vendors to call with questions about the purchase order.

The screenshot shows the 'AddressMaintenance' eForm interface. On the left is a navigation pane with three items: '1 Title', '2 Complete Form' (highlighted), and '3 Summary'. The main content area is titled 'AD113524584: Untitled AddressMaintenance' and includes navigation buttons '< Prev', 'Next >', and 'Exit'. Below the title bar, the section is labeled '2 Complete Form' and 'AddressMaintenance'. A message reads 'Provide the requested information.' with a 'How To' link. The form fields are as follows:

- Entity: 14
- Name: [Yellowed out text box]
- Line 1: [Yellowed out text box]
- Line 2: [Empty text box]
- Line 3: [Empty text box]
- City: [Yellowed out text box]
- State: [Yellowed out text box]
- Postal Code: [Yellowed out text box]
- Country: (no value) [Dropdown arrow]
- Phone: [Yellowed out text box, circled with a dashed line]

A yellow callout box with an arrow pointing to the 'Phone' field contains the text: 'Enter a general agency phone number to appear on the purchase order sent to the vendor, e.g. 888-211-7440'.