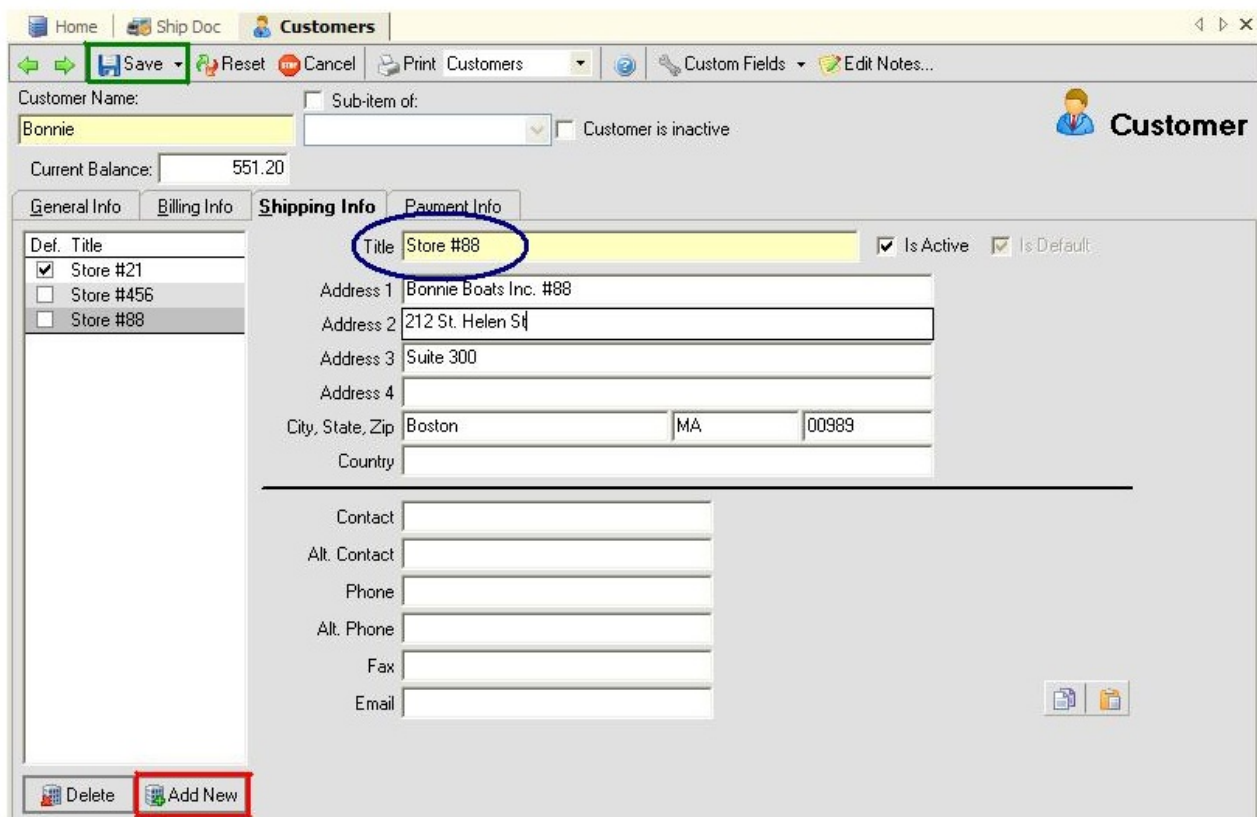# Sales Orders With Multiple Ship To Addresses

Last Modified on 08/13/2021 3:25 pm EDT

Certain of your customers will want you to ship orders to different ship to addresses for example a retailer.   One solution is to create multiple sales orders however All Orders has the ability of handling multiple ship to addresses on a single order.

Firstly you need add more shipping addresses for a particular customer.   By default each customer has one ship to addresses called 'Default'. To add additional ship to addresses, open the customer editor and click the 'Shipping Info' tab.   You will see a listing of ship to addresses and an 'Add New' button.   Click the 'Add New' button, enter a title and other address information then click Save.

When you have multiple to addresses on one order the main Ship To Address is not used instead, All Orders uses the 'Item Ship To' to determine where and how much of an item should be shipped to the customer.   Assume you receive a PO from a customer as follows:

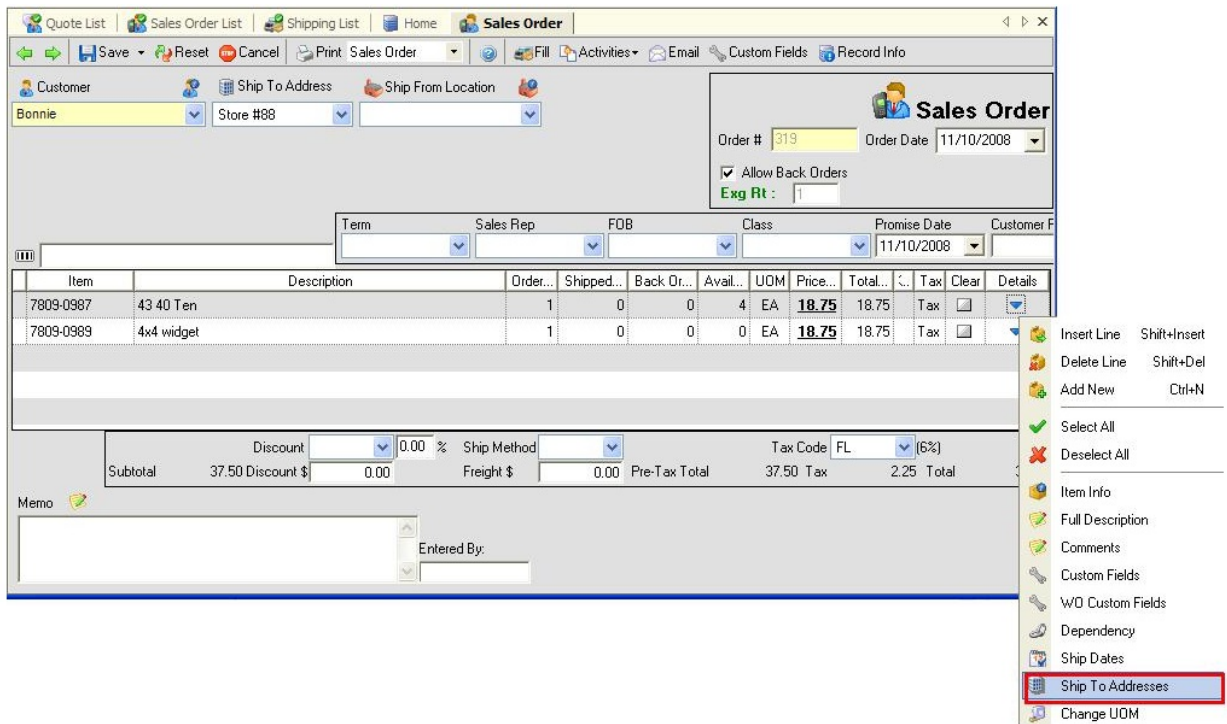Line No 1, Item 7809-0987

Store #88 - Quantity 5

Store #456 - Quantity 5
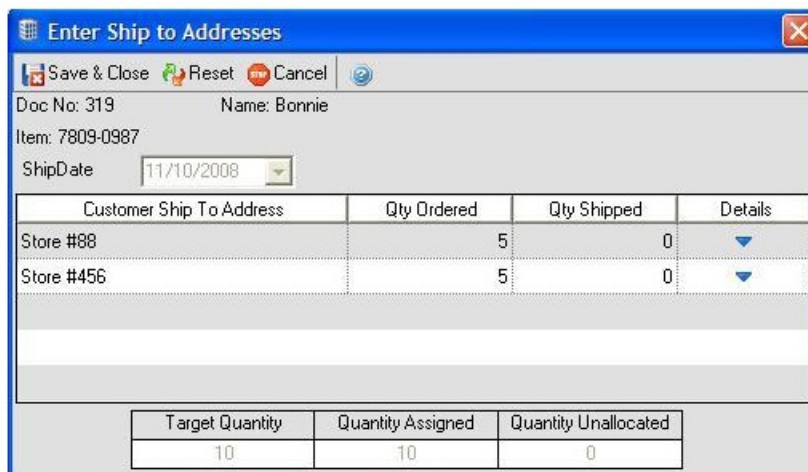
Line No 2, Item 7809-0989

Store #88 - Quantity 5

Store #456 - Quantity 5

To record the above, you create a sales order and add the first item, which in our example is 7809-0987. One the item has been added click the Details icon and select 'Ship to Addresses'.

An Enter Ship to Addresses dialog will display. Use the drop-down to select the ship to address, tab then change the quantity to 5. Click on the second line and enter select the second ship to then tab and enter quantity of 5. When done, click Save & Close.

You will note that the Ship Date box is disabled because there is only on ship date on the above sales order. If there was more than one ship date, you can select multiple shipping addresses BY ship date.

When you press the 'Fill' button, the Batch Shipping screen will be shown instead of a Ship Doc as All Orders needs to know which item ship to address to process.

Then to generate the ship docs, I clicked the 'Process button'