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.

Home Ship Doc 🐍 Customers		t Notes	4 Þ ×
Customer Name: Sub-			💩 Customer
Current Balance: 551.20	Payment Info		
✓ Store #21 □ Store #456 △ Store #88 △ Addres	ip Boston MA 00989		☑ Is Default
	ne		

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'.

	🛿 🅵 Sales Order List 🛛 🥞 Shipping ve 👻 🦓 Reset 💿 Cancel 🛛 😂 Prin			Activities∓ ⊝Emai	I 🐁 Custom Fields 🛛 🔓	Record Info	↓ ▷ X	
Customer Sonnie	🧟 🟢 Ship To Address	Ship From Location	*** **		Order # 319 I▼ Allow Back Ord Exg Rt : 1	Order Date 11/10/20	and the second second	
0		Term Sale	s Rep	FOB		Promise Date (Customer F	
Item 7809-0987 7809-0989	Descripti 43 40 Ten 4x4 widget	on	Order Shi	pped Back Or 0 0 0 0	Avail UOM Price 4 EA 18.75 0 EA 18.75		Details	Insert Line Shift+Insert Delete Line Shift+Del Add New Ctrl+N
Si Iemo 🧭	Discount ubtotal 37.50 Discount \$	0.00 % Ship M 0.00 Freigh		0.00 Pre-Tax To	Tax Code al 37.50 Tax	FL 💉 (6%) 2.25 Total	- × × 9	Select All Deselect All Item Info
		Entered By:	_					Full Description Comments Custom Fields WD Custom Fields Dependency Ship Dates Ship To Addresses Change UDM

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.

Enter Ship to Addr	resses				×
🔓 Save & Close 🖓 Rese	et 💿 Cancel	0			
Doc No: 319 M Item: 7809-0987 ShipDate 11/10/200	Name: Bonnie 18 💽				
Customer Ship To /	Address	Qty Ordered	Qty Sh	ipped	Details
Store #88			5	0	
Store #456			5	0	
Target 0	Juantity	Quantity Assigned	Quantity Un	allocated	
1	0	10	0		

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.

	m: To: /1900 \star 11/10/2008 丈 ner:	From:	To:	llocate By Order # Ship Date Order Date	Reload Order	8	e të	Batch Sh	ipping
Order #	Customer		Ship To		Ship From	. (Order Date	Ship Date	Status
319	Bonnie		Store #88	F	ick Available		11/10/2008	11/10/2008	Partial
319	Bonnie		Store #456	F	ick Available		11/10/2008	11/10/2008	None
1	view items for the selected	lorder Filter	Filter	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	~				
1	Item	lorder Item		n UOM	Available R	equired		Un-Allocated 1	
	Item 7809-0987	HQ	🗙 Locatio	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Available R	10.00	0.00	0.00	9
í Only \ ncl. ☑	Item	lorder Item	🗙 Locatio	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Available R			0.00	9

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

🐚 Process 🛛 🥥 🖓 Close