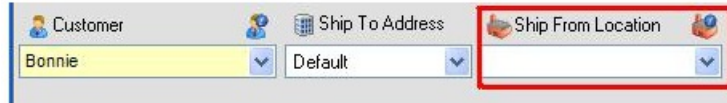


# Shipping from multiple locations

Last Modified on 10/18/2021 4:14 pm EDT

At order time you may not know from which location you will ship a particular order. To handle this scenario, when creating the sales order leave the 'Ship From Location' blank.



The screenshot shows a software interface with three dropdown menus: 'Customer' (selected: Bonnie), 'Ship To Address' (selected: Default), and 'Ship From Location' (which is empty and highlighted with a red box).

For this example I entered an order quantity of 7 on sales order # 317.

Item	Description	Ordered
7809-0987	43 40 Ten	7

However on the item info for this item shows Available quantity of 5 in HQ and 4 in Store.

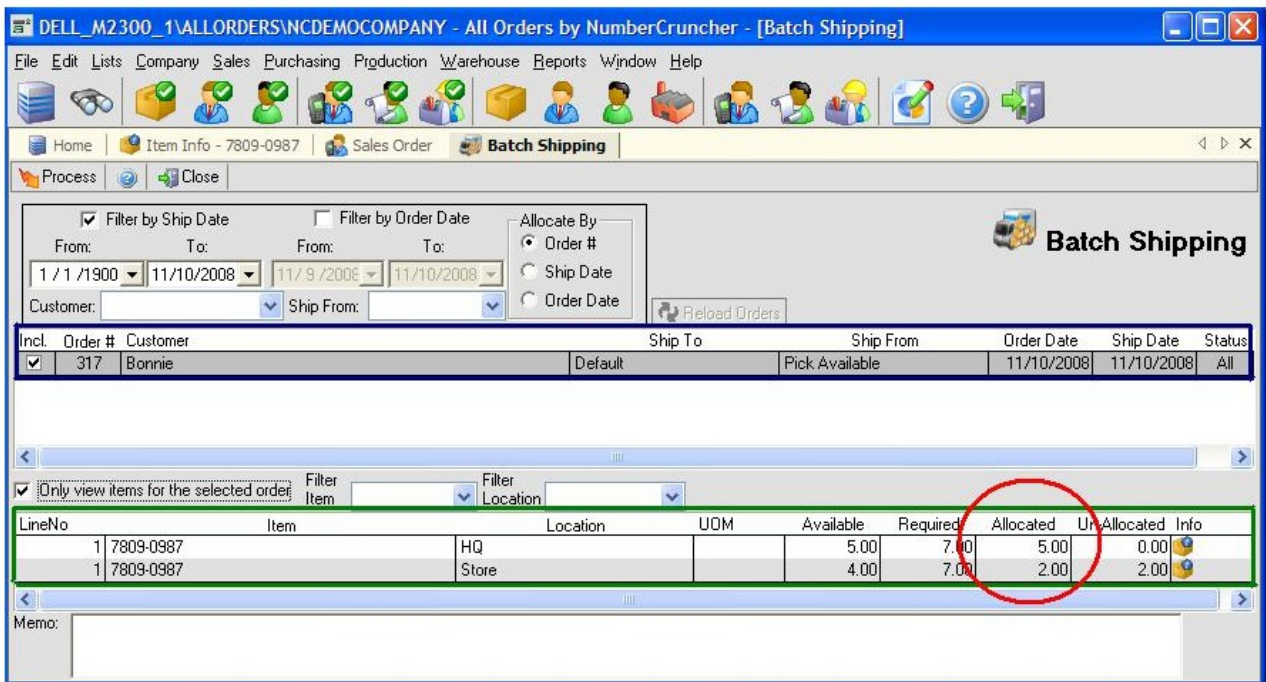
Status	Lot / Serial #s	Vendors	On Order Detail
	Location	Available	On Order
+	HQ	5	
+	Store	4	

At this point you have 2 choices:

1. Create 1 ship doc from a single location and leave the unshipped quantity on back order. This you can do by simply selecting a location in the 'Ship From Location'
2. Create 2 ship docs one from each location.

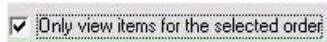
If you leave the Ship From Location blank, when you press Fill instead of a Ship Doc, you will see the Batch Shipping List. This tool allows you to ship multiple sales orders and create multiple ship docs from a single screen.

In this case you will be shipping a single sales order but from two locations thereby creating 2 ship docs.



On the top part of the Batch Shipping screen, you will see the sales order (blue lined). As mentioned previously, this screen can be used to ship multiple orders but we will discuss this in another topic.

Above the items, there is a check box which when clicked allows you to edit the item quantities.



I decided to change the 'Allocated' (red circle) so that 4 will ship from Store and the remaining from HQ (i.e. 3). Then to generate the ship docs, I clicked the 'Process button'



After a few seconds, you will see a Batch Shipping List with the Ship Docs created. You can print both Ship Docs at the same time.

DELL\_M2300\_1\ALLORDERS\NCDEMOCOMPANY - All Orders by NumberCruncher - [Batch Ship List]

File Edit Lists Company Sales Purchasing Production Warehouse Reports Window Help

Quote List Sales Order List Shipping List Home Sales Order Batch Ship List

Help Print Ship Doc Close

From: 11/1/2008 To: 11/10/2008

Batch Num: Filter

Batch #	Batch Date
1	8/26/2008
2	10/13/2008
3	11/10/2008

Batch # 3 Memo

Batch Date 11/10/2008

Created by user Admin

Ship Docs created

SO #	Customer	Ship Date	Ship To	Ship From	Ship Doc #	Status
317	Bonnie	11/10/2008	Default	HQ	47	Success
317	Bonnie	11/10/2008	Default	Store	48	Success

**2 Ship Docs Created**