

## Enable and Configure a Split Shipment

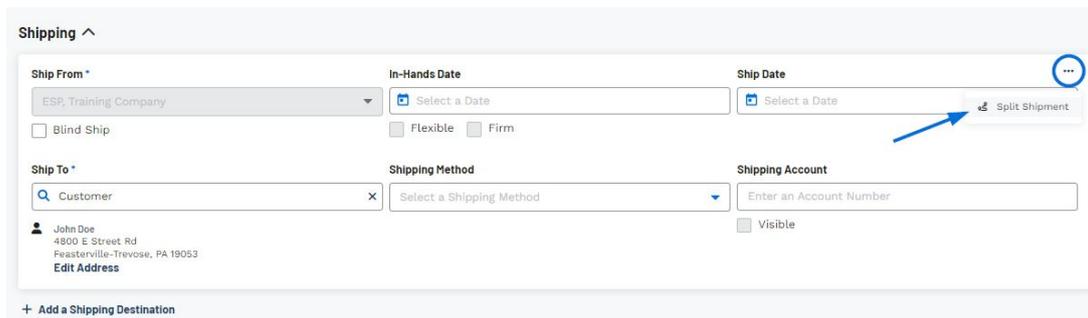
2023-11-27 - Jennifer M - Orders

Split shipping enables the order to be shipped to multiple addresses. To access the split shipping option, log into ESP+, open the project, and go to the Quotes/Orders/Invoices tab.

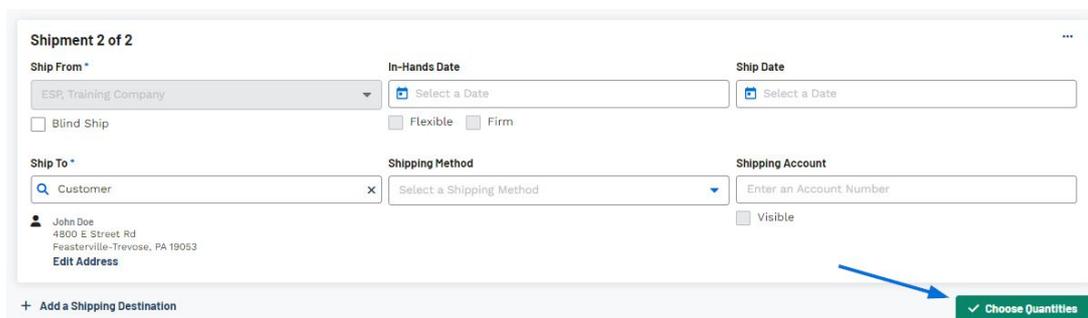
Select the document type (Quote, Order, or Invoice) from the available orders within the project. From the Products & Pricing section, edit the product you would like to send to separate locations.



Scroll to the Shipping section and click on the three dot icon. Then, click on Split Shipping.



A second shipping path will be added and you can configure the additional location. Then, click on the Choose Quantities button.



Enter the quantity that should be sent to the additional location. The quantity for the first shipment will automatically adjust based on the amount entered in the second quantity box. When you are finished, click on the Save Quantities button.

## Split Shipment

Enter a quantity to split your shipment

| Variant Description | Shipment 1 Quantity             | Shipment 2 Quantity             |
|---------------------|---------------------------------|---------------------------------|
| Purple              | <input type="text" value="25"/> | <input type="text" value="25"/> |
| <b>Total: 50</b>    | <b>25</b>                       | <b>25</b>                       |

### Shipment 1

*Ship From:*  
**ESP, Training  
Company**

*Ship To:*  
**John Doe**  
4800 E Street Rd  
Feasterville-  
Trevoese, PA 19053

### Shipment 2

*Ship From:*  
**ESP, Training  
Company**

*Ship To:*  
**John Doe**  
4800 E Street Rd  
Feasterville-  
Trevoese, PA 19053

× Cancel

 Save Quantities

You will be brought back to the Products & Pricing section where each shipment will be displayed with the quantities.



**Purple Cup** Shipment 1 of 2

Product #: KID-3-20-1 | CPN-551938751

...

No  
image  
available

**ESP, Training Company**  
asi/55555

| Item               | Ordered Qty | Invoiced Qty | Net Cost | Margin | Price    | Total Cost       | Total Price       | Tax                                 |
|--------------------|-------------|--------------|----------|--------|----------|------------------|-------------------|-------------------------------------|
| Purple             | 50          | 25           | \$2.5000 | 50.00% | \$5.0000 | \$62.5000        | \$125.0000        | <input checked="" type="checkbox"/> |
| <b>Total Units</b> | <b>50</b>   | <b>25</b>    |          |        |          |                  |                   |                                     |
| <b>Total</b>       |             |              |          |        |          | <b>\$62.5000</b> | <b>\$125.0000</b> | <b>6.00%</b>                        |



**Purple Cup** Shipment 2 of 2

Product #: KID-3-20-1 | CPN-551938751

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No  
image  
available

**ESP, Training Company**  
asi/55555

| Item               | Ordered Qty | Invoiced Qty | Net Cost | Margin | Price    | Total Cost       | Total Price       | Tax                                 |
|--------------------|-------------|--------------|----------|--------|----------|------------------|-------------------|-------------------------------------|
| Purple             | 0           | 25           | \$2.5000 | 50.00% | \$5.0000 | \$62.5000        | \$125.0000        | <input checked="" type="checkbox"/> |
| <b>Total Units</b> | <b>0</b>    | <b>25</b>    |          |        |          |                  |                   |                                     |
| <b>Total</b>       |             |              |          |        |          | <b>\$62.5000</b> | <b>\$125.0000</b> | <b>6.00%</b>                        |

Related Content

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- [Create a New Order](#)
- [Create an Invoice](#)