What's New > Orders > Enable and Configure a Split Shipment

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.

	Pur	ble Cup ct #: KID-3-20-1 CPN-55183875	51						
🛒 Products & Pricing		age ESP, Training Compa	iny						/ Edit Copy
🖌 Decoration	ava	lable							 Delete Move Down
	Item	Ordered Oty	Invoiced Oty	Net Cost	Margin	Price	Total Cost	Total Price	144
Shipping	Purple	50	50	\$2.5000	50.00%	\$5.0000	\$125.0000	\$250.0000	
B Dille	Total Units	50	50						
E DIIS	Total						\$125.0000	\$250.0000	6.00%
Payments									

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

Ship From *		In-Hands Date		Ship Date	C
	*	🔁 Select a Date		Select a Date	وم Split Shipment
Blind Ship		Flexible Firm		/	
Ship To *		Shipping Method		Shipping Account	
Q Customer	×	Select a Shipping Method	-	Enter an Account Number	
John Doe 4800 E Street Rd Feasterville-Trevose, PA 19053				Visible	

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

Shipment 2 of 2					
Ship From *		In-Hands Date		Ship Date	
	*	Select a Date		🔁 Select a Date	
Blind Ship		Flexible Firm			
Ship To *		Shipping Method		Shipping Account	
Q Customer	×	Select a Shipping Method	•	Enter an Account Number	
John Doe 4800 E Street Rd Feasterville-Trevose, PA 19053 Edit Address				Visible	
- Add a Shipping Destination				✓ Choose Quant	ities

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.



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

VOURIE	Product #: KID-3-20-1 CPN-551938751							
LOGO	No image ESP, Training Compar available ^{asi/55555}	лу						
Item	Ordered Oty	Invoiced Oty	Net Cost	Margin	Price	Total Cost	Total Price	Та
Purple	50	25	\$2.5000	50.00%	\$5.0000	\$62.5000	\$125.0000	~
Total Units	50	25						
Total						\$62.5000	\$125.0000	6.009
-otat								
	Purple Cup Shipment 2 of 2 Product #: KID-3-20-1] CPN-551938751	D						
YOUR Z LOGO 7 HERE	Purple Cup Shipment 2 of 2 Product #: KID-3-20-1] CPN-551938751 No image ESP, Training Compar available asi/55555	пу						
YOURZ LOGO HERE	Purple Cup Shipment 2 of 2 Product #: KID-3-20-1] CPN-551938751 No image available asi/55555 Ordered Oty	ny Invoiced Oty	Net Cost	Margin	Price	Total Cost	Total Price	Ta
YOURZ YOURZ JHERE tem Purple	Purple Cup Shipment 2 of 2 Product #: KID-3-20-1] CPN-551938751 No irrage ESP. Training Compar available asi/55555 Ordered Oty 0	ny Invoiced Oty 25	Net Cost \$2,5000	Margin 50.00%	Price \$5.0000	Total Cost \$62.5000	Total Price \$125.0000	TI
YOUR LOGO JHERE Purple Total Units	Purple Cup Shipment 2 of 2 Product #: KID-3-20-1 CPN-551938751 No irrage ESP. Training Compar available asi/55555 Ordered Oty 0 0	Invoiced Oty 25 25	Net Cost \$2,5000	Margin 50.00%	Price \$5.0000	Total Cost \$62.5000	Total Price \$125.0000	Ta

Related Content

- Edit Product Information within a Quote
- Create a New Order
- Create an Invoice