Quoi de neuf > 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.

	Produc	ble Cup ct #: KID-3-20-1 CPN-55193875	1						C
Products & Pricing	THERE	lo age ESP, Training Compa lable asi/55555	iny					-	EditCopy
/ Decoration	ava	lable							 Delete Move Down
-	Item	Ordered Oty	Invoiced Oty	Net Cost	Margin	Price	Total Cost	Total Price	-
Shipping	Purple	50	50	\$2.5000	50.00%	\$5.0000	\$125.0000	\$250.0000	~
Bills	Total Units	50	50						
Dillo	Total						\$125.0000	\$250.0000	6.00%
Payments									

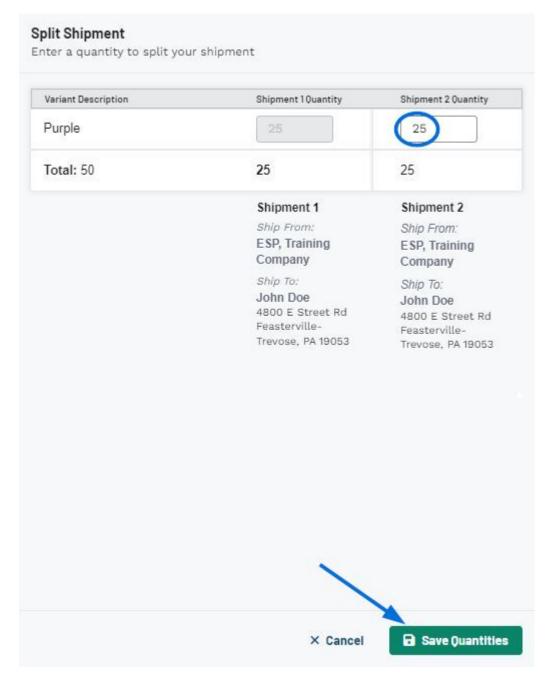
Scroll to the Shipping section and click on the three dot icon. Then, click on Split Shipping.

Ship From *	In-Hands Date	Ship Date	(
	 Select a Date 	Select a Date	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 Feastarville-Trevose, PA 19053 Edit Address		Visible	

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

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

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.

VOUDLA	Purple Cup Shipment 1 of 2 Product #: KID-3-20-1 CPN-55193875							
	No image ESP, Training Compa available asi/55555	ny						
Item	Ordered Oty	Invoiced Oty	Net Cost	Margin	Price	Total Cost	Total Price	Tax
Purple	50	25	\$2.5000	50.00%	\$5.0000	\$62.5000	\$125.0000	\sim
Total Units	50	25						
Total						\$62.5000	\$125.0000	6.00%
		_						
VALUELO	Purple Cup Shipment 2 of 2 Product #: KID-3-20-1 CPN-55193875							
YOUR & LOGO Ahere	i di pie oup	1						
	Product #: KID-3-20-1 CPN-55193875 No image ESP, Training Compa	1	Net Cost	Margin	Price	Totai Cost	Total Price	
Item	Product # KID-3-20-1 CPN-55193875 No image available ====================================	ny	Net Cost \$2.5000	Margin 50.00%	Price \$5.0000	Total Cost \$62.5000	Total Price \$125.0000	Ta
YOUR LLOGO HERE Purple Total Units	Product #: KID-3-20-1 CPN-55193875 No image available ESP, Training Compa asi/55555	ny Invoiced Oty		1000 C				Ta

Contenu lié

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