


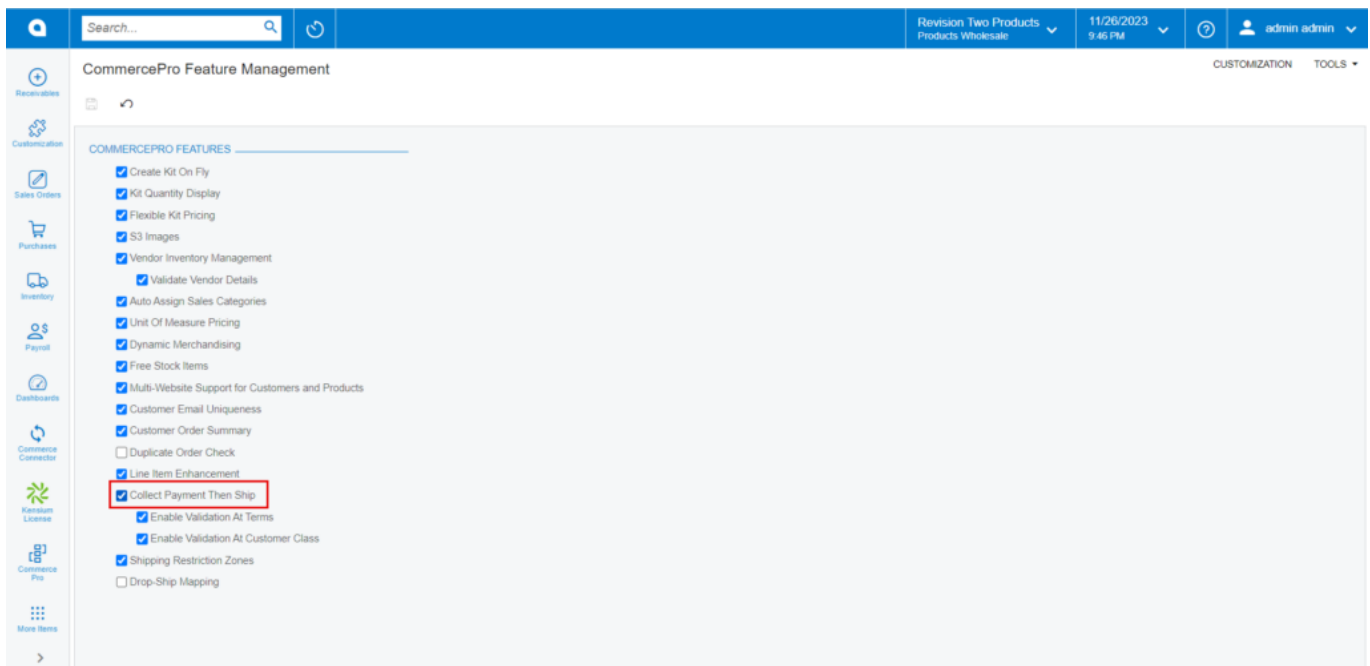
Collect and then Ship

 The payment validation for shipments is a configuration feature that a customer has an unpaid balance. If a shipment is attempted on an unpaid order, the system will display an alert message.

- To access **[Collect and then ship]**, you must enable the check box for **[collect and then ship]**, under CommercePro Features.
- Click on **[Save]**.

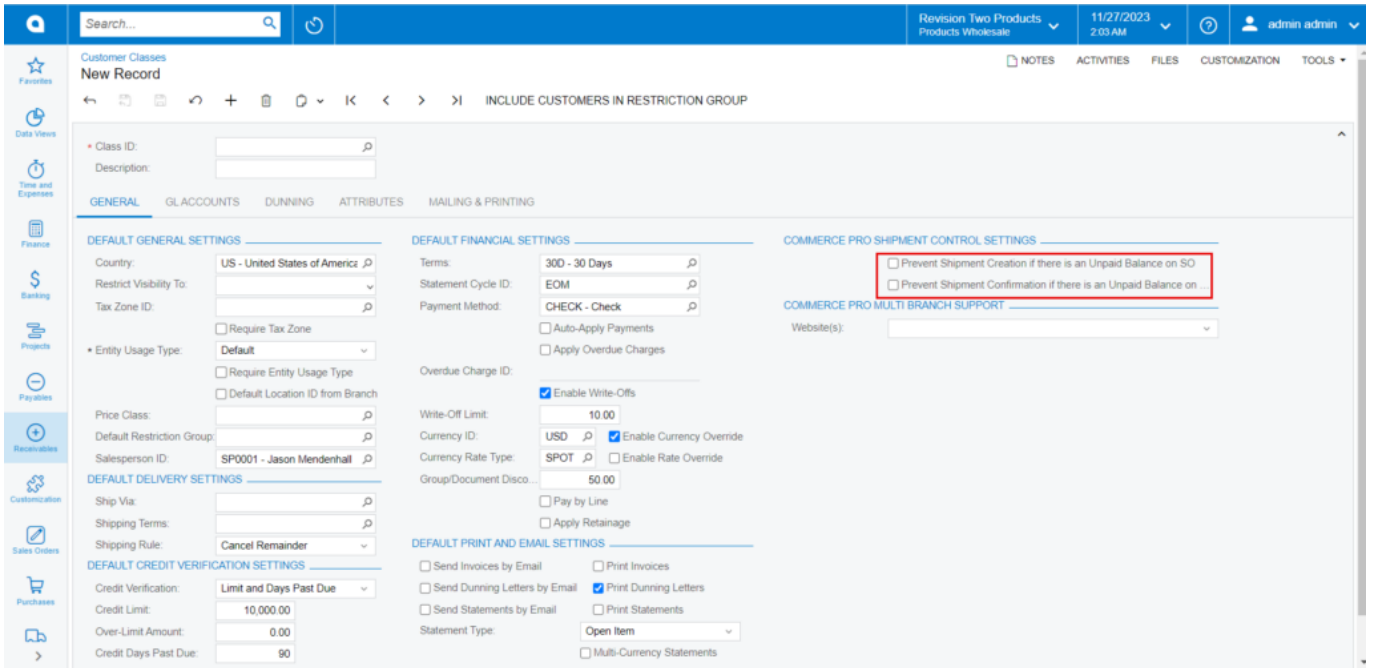
The Impacted areas for Collect and then ship is below.

- Customer Class
- Credit Items
- Sales Orders
- Shipment
- Process Orders
- Process Shipments

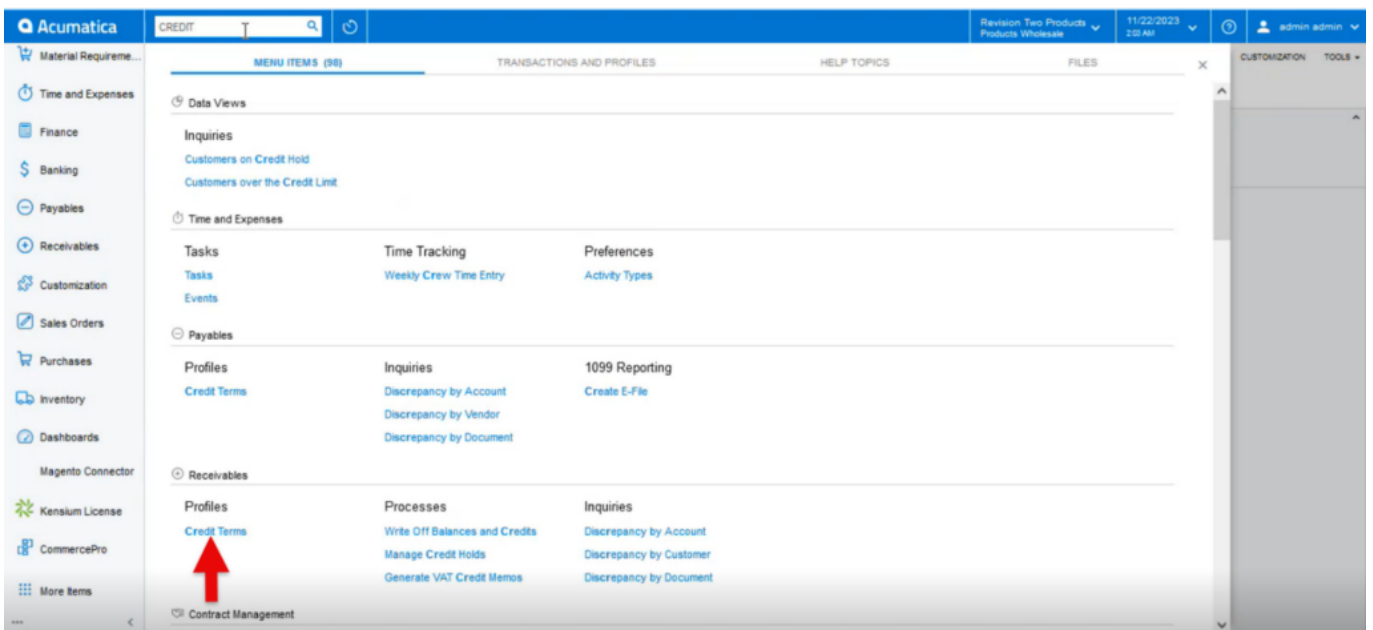


CommercePro

- You need search for **[Customer Classes]** or **[Credit Terms]** to view the **[shipment control settings]**.

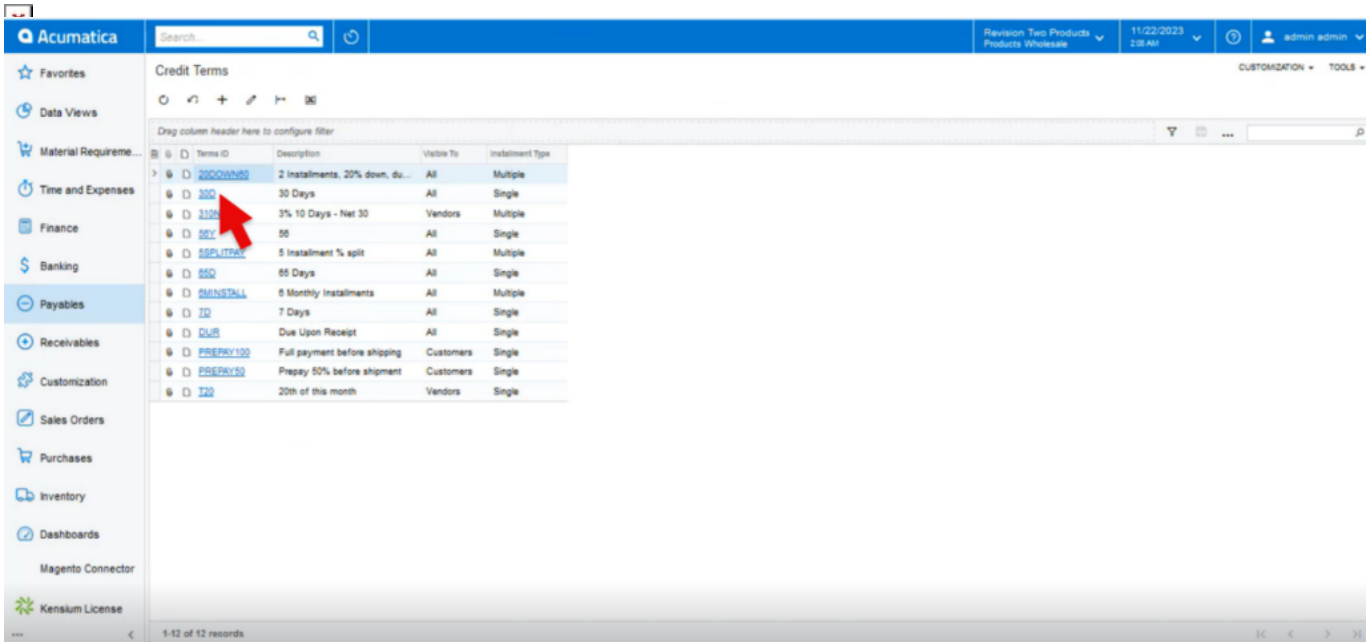


CommercePro (1)



Credit terms

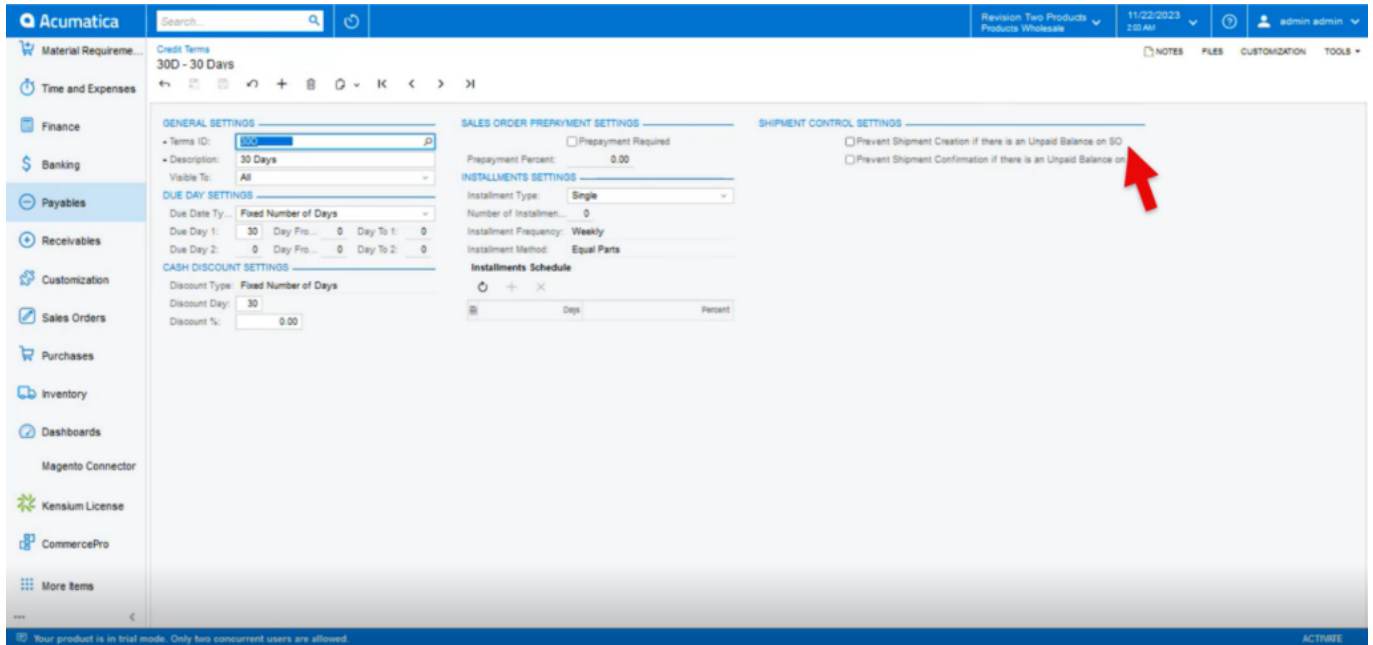
- Click on **[Credit Terms]** under Profiles.
- You will be navigated to the screen below.



Terms ID	Description	Value To	Installment Type
2000ANN0	2 Installments, 20% down, da...	All	Multiple
200	30 Days	All	Single
3100	3% 10 Days - Net 30	Vendors	Multiple
501	50	All	Single
50PLT001	5 Installment % split	All	Multiple
500	60 Days	All	Single
6MONTH01	6 Monthly Installments	All	Multiple
70	7 Days	All	Single
DU0	Due Upon Receipt	All	Single
PREPRV100	Full payment before shipping	Customers	Single
PREPRV50	Prepay 50% before shipment	Customers	Single
70	20th of this month	Vendors	Single

Credit terms (1)

- Click on one of the **[Terms ID]**, you will be navigated to the below screen.



Credit terms(2)

You can view **[Prevent Shipment Creation If There Is an Update Balance On SO]**, **[Prevent Shipment Confirmation If There Is an Update Balance On]** under **[Commerce Pro Shipment Control Settings]**.

- **Prevent Shipment Creation If There Is an Update Balance On SO:** If you enable this radio button the sales orders shipment will be stopped If there is any unpaid balance for a sale order at shipment creation level.

Note: If the credit limit is zero, you will then receive an alert; if the credit limit is any other amount, you will not receive any alert messages.

- **Prevent Shipment Confirmation If There Is an Update Balance On:** If you enable this radio button the sales orders shipment will be stopped If there is any unpaid balance for a sale order at shipment Confirmation level.