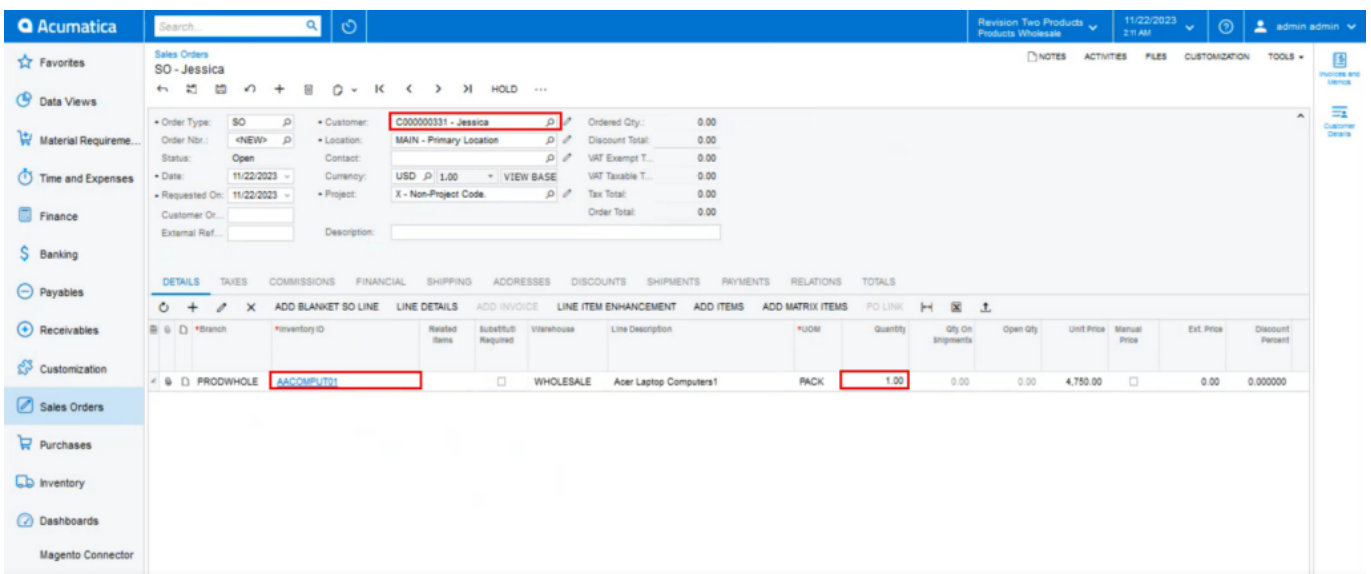


# Free Text Carrier and Service as Combined Values

- You need to select the **[Free Text Carrier and Service as Combined Values]**.
- Click on **[Save]**.
- You need to create a sales order by selecting the Customer.
- Click on **[+]** icon.
- Select the **[Inventory ID]**.
- Enter the **[Quantity]**.

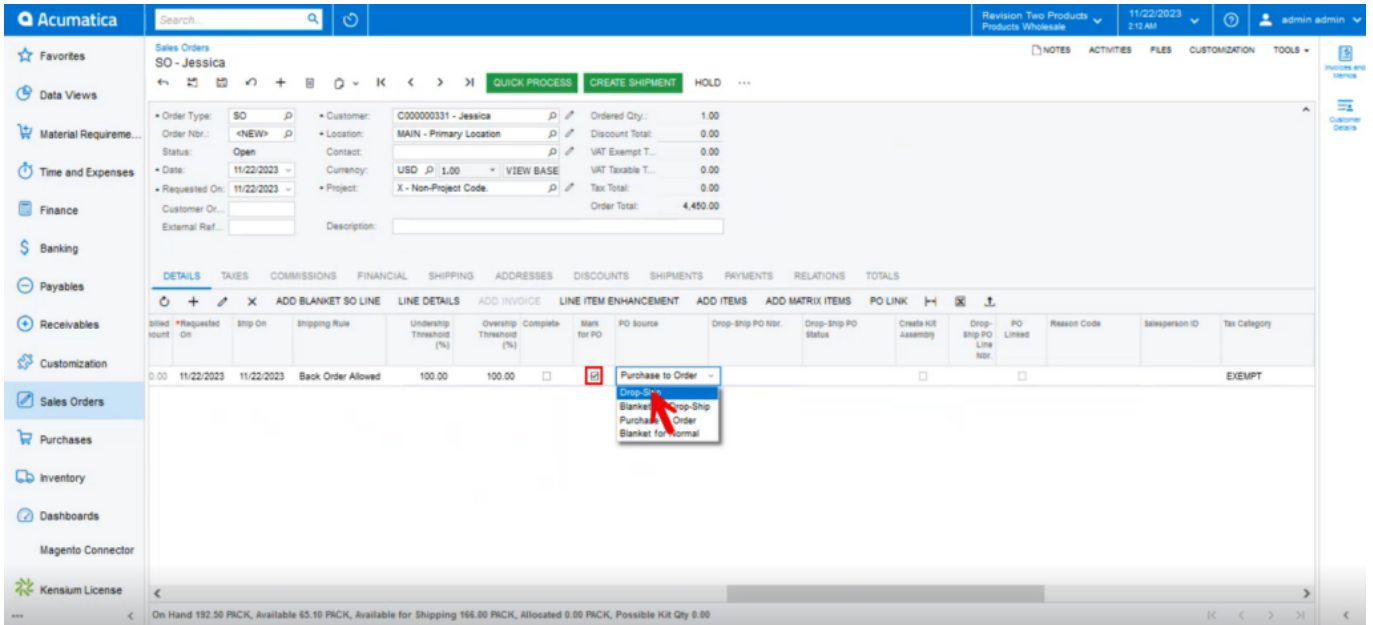


The screenshot shows the Acumatica Sales Order interface. The 'Customer' field is set to 'C00000331 - Jessica'. The 'Inventory ID' field is set to 'AACOMPUTS'. The 'Quantity' field is set to '1.00'. The 'Line Description' is 'Acer Laptop Computers'. The 'PO Source' is 'PACK'.

Branch	Inventory ID	Related Items	Substitutes Required	Warehouse	Line Description	UOM	Quantity	Qty On Hand	Open Qty	Unit Price	Manual Price	Est. Price	Discount Percent
PRODWHOLE	AACOMPUTS			WHOLESALE	Acer Laptop Computers	PACK	1.00	0.00	0.00	4,750.00		0.00	0.000000

## Sales Order

- You need to enable the check for **[Mark for PO]**.
- Select the **[Dropship]** from the options menu in PO Source.



Acumatica | Search... | Revision Two Products Products Wholesale | 11/22/2023 2:14 AM | admin admin

Sales Orders  
SO - Jessica

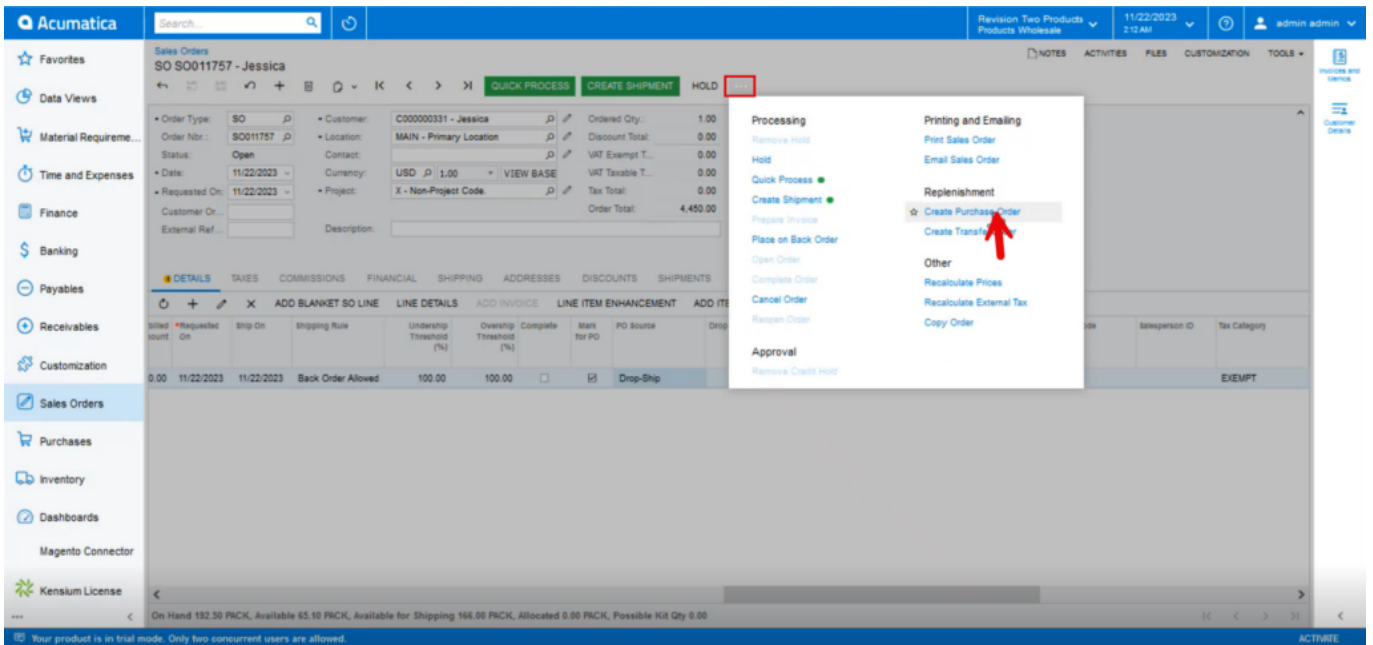
Order Type: SO | Customer: C00000331 - Jessica | Ordered Qty: 1.00  
 Order Nbr.: <NEW> | Location: MAIN - Primary Location | Discount Total: 0.00  
 Status: Open | Contact: | VAT Exempt T.: 0.00  
 Date: 11/22/2023 | Currency: USD 1.00 | VIEW BASE | VAT Taxable T.: 0.00  
 Requested On: 11/22/2023 | Project: X - Non-Project Code | Tax Total: 0.00  
 Order Total: 4,450.00

Order Source	Requested On	Ship On	Shipping Rule	Undership Threshold (%)	Overship Threshold (%)	Complete	Mark for PO	PO Source	Drop-Ship PO Nbr.	Drop-Ship PO Status	Create Kit Assembly	Drop-Ship PO Line Nbr.	PO Linked	Reason Code	Salesperson ID	Tax Category
0.00	11/22/2023	11/22/2023	Back Order Allowed	100.00	100.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchase to Order			<input type="checkbox"/>		<input type="checkbox"/>			EXEMPT

On Hand 192.50 PRCK, Available 65.10 PRCK, Available for Shipping 166.00 PRCK, Allocated 0.00 PRCK, Possible Kit Qty 0.00

Sales Order (1)

- Click on [Ellipse icon (...)] and then click on [Create Purchase Order].



Acumatica | Search... | Revision Two Products Products Wholesale | 11/22/2023 2:12 AM | admin admin

Sales Orders  
SO SO011757 - Jessica

Order Type: SO | Customer: C00000331 - Jessica | Ordered Qty: 1.00  
 Order Nbr.: SO011757 | Location: MAIN - Primary Location | Discount Total: 0.00  
 Status: Open | Contact: | VAT Exempt T.: 0.00  
 Date: 11/22/2023 | Currency: USD 1.00 | VIEW BASE | VAT Taxable T.: 0.00  
 Requested On: 11/22/2023 | Project: X - Non-Project Code | Tax Total: 0.00  
 Order Total: 4,450.00

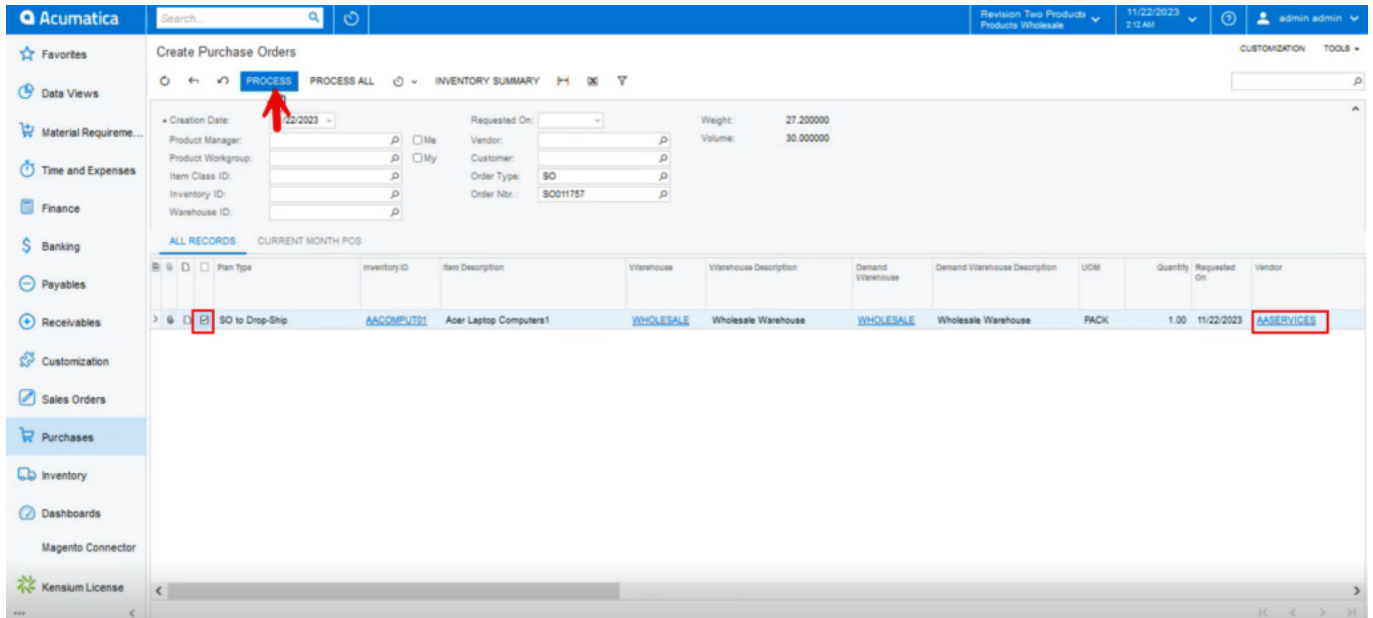
Order Source	Requested On	Ship On	Shipping Rule	Undership Threshold (%)	Overship Threshold (%)	Complete	Mark for PO	PO Source	Drop-Ship
0.00	11/22/2023	11/22/2023	Back Order Allowed	100.00	100.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drop-Ship	

On Hand 192.50 PRCK, Available 65.10 PRCK, Available for Shipping 166.00 PRCK, Allocated 0.00 PRCK, Possible Kit Qty 0.00

Your product is in trial mode. Only two concurrent users are allowed.

## Sales Order (2)

- ✘ • Select the **[Vendor]**.
- You need to enable the check box.
- Click on **[Process]**.

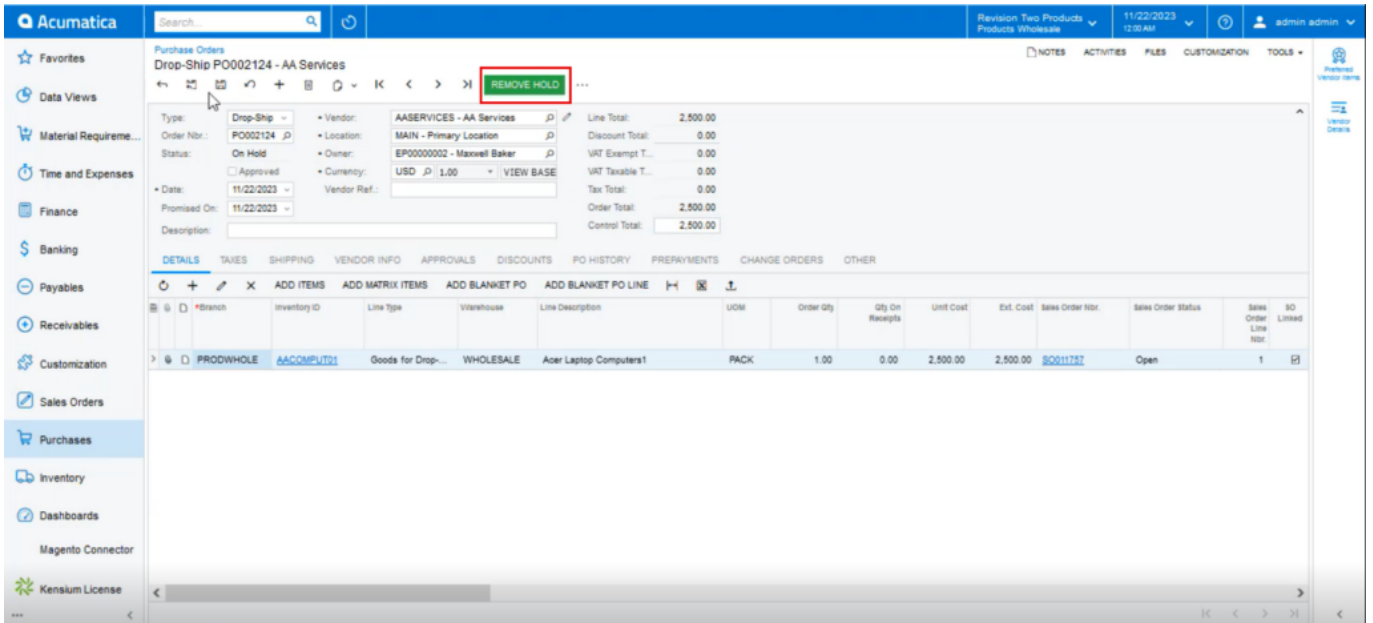


The screenshot shows the Acumatica 'Create Purchase Orders' screen. The 'PROCESS' button is highlighted with a red arrow. Below the form, a table displays the purchase order details:

Plan Type	Inventory ID	Item Description	Warehouse	Warehouse Description	Demand Warehouse	Demand Warehouse Description	UOM	Quantity	Requested On	Vendor
<input checked="" type="checkbox"/>	AACOMPUT01	Acer Laptop Computers1	WHOLESALE	Wholesale Warehouse	WHOLESALE	Wholesale Warehouse	PACK	1.00	11/22/2023	AASERVICES

## Process

- Click on **[Remove]**.



Acumatica | Search | Revision Two Products Products Wholesale | 11/22/2023 12:00 AM | admin admin

Purchase Orders  
Drop-Ship PO002124 - AA Services

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

REMOVE HOLD

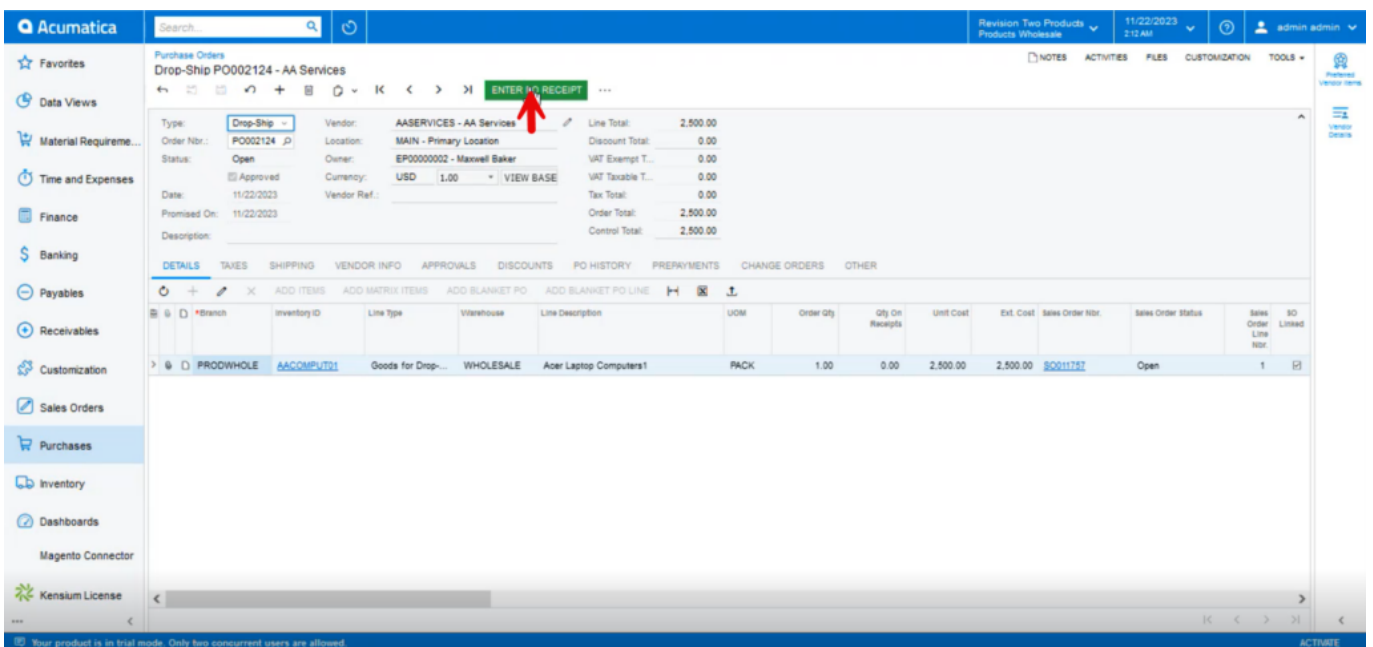
Type: Drop-Ship Vendor: AASERVICES - AA Services Line Total: 2,500.00  
 Order Nbr.: PO002124 Location: MAIN - Primary Location Discount Total: 0.00  
 Status: On Hold Owner: EP0000002 - Maxwell Baker VAT Exempt T...: 0.00  
 Approved Currency: USD 1.00 VIEW BASE VAT Taxable T...: 0.00  
 Date: 11/22/2023 Vendor Ref.: Tax Total: 0.00  
 Promised On: 11/22/2023 Order Total: 2,500.00  
 Description: Control Total: 2,500.00

DETAILS TAXES SHIPPING VENDOR INFO APPROVALS DISCOUNTS PO HISTORY PREPAYMENTS CHANGE ORDERS OTHER

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty	Qty On Receipts	Unit Cost	Ext. Cost	Sales Order Nbr.	Sales Order Status	Sales Order Line Nbr.	SO Linked Line Nbr.
PRODWHOLE	AACOMP101	Goods for Drop...	WHOLESALE	Acer Laptop Computers1	PACK	1.00	0.00	2,500.00	2,500.00	SO011131	Open	1	

Remove

- Upon clicking remove you can view **[Enter Po Receipt]**.



Acumatica | Search | Revision Two Products Products Wholesale | 11/22/2023 2:12 AM | admin admin

Purchase Orders  
Drop-Ship PO002124 - AA Services

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

ENTER PO RECEIPT

Type: Drop-Ship Vendor: AASERVICES - AA Services Line Total: 2,500.00  
 Order Nbr.: PO002124 Location: MAIN - Primary Location Discount Total: 0.00  
 Status: Open Owner: EP0000002 - Maxwell Baker VAT Exempt T...: 0.00  
 Approved Currency: USD 1.00 VIEW BASE VAT Taxable T...: 0.00  
 Date: 11/22/2023 Vendor Ref.: Tax Total: 0.00  
 Promised On: 11/22/2023 Order Total: 2,500.00  
 Description: Control Total: 2,500.00

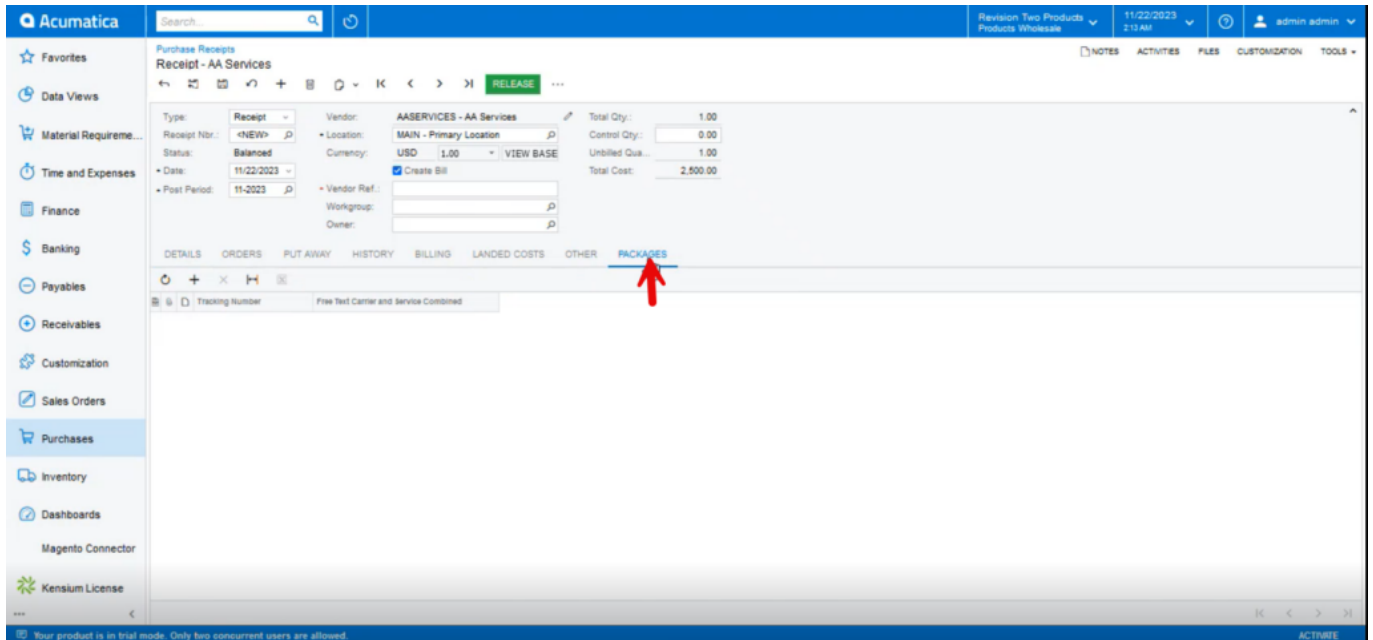
DETAILS TAXES SHIPPING VENDOR INFO APPROVALS DISCOUNTS PO HISTORY PREPAYMENTS CHANGE ORDERS OTHER

Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty	Qty On Receipts	Unit Cost	Ext. Cost	Sales Order Nbr.	Sales Order Status	Sales Order Line Nbr.	SO Linked Line Nbr.
PRODWHOLE	AACOMP101	Goods for Drop...	WHOLESALE	Acer Laptop Computers1	PACK	1.00	0.00	2,500.00	2,500.00	SO011131	Open	1	

Your product is in trial mode. Only two concurrent users are allowed. ACTIVATE

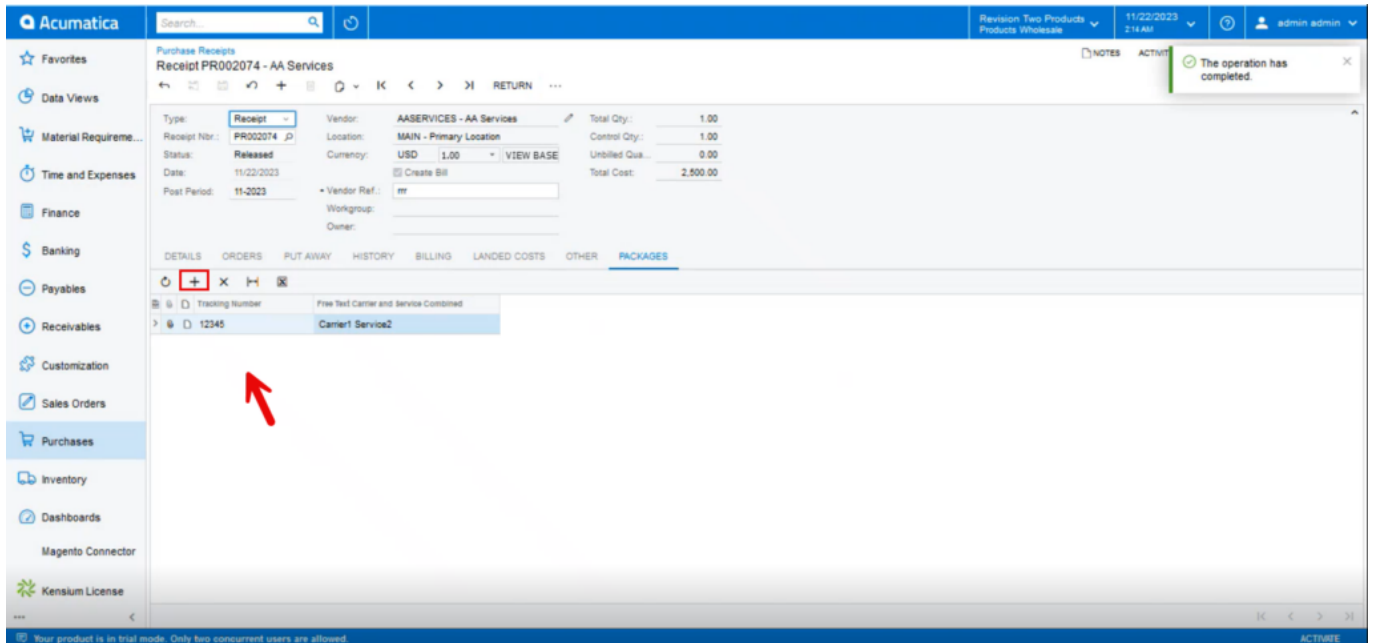
Remove (1)

You must navigate to **[Purchase Receipts]** and click on **[PACKAGES]** tab.



Release

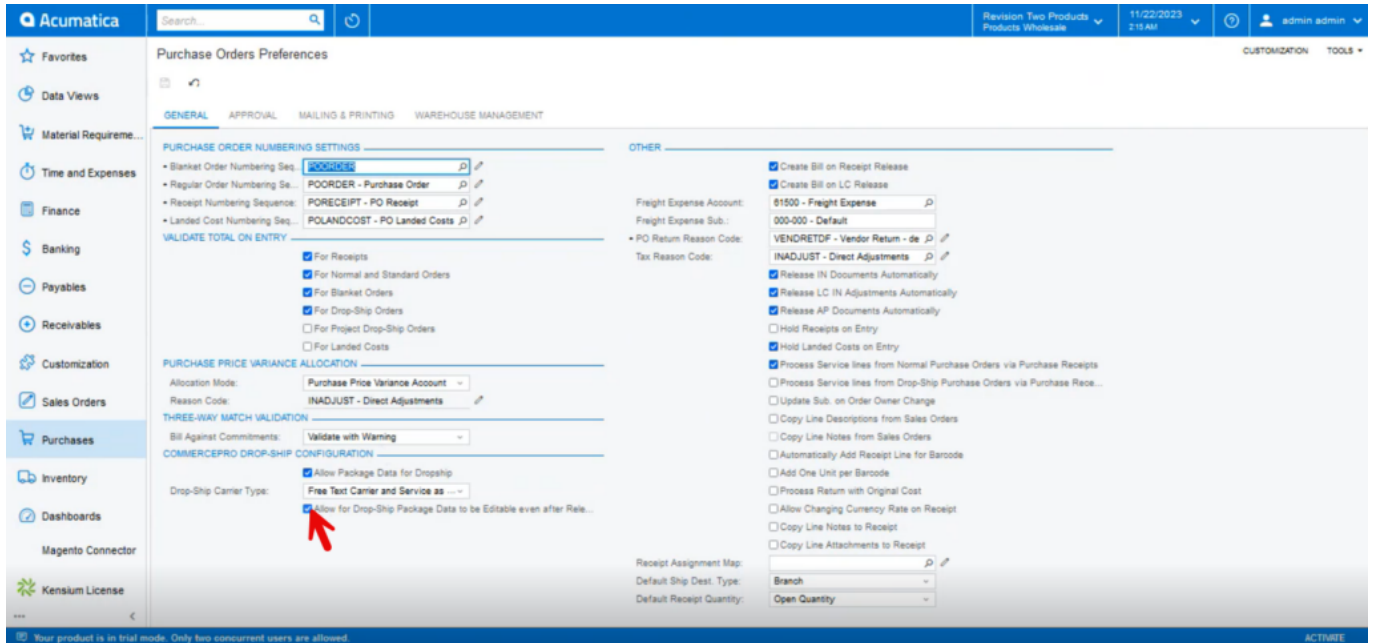
- Click on **[+]** icon.
- You need to enter the **[Tracking Number]**, **[Free Text Carrier and Service Combined]**.
- Click on **[Release]**.
- You can view a pop-up with **[Operation Completed]**.



### Completed Message

**Note:** You can also add multiple tracking Number, Free Text Carrier and Service Combined for the same order.

- If you want to edit **[Tracking Number]**, **[Free Text Carrier and Service Combined]** after the release then enable the radio button for **[Allow for Drop-Ship Packages Data to be Editable even after Rele...]**



Acumatica | Search... | Revision Two Products Products Wholesale | 11/22/2023 2:15 AM | admin admin

Purchase Orders Preferences

GENERAL APPROVAL MAILING & PRINTING WAREHOUSE MANAGEMENT

**PURCHASE ORDER NUMBERING SETTINGS**

- Blanket Order Numbering Seq.
- Regular Order Numbering Seq.
- Receipt Numbering Sequence:
- Landed Cost Numbering Seq.

**VALIDATE TOTAL ON ENTRY**

- For Receipts
- For Normal and Standard Orders
- For Blanket Orders
- For Drop-Ship Orders
- For Project Drop-Ship Orders
- For Landed Costs

**PURCHASE PRICE VARIANCE ALLOCATION**

Allocation Mode:

Reason Code:

**THREE-WAY MATCH VALIDATION**

Bill Against Commitments:

**COMMERCEPRO DROP-SHIP CONFIGURATION**

- Allow Package Data for Dropship
- Drop-Ship Carrier Type:
- Allow for Drop-Ship Package Data to be Editable even after Release

**OTHER**

- Create Bill on Receipt Release
- Create Bill on LC Release
- Freight Expense Account:
- Freight Expense Sub.:
- PO Return Reason Code:
- Tax Reason Code:
- Release IN Documents Automatically
- Release LC IN Adjustments Automatically
- Release AP Documents Automatically
- Hold Receipts on Entry
- Hold Landed Costs on Entry
- Process Service lines from Normal Purchase Orders via Purchase Receipts
- Process Service lines from Drop-Ship Purchase Orders via Purchase Receipts
- Update Sub. on Order Owner Change
- Copy Line Descriptions from Sales Orders
- Copy Line Notes from Sales Orders
- Automatically Add Receipt Line for Barcode
- Add One Unit per Barcode
- Process Return with Original Cost
- Allow Changing Currency Rate on Receipt
- Copy Line Notes to Receipt
- Copy Line Attachments to Receipt

Receipt Assignment Map:

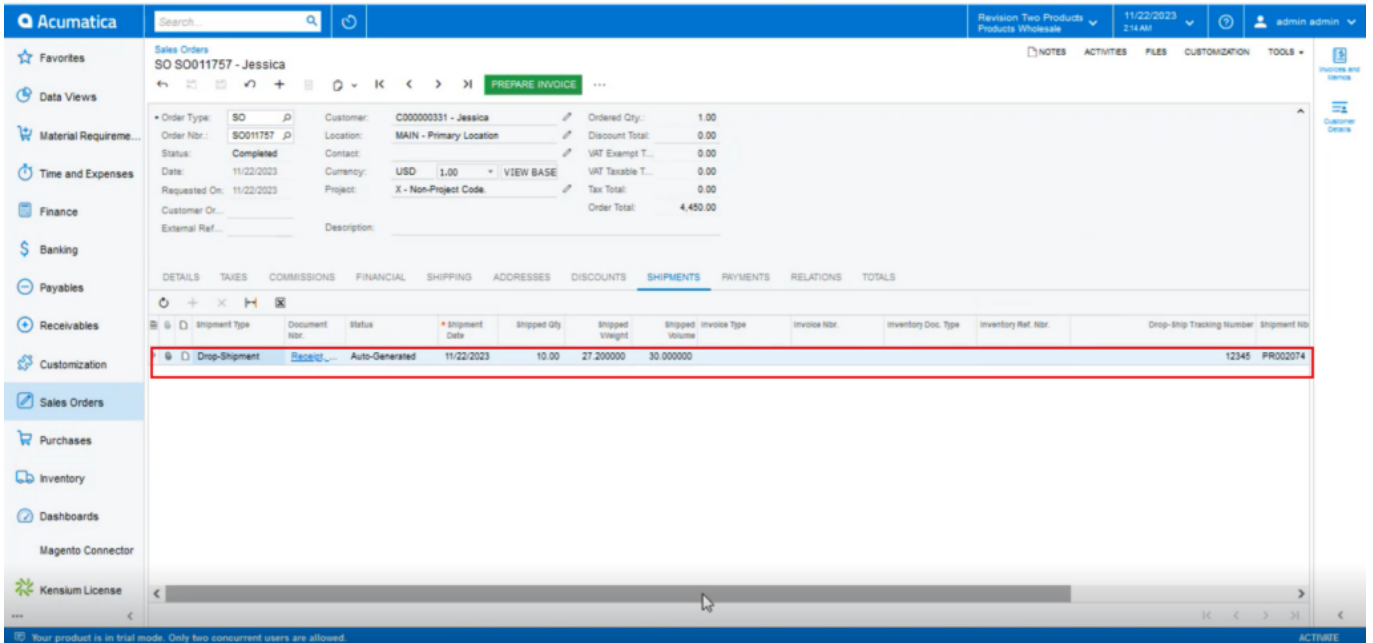
Default Ship Dest. Type:

Default Receipt Quantity:

Your product is in trial mode. Only two concurrent users are allowed. | ACTIVATE

## Process (1)

In the sales order you can see that shipment is created with Drop-Shipment with Drop-Ship tracking number, Shipment Nbr.



Acumatica | Search | Revision Two Products Products Wholesale | 11/22/2023 2:14 AM | admin admin

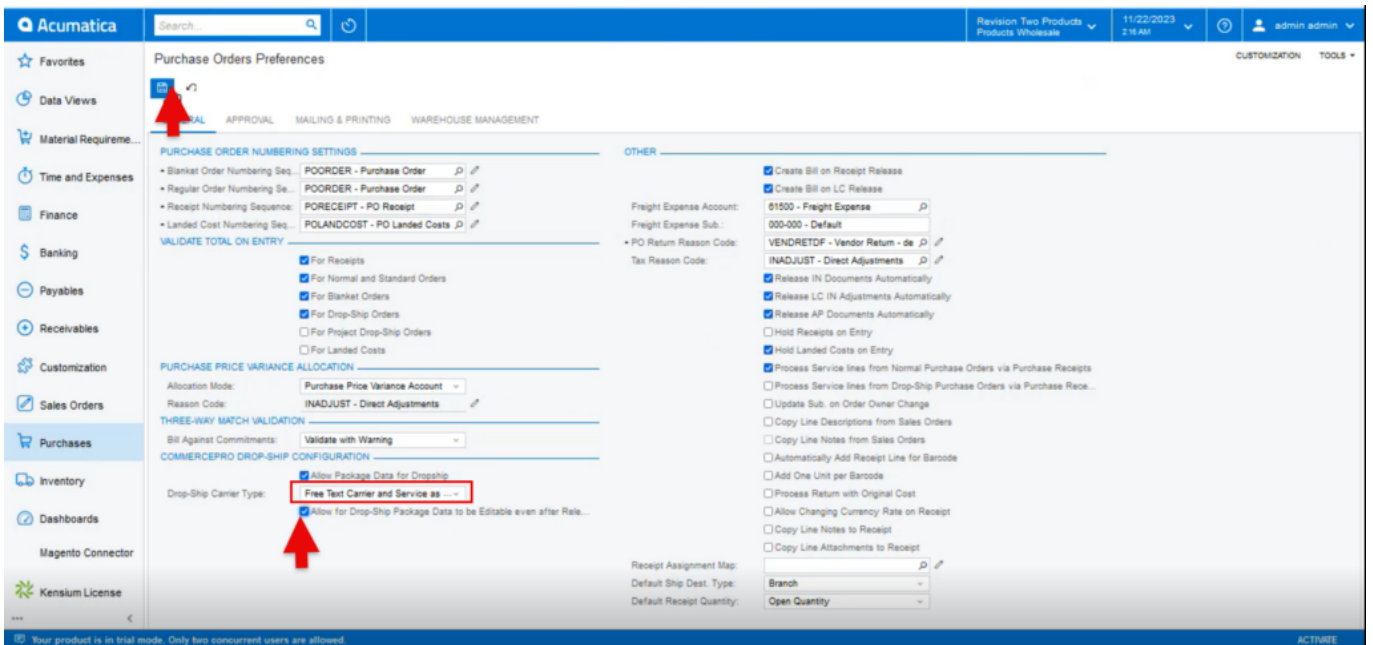
Sales Orders  
SO SO011757 - Jessica

Order Type: SO Order Nbr.: SO011757 Status: Completed Date: 11/22/2023 Requested On: 11/22/2023 Customer: C00000331 - Jessica Location: MAIN - Primary Location Contact: Currency: USD 1.00 Project: X - Non-Project Code. Ordered Qty: 1.00 Discount Total: 0.00 VAT Exempt T...: 0.00 VAT Taxable T...: 0.00 Tax Total: 0.00 Order Total: 4,450.00

DETAILS TAXES COMMISSIONS FINANCIAL SHIPPING ADDRESSES DISCOUNTS SHIPMENTS PAYMENTS RELATIONS TOTALS

Drop-Shipment	Receipt	Auto-Generated	11/22/2023	10.00	27.200000	30.000000	12345	PR002074
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Process (2)



Acumatica | Search | Revision Two Products Products Wholesale | 11/22/2023 2:14 AM | admin admin

Purchase Orders Preferences

PURCHASE ORDER NUMBERING SETTINGS

VALIDATE TOTAL ON ENTRY

PURCHASE PRICE VARIANCE ALLOCATION

THREE-WAY MATCH VALIDATION

COMMERCEPRO DROP-SHIP CONFIGURATION

Drop-Ship Carrier Type: **Free Text Carrier and Service as ...**

Allow for Drop-Ship Package Data to be Editable even after Release...

Process (3)



Acumatica  Revision Two Products Products Wholesale 11/22/2023 2:14 AM admin admin

Sales Orders  
SO SO011757 - Jessica PREPARE INVOICE

Order Type: SO Customer: C00000331 - Jessica Ordered Qty.: 1.00  
Order Nbr.: SO011757 Location: MAIN - Primary Location Discount Total: 0.00  
Status: Completed Contact: VAT Exempt T.: 0.00  
Date: 11/22/2023 Currency: USD 1.00 VIEW BASE VAT Taxable T.: 0.00  
Requested On: 11/22/2023 Project: X - Non-Project Code Tax Total: 0.00  
Customer Cr.: Order Total: 4,450.00  
External Ref.: Description:

DETAILS TAXES COMMISSIONS FINANCIAL SHIPPING ADDRESSES DISCOUNTS SHIPMENTS PAYMENTS RELATIONS TOTALS

Generated	Shipment Date	Shipped Qty	Shipped Weight	Shipped Volume	Invoice Type	Invoice Nbr.	Inventory Doc. Type	Inventory Ref. Nbr.	Drop-ship Tracking Number	Shipment Nbr.	Shipping Service
Generated	11/22/2023	10.00	27.200000	30.000000					12345	PR002074	Carrier1 Service2

Process (4)