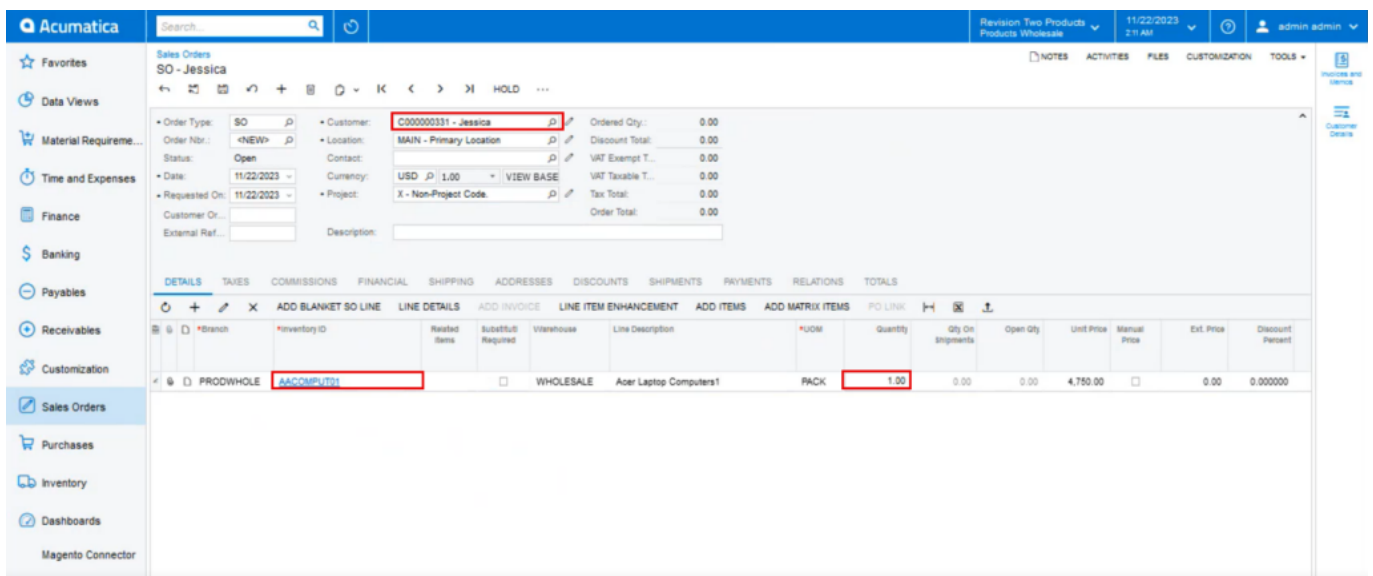


Free Text Carrier and Service as Combined Values

- 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 form. The 'Customer' field is set to 'C000000331 - Jessica'. The 'Inventory ID' field is set to 'A4COMPUTER' and the 'Quantity' is '1.00'. The 'Line Description' is 'Acer Laptop Computers'. The 'Unit Price' is '4,750.00' and the 'Est. Price' is '0.00'.

Sales Order

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

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:	WAT Exempt T...: 0.00
• Date: 11/22/2023	• Currency: USD 1.00	WAT Taxable T...: 0.00
• Requested On: 11/22/2023	• Project: X - Non-Project Code	Tax Total: 0.00
• Customer Or. External Ref.:		Order Total: 4,450.00

Sales Order (1)

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

Sales Orders

SO 0011757 - Jessica

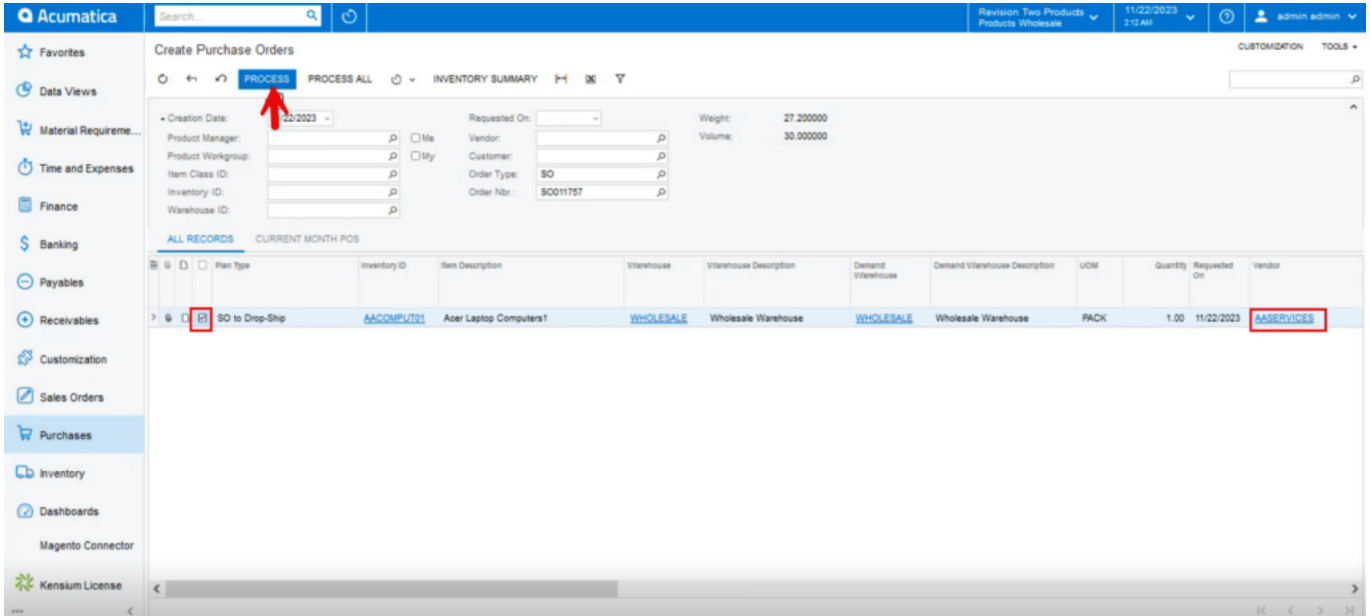
[←](#)
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[→](#)
[+](#)
[☰](#)
[🔍](#)
[K](#)
[<](#)
[>](#)
[H](#)
[QUICK PROCESS](#)
[CREATE SHIPMENT](#)
[HOLD](#)

Order Type:	SO	Customer:	C00000331 - Jessica	Ordered Qty:	1.00	
Order Nbr.:	SO011757	Location:	MAIN - Primary Location	Discount Total:	0.00	
Status:	Open	Contact:		WAT Exempt T.:	0.00	
Date:	11/22/2023	Currency:	USD \$ 1.00	VIEW BASE	WAT 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:				

Sales Order (2)



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



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Revision Two Products Products Wholesale 11/22/2023 1:12 AM admin admin

Customization TOOLS

Create Purchase Orders

PROCESS PROCESS ALL INVENTORY SUMMARY

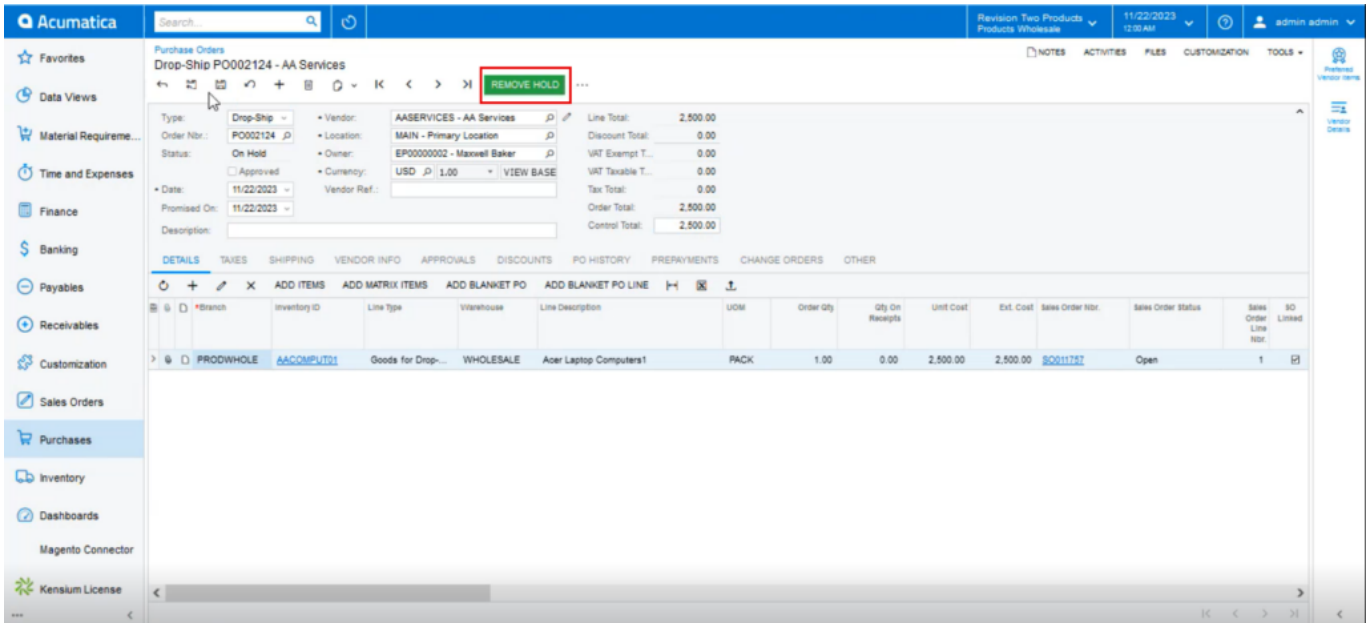
Creation Date: 11/22/2023 Requested On: Weight: 27.200000
Product Manager: Product Workgroup: Vendor: Volume: 30.000000
Item Class ID: Order Type: SO
Inventory ID: Order Nbr.: SO011757
Warehouse ID:

ALL RECORDS CURRENT MONTH POS

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

Process

- Click on **[Remove]**.



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Revision Two Products
Products Wholesale

11/22/2023
12:31 AM

admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Purchase Orders
Drop-Ship PO002124 - AA Services

REMOVE HOLD

Type: Drop-Ship
Order Nbr.: PO002124
Status: On Hold
Date: 11/22/2023
Promised On: 11/22/2023
Description:

Vendor: AASERVICES - AA Services
Location: MAIN - Primary Location
Owner: EP00000002 - Maxwell Baker
Currency: USD 1.00
VIEW BASE

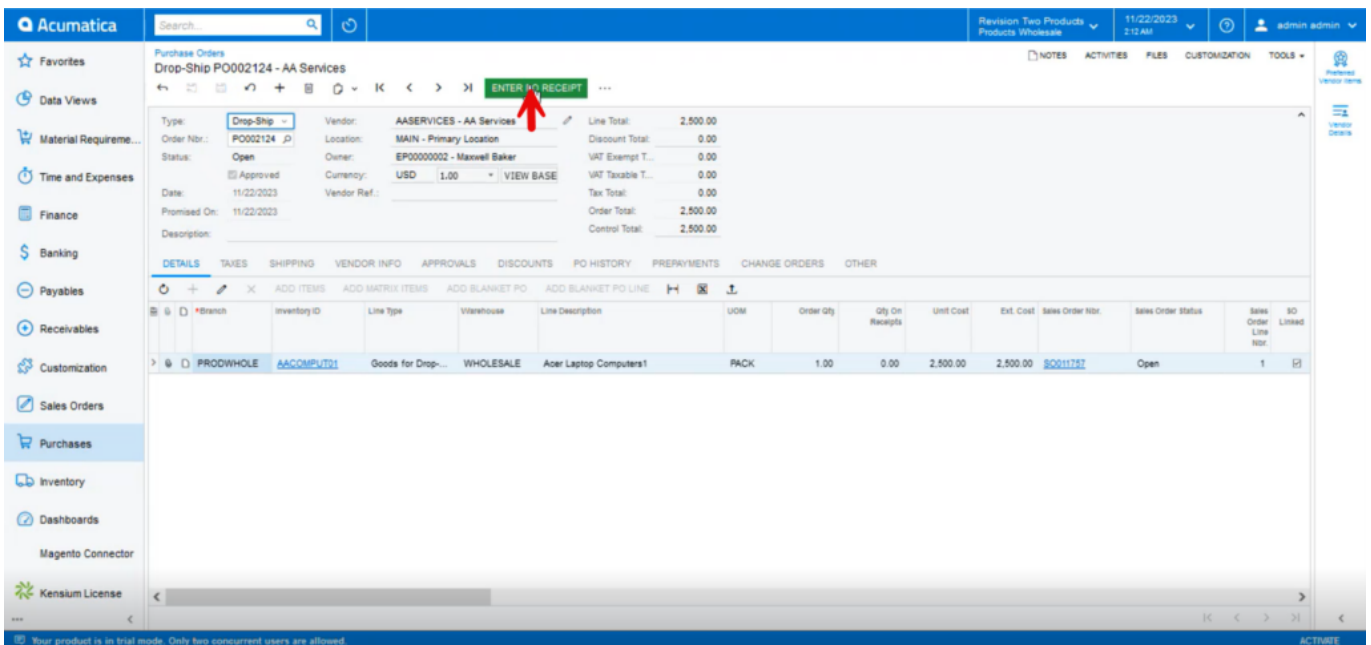
Line Total: 2,500.00
Discount Total: 0.00
VAT Exempt T...: 0.00
VAT Taxable T...: 0.00
Tax Total: 0.00
Order Total: 2,500.00
Control Total: 2,500.00

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
PRODWHOLE	AACOMPUT01	Goods for Drop...	WHOLESALE	Acer Laptop Computers1	PACK	1.00	0.00	2,500.00	2,500.00	SO011781	Open	1	

Remove

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



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Revision Two Products
Products Wholesale

11/22/2023
2:12 AM

admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Purchase Orders
Drop-Ship PO002124 - AA Services

ENTER PO RECEIPT

Type: Drop-Ship
Order Nbr.: PO002124
Status: Open
Date: 11/22/2023
Promised On: 11/22/2023
Description:

Vendor: AASERVICES - AA Services
Location: MAIN - Primary Location
Owner: EP00000002 - Maxwell Baker
Currency: USD 1.00
VIEW BASE

Line Total: 2,500.00
Discount Total: 0.00
VAT Exempt T...: 0.00
VAT Taxable T...: 0.00
Tax Total: 0.00
Order Total: 2,500.00
Control Total: 2,500.00

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

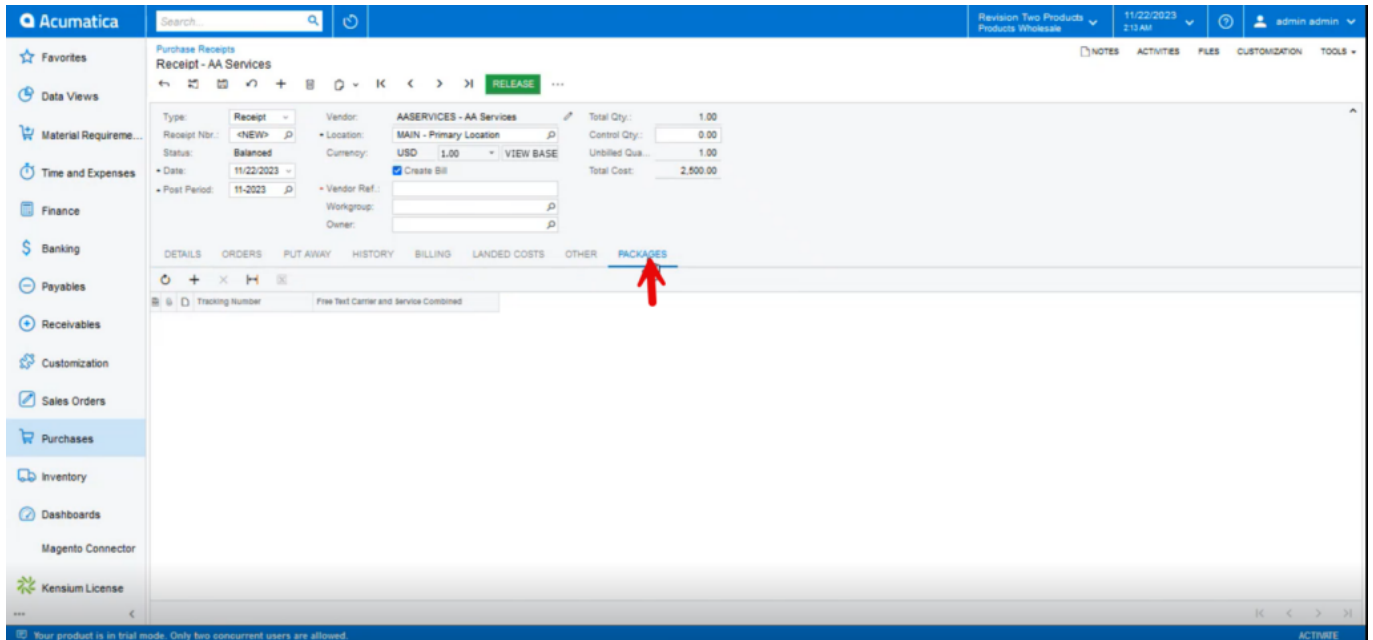
Branch	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty	Qty On Receipts	Unit Cost	Ext. Cost	Sales Order Nbr.	Sales Order Status	Sales Order Line Nbr.	SO Linked
PRODWHOLE	AACOMPUT01	Goods for Drop...	WHOLESALE	Acer Laptop Computers1	PACK	1.00	0.00	2,500.00	2,500.00	SO011781	Open	1	

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

ACTIVATE

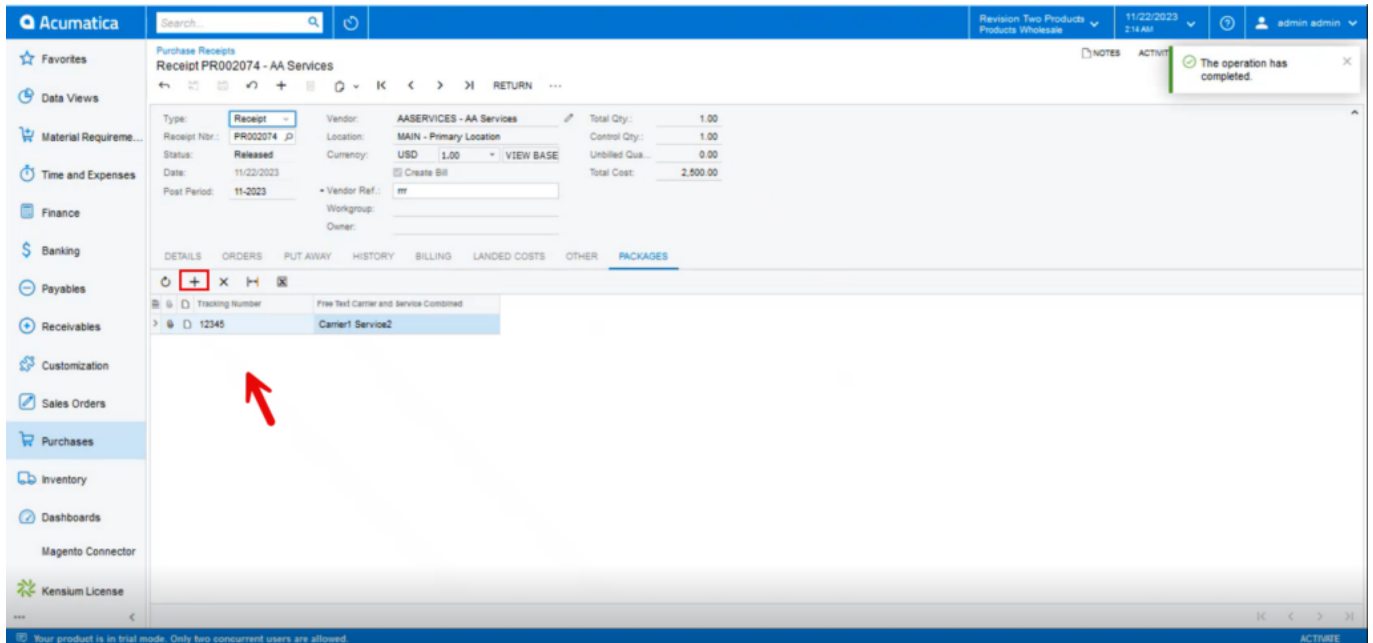
Remove (1)

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 Release...]**

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Search

Revision Two Products
Products Wholesale

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2:15 AM

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CUSTOMIZATION TOOLS

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

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Sales Orders
SO SO011757 - Jessica

PREPARE INVOICE

Order Type: SO Order Nbr.: SO011757 Status: Completed Date: 11/22/2023 Requested On: 11/22/2023 Customer Cr.: External Ref.: 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-Ship	Receipt	Auto-Generated	11/22/2023	10.00	27.200000	30.000000	Invoice Nbr.	Inventory Doc. Type	Inventory Ref. Nbr.	Drop-Ship Tracking Number	Shipment Nbr.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								12345	PRO02074

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

ACTIVATE

Process (2)

Acumatica

Search

Revision Two Products
Products Wholesale

11/22/2023
2:14 AM

admin admin

CUSTOMIZATION TOOLS

Purchase Orders Preferences

GENERAL APPROVAL MAILING & PRINTING WAREHOUSE MANAGEMENT

PURCHASE ORDER NUMBERING SETTINGS

Blanket Order Numbering Seq.: POORDER - Purchase Order
Regular Order Numbering Seq.: POORDER - Purchase Order
Receipt Numbering Sequence: PORCEIPT - PO Receipt
Landed Cost Numbering Seq.: POLANDCOST - PO Landed Costs

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: Purchase Price Variance Account
Reason Code: INADJUST - Direct Adjustments

THREE-WAY MATCH VALIDATION

Bill Against Commitments: Validate with Warning

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

OTHER

Create Bill on Receipt Release
Create Bill on LC Release
Freight Expense Account: 01000 - Freight Expense
Freight Expense Sub.: 000-000 - Default
PO Return Reason Code: VENDRETCF - Vendor Return - de
Tax Reason Code: INADJUST - Direct Adjustments
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: Branch
Default Receipt Quantity: Open Quantity

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

ACTIVATE

Process (3)

Acumatica

Search...

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

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

SO SO011757 - Jessica

PREPARE INVOICE

Order Type: SO Order Nbr.: SO011757 Status: Completed Date: 11/22/2023 Requested On: 11/22/2023 Customer Cr.: External Ref.: Customer: C000000331 - 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

Shipment Date	Shipped Qty	Shipped Weight	Shipped Volume	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)