



Creating a Ship Via

SOP 281

Revision B, 10/30/2020

Approved by: Don Stanton

PURPOSE:

The Ship Via Method is the desired shipping method used on Purchase Orders and Sales Orders. Vendors, Bill-to Companies, and Ship-to Companies must be assigned a Ship Via Method, which acts as the default during order entry.

PROCESS STEPS:

1. Navigate to Purchasing > Maintenance > Ship Via Methods
2. Click New
3. Enter Name of the Ship Via
4. Complete remaining information as desired
5. Ensure the Active flag is checked
6. Click Save

REVISIONS

Rev	Date	Change
I/R	8/2/2018	New
A	8/3/18	Changed some format
B	10/30/20	Change to v16 Menu names