



Drop Ship Purchase Orders

SOP 193

Revision A, 03/14/2019

Approved by: Don Stanton

PURPOSE:

The drop ship process handles sales/purchasing situations where material does not flow through the stockroom, but ships directly from the vendor to the customer.

A **Sales Order must be created** with a **type of "Drop Shipment"**. (see SOP 118_Drop Ship Sales Orders) In it, the Ship-To Customer has to be set up as the destination for the drop ship order, and lines must be included for each item to be included in the shipment. The sales portion of the drop shipment scenario does not require any special processing other than selecting an order type of "Drop Shipment" doing sales order entry.

PROCESS STEPS:

Note: No changes can be made to the original Drop Ship Sales Order after this process has begun. Make any changes (i.e., Quantity) to the Sales Order 1st, save and close the original Sales Order.

1. Navigate to Purchasing > Drop Ship Purchase Order
2. Highlight the Order (see SOP 118_Drop Ship Sales Orders) that you will be creating the purchase order for
3. Double-click the PO line to move it to the right side of the screen
4. Click Apply
5. Choose the Vendor you will be purchasing the product from
6. Click Print if desired

Once the order has been received by the customer:

1. Navigate to Purchasing > Receive Purchase Orders
2. Enter the PO number
3. Enter a location type
4. Enter a location
5. Click Receive

Note: Once the drop ship PO is received, the corresponding Sales Order is automatically shipped.

REVISIONS

Rev	Date	Change
I/R	11/29/17	New
A	3/14/19	Note added about changing SO after