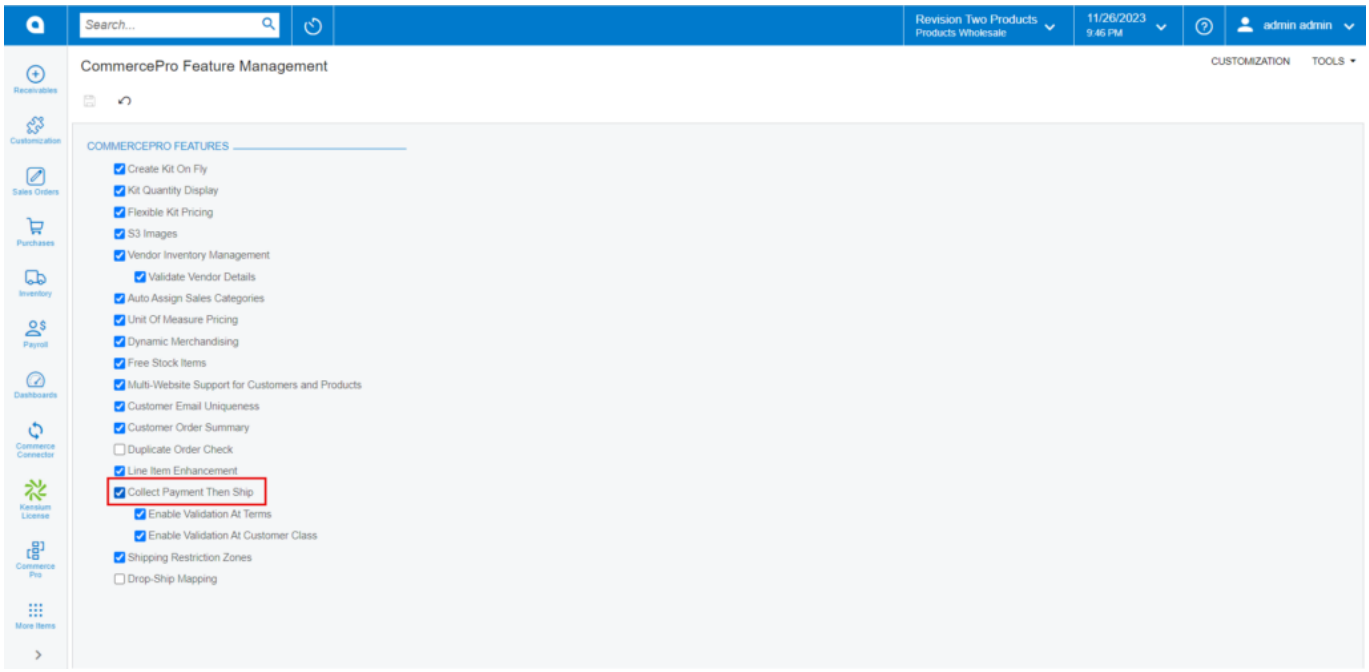
Collect and then Ship

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].**

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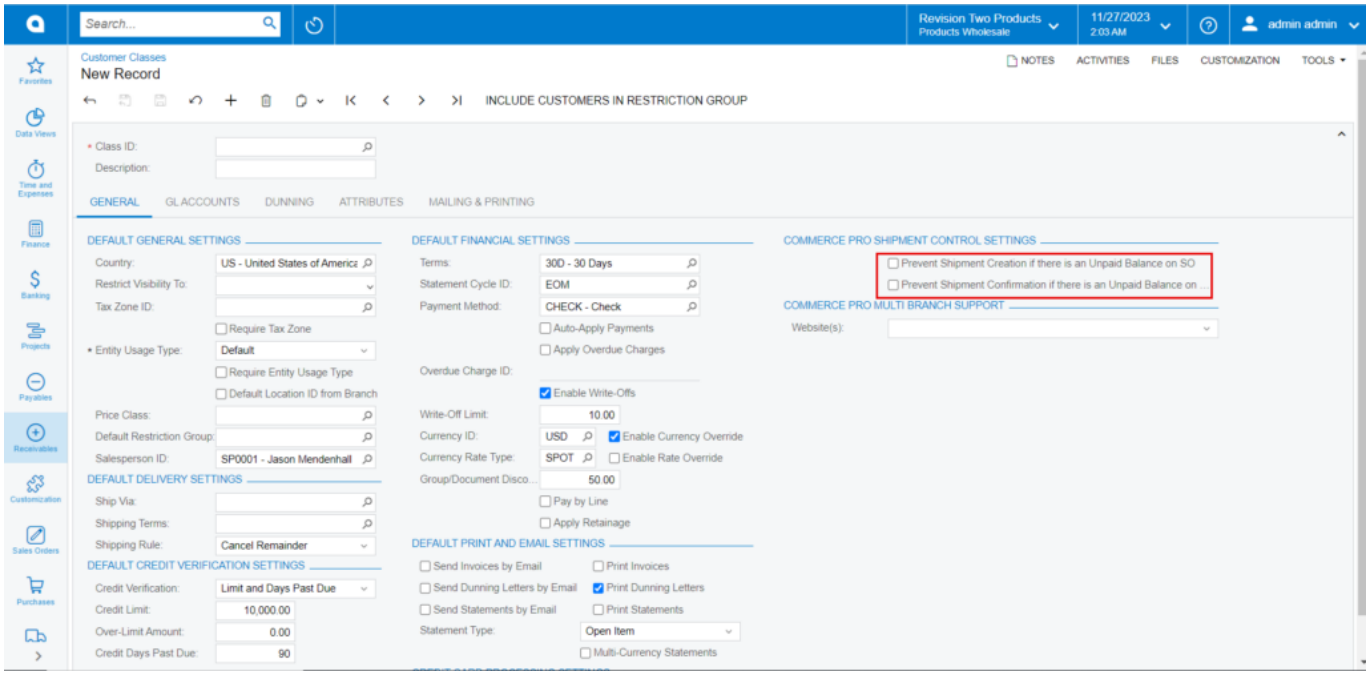
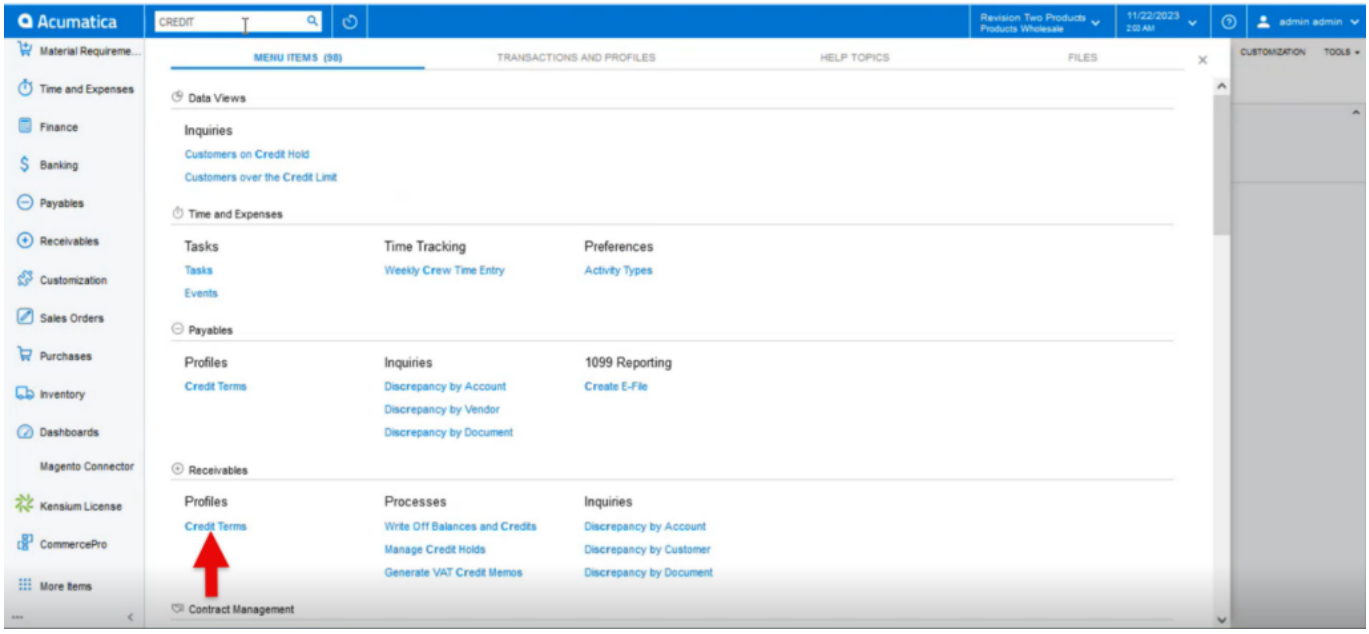


CommercePro (1)



Credit terms

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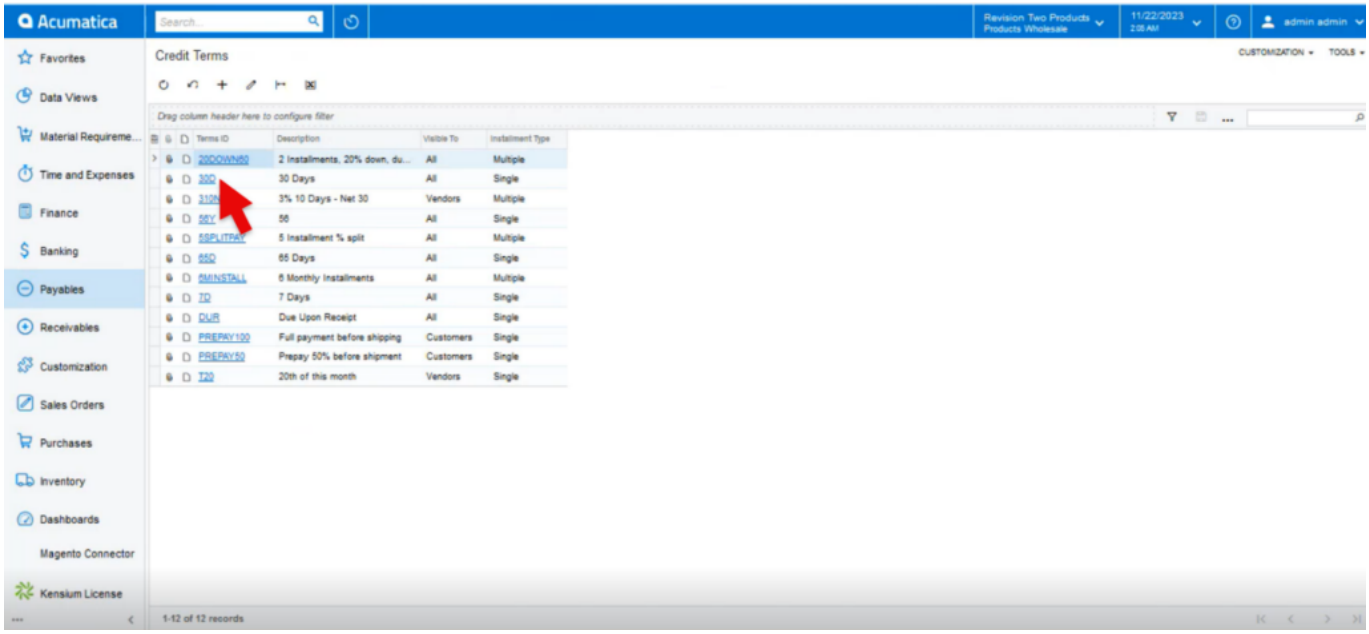
- Click on **[Credit Terms]** under Profiles.
- You will be navigated to the screen below.



Credit terms (1)

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

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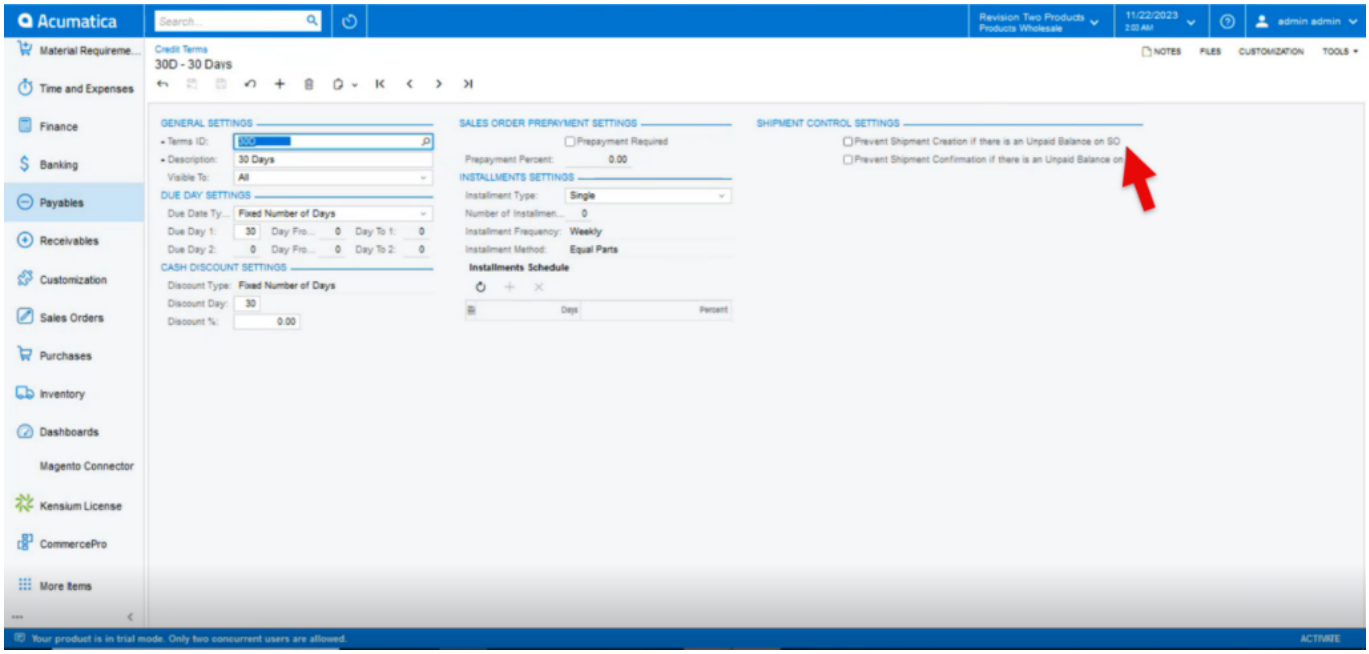

Credit terms(2)

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 Creation 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.

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