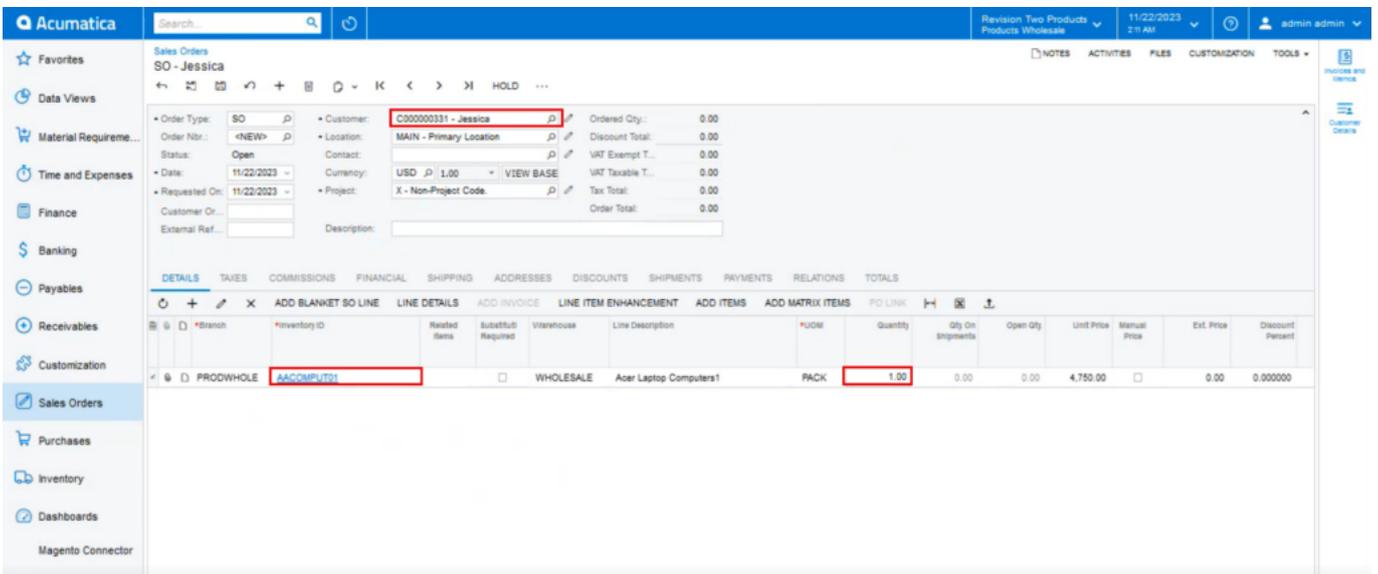


Free Text Carrier and Service as Combined Values

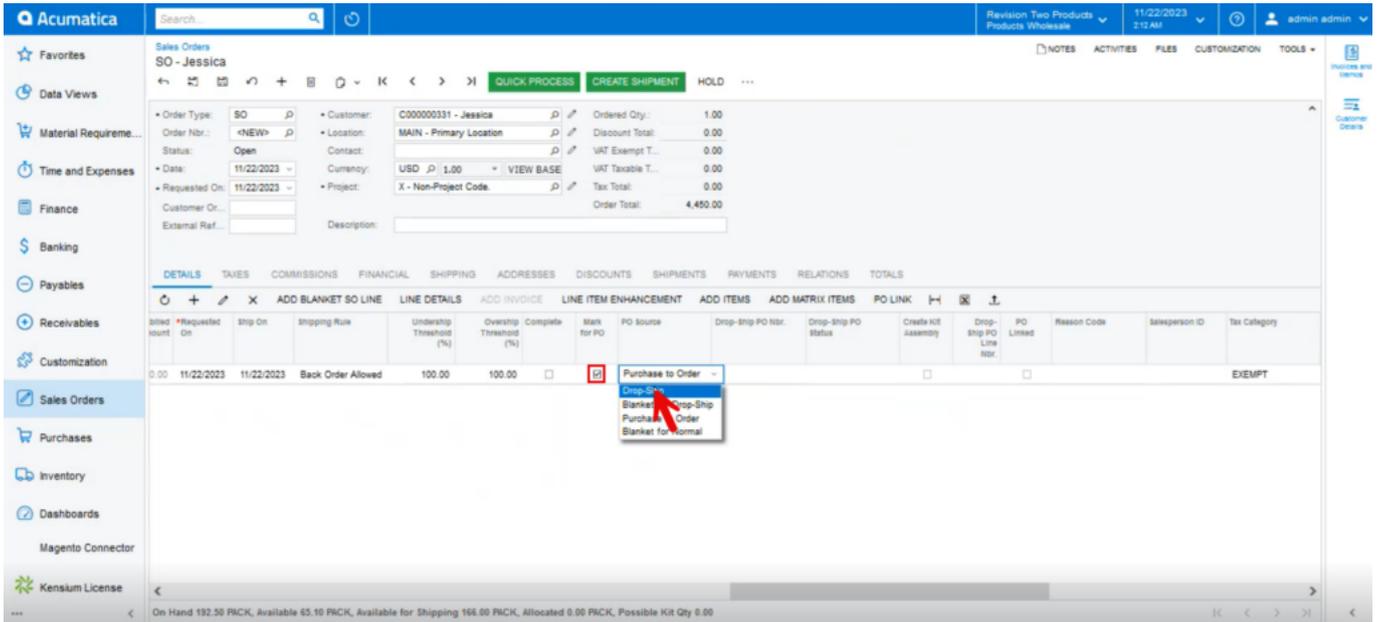
- You need to select the **[Free Text Carrier and Service as Combined Values]**.
- Click on **[Save]**.
- You need to create a sales order by selecting the Customer.
- Click on **[+]** icon.
- Select the **[Inventory ID]**.
- Enter the **[Quantity]**.



The screenshot shows the Acumatica Sales Order interface. The top navigation bar includes the Acumatica logo, a search bar, and user information (Revision Two Products, Products Wholesale, 11/22/2023 2:11 AM, admin admin). The main content area displays the Sales Order details for 'SO - Jessica'. The order type is 'SO', the customer is 'C00000331 - Jessica', and the location is 'MAIN - Primary Location'. The order status is 'Open', and the date is '11/22/2023'. The currency is 'USD' with a rate of '1.00'. The project is 'X - Non-Project Code'. The order total is '0.00'. Below the order details, there is a table with columns for 'Branch', 'Inventory ID', 'Related Items', 'Substitutes Required', 'Warehouse', 'Line Description', 'UOM', 'Quantity', 'Qty On Hand', 'Open Qty', 'Unit Price', 'Manual Price', 'Est. Price', and 'Discount Percent'. The table contains one row with the following data: Branch 'PRODWHL', Inventory ID 'AACOMPUTS', Warehouse 'WHOLESALE', Line Description 'Acer Laptop Computers', UOM 'PACK', Quantity '1.00', Unit Price '4,750.00', and Discount Percent '0.000000'. The 'Quantity' and 'Unit Price' cells are highlighted with red boxes.

Sales Order

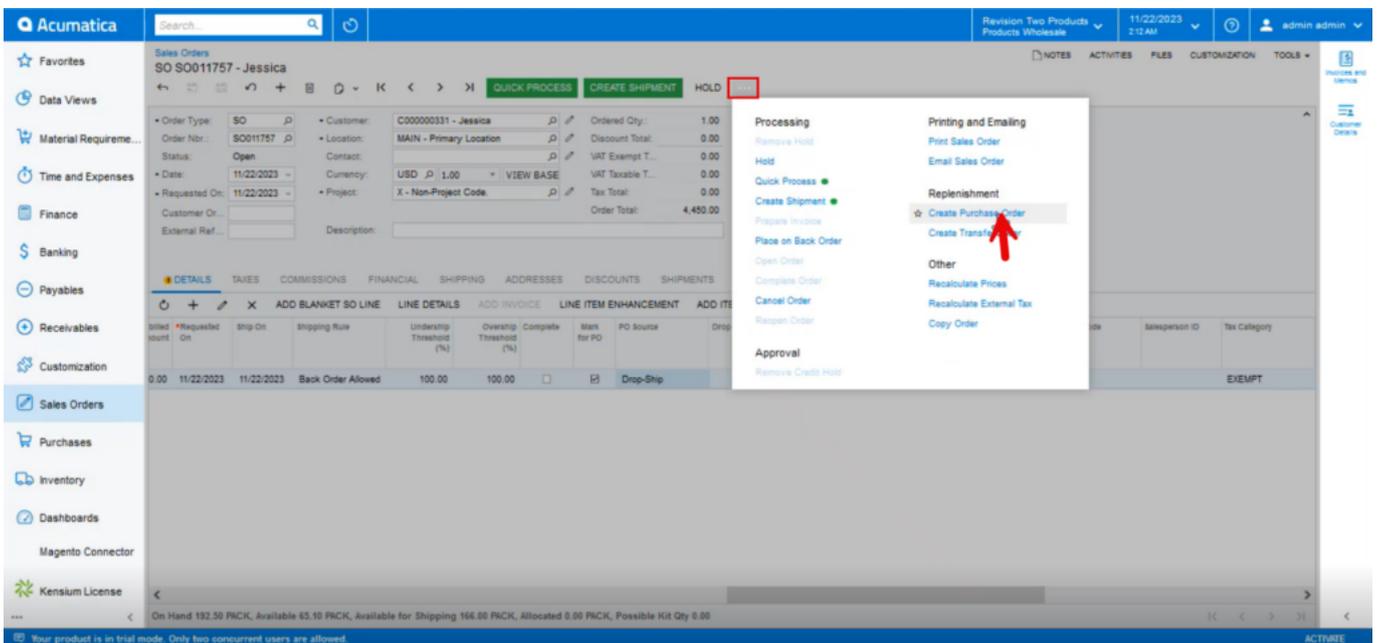
- You need to enable the check for **[Mark for PO]**.
- Select the **[Dropship]** from the options menu in PO Source.



The screenshot shows the Acumatica interface for a Sales Order (SO) for customer Jessica. The order is open and has a total of 4,450.00. The 'Purchase to Order' dropdown menu is open, showing options: Drop-Ship, Blanket Drop-Ship, Purchase Order, and Blanket for Normal. A red arrow points to the 'Purchase to Order' option.

Sales Order (1)

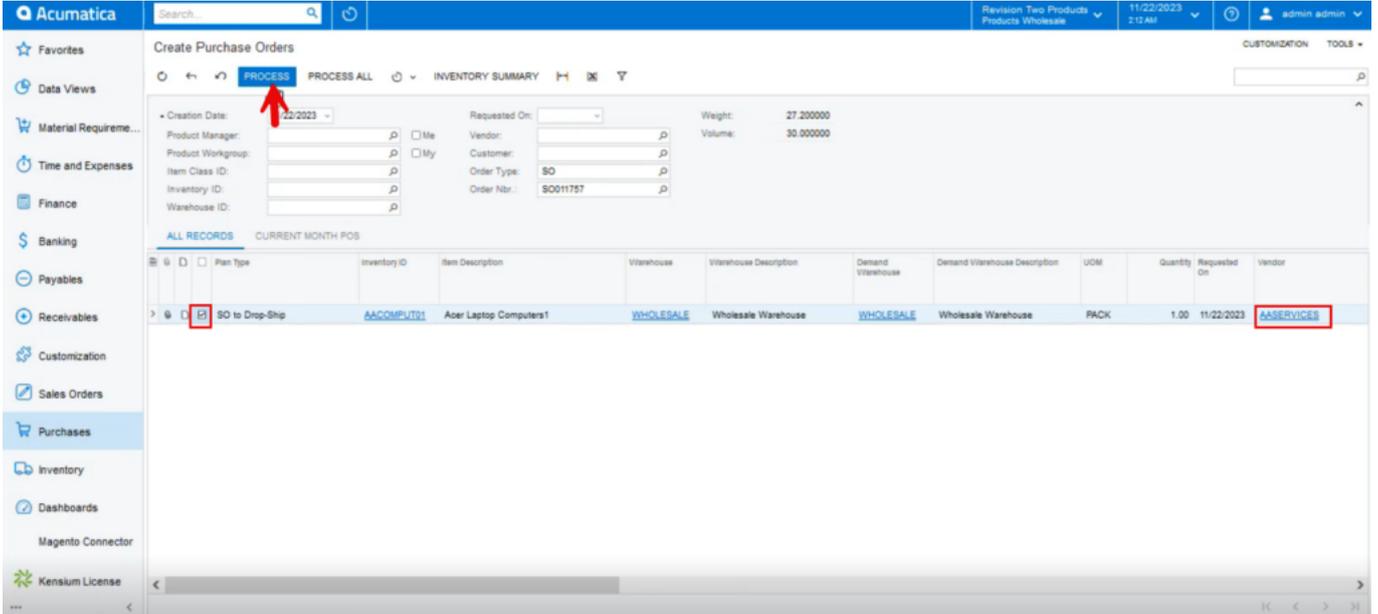
- Click on [Ellipse icon (...)] and then click on [Create Purchase Order].



The screenshot shows the Acumatica interface for the same Sales Order (SO SO011757 - Jessica). The 'Purchase to Order' dropdown menu is open, and the 'Create Purchase Order' option is highlighted with a red arrow. The 'HOLD' button in the top right corner is also highlighted with a red box.

Sales Order (2)

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

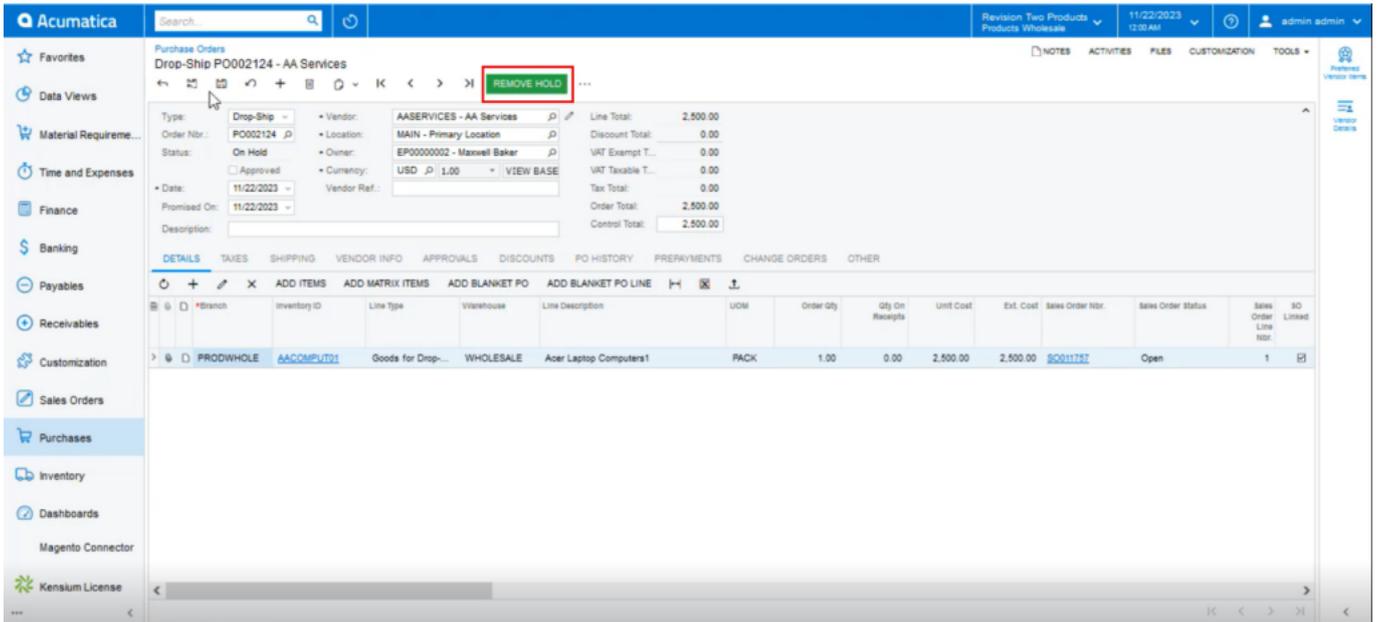


The screenshot shows the 'Create Purchase Orders' screen in Acumatica. At the top, there are navigation buttons: 'PROCESS' (highlighted with a red arrow), 'PROCESS ALL', and 'INVENTORY SUMMARY'. Below these are input fields for 'Creation Date' (set to 11/22/2023), 'Requested On', 'Weight', 'Volume', 'Product Manager', 'Product Workgroup', 'Item Class ID', 'Inventory ID', 'Warehouse ID', 'Vendor', 'Customer', 'Order Type' (set to SO), and 'Order Nbr.' (set to SO011757). A table below lists purchase order records. The first record is highlighted with a red box and has a checked 'Drop Ship' checkbox and 'AASERVICES' in the 'Vendor' column.

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

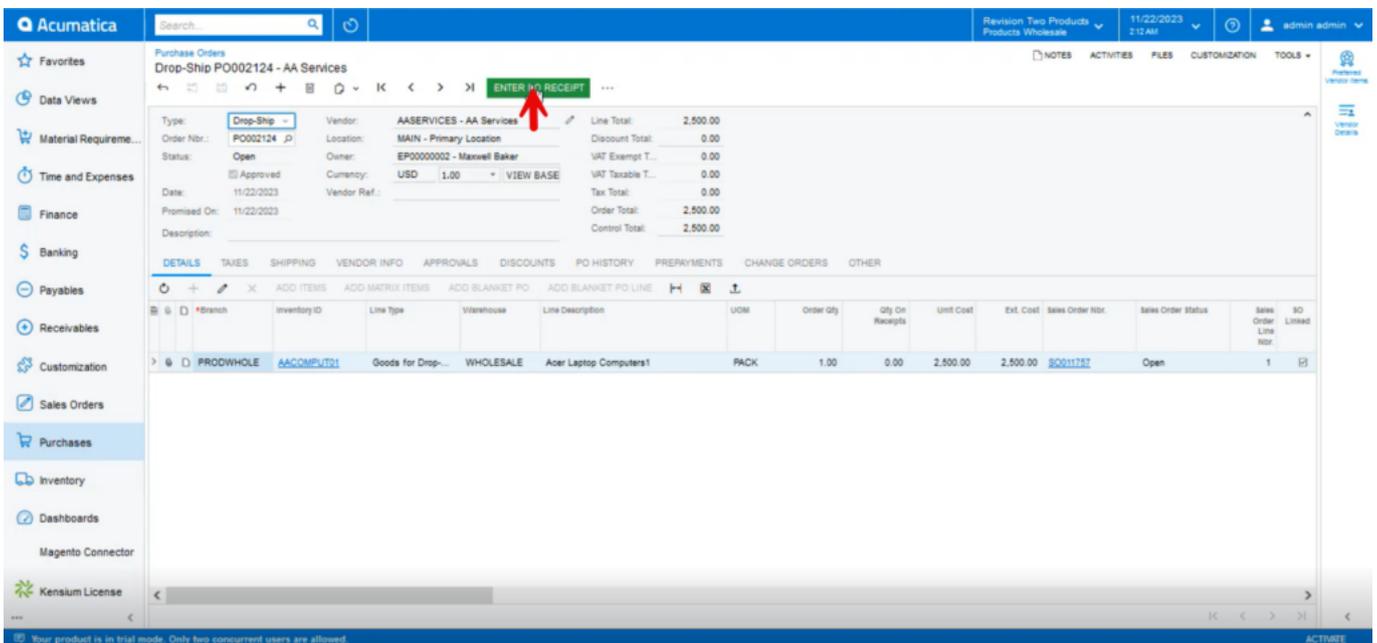
REMOVE HOLD

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
 Date: 11/22/2023 | Currency: USD 1.00 | VIEW BASE | VAT Taxable T...: 0.00
 Promised On: 11/22/2023 | Vendor Ref.: | Tax Total: 0.00
 Description: | Order Total: 2,500.00
 | Control Total: 2,500.00

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	SO011731	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

ENTER PO RECEIPT

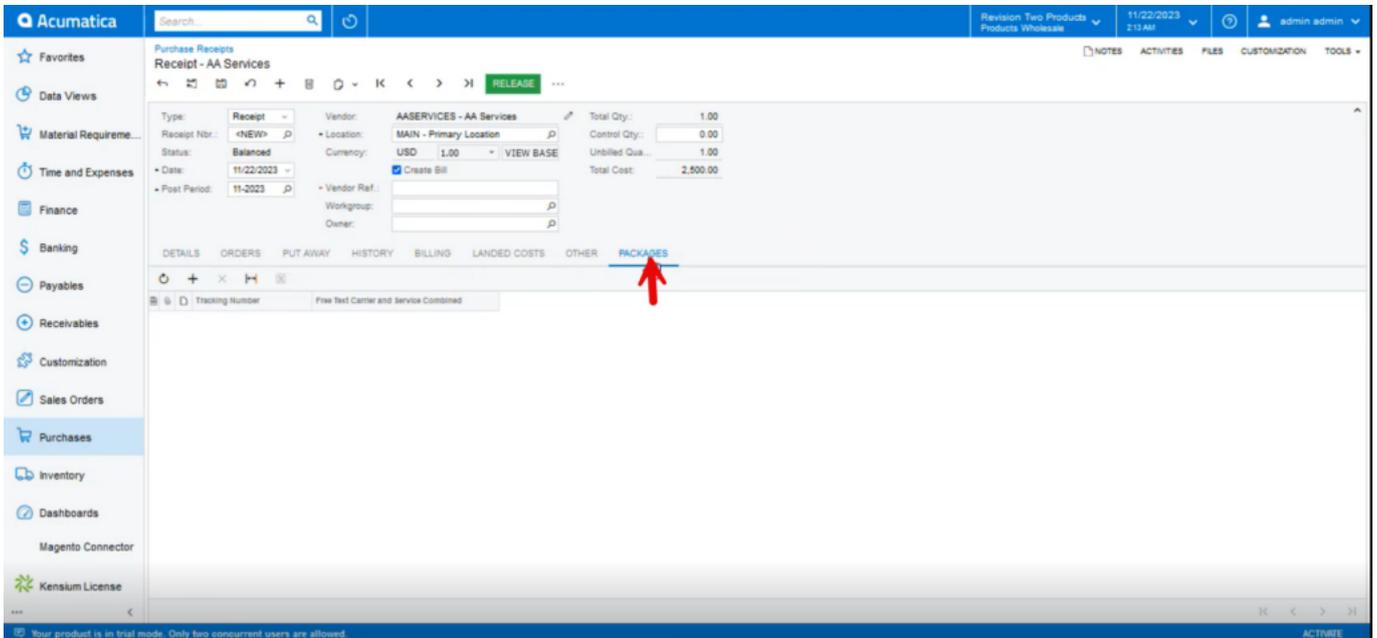
Type: Drop-Ship | Vendor: AASERVICES - AA Services | Line Total: 2,500.00
 Order Nbr.: PO002124 | Location: MAIN - Primary Location | Discount Total: 0.00
 Status: Open | Owner: EP0000002 - Maxwell Baker | VAT Exempt T...: 0.00
 Date: 11/22/2023 | Currency: USD 1.00 | VIEW BASE | VAT Taxable T...: 0.00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

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	SO011731	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.



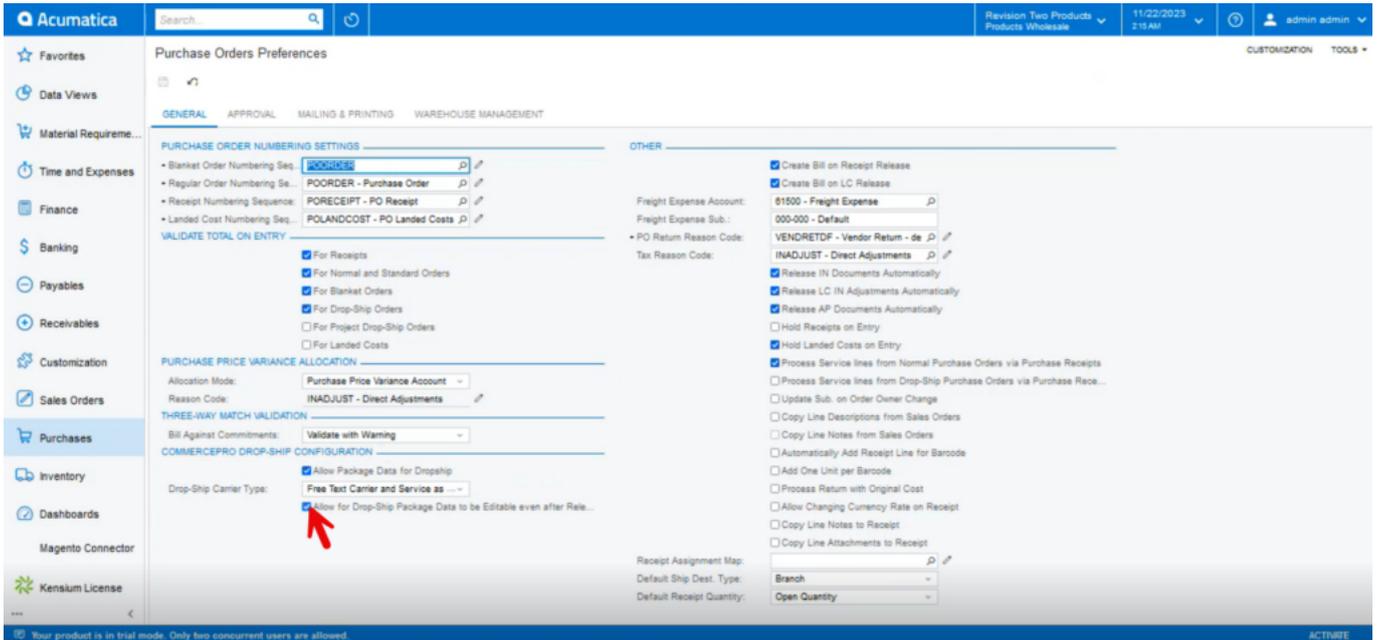
Release

- 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

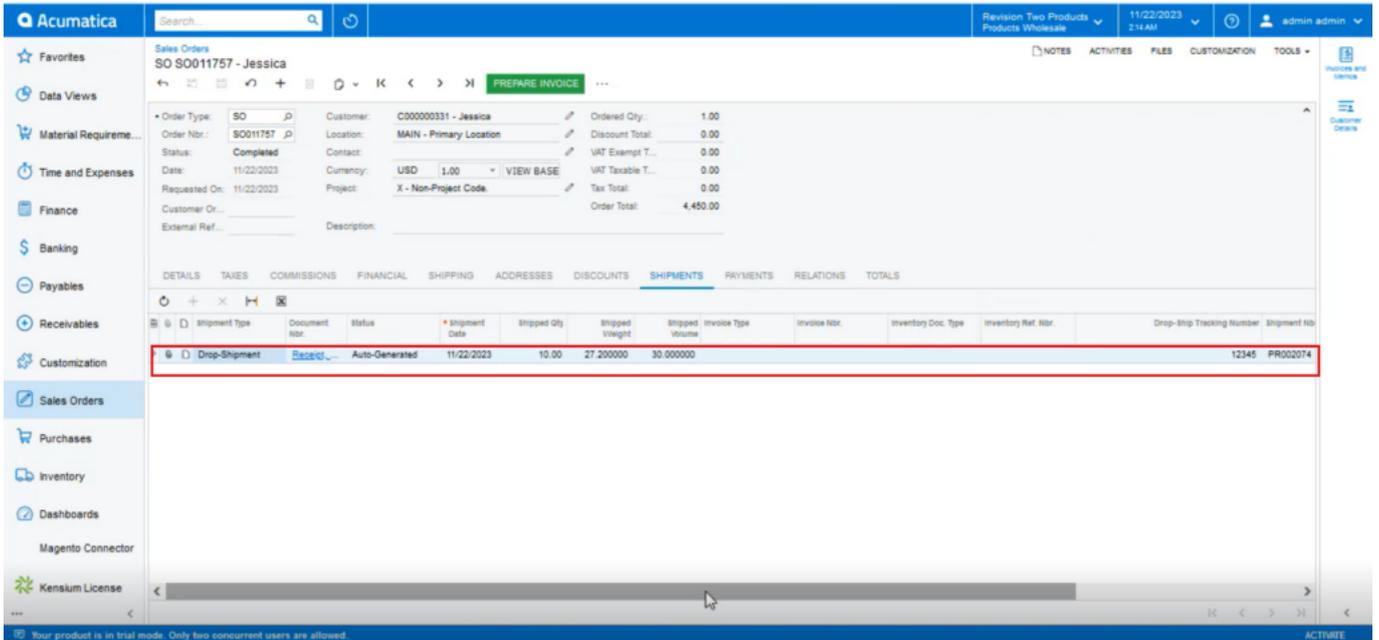
OTHER

- 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

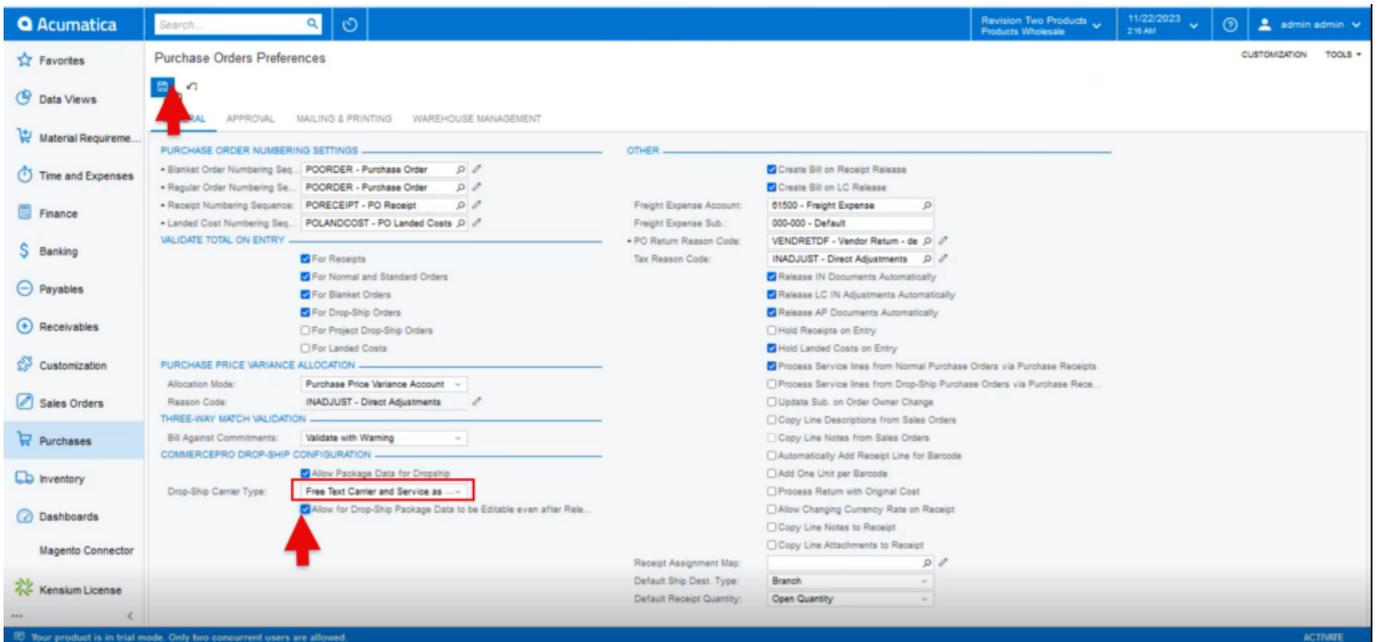
Sales Orders
SO SO011757 - Jessica

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 Package Data for Dropship

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

Process (3)

Acumatica

Revision Two 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)