

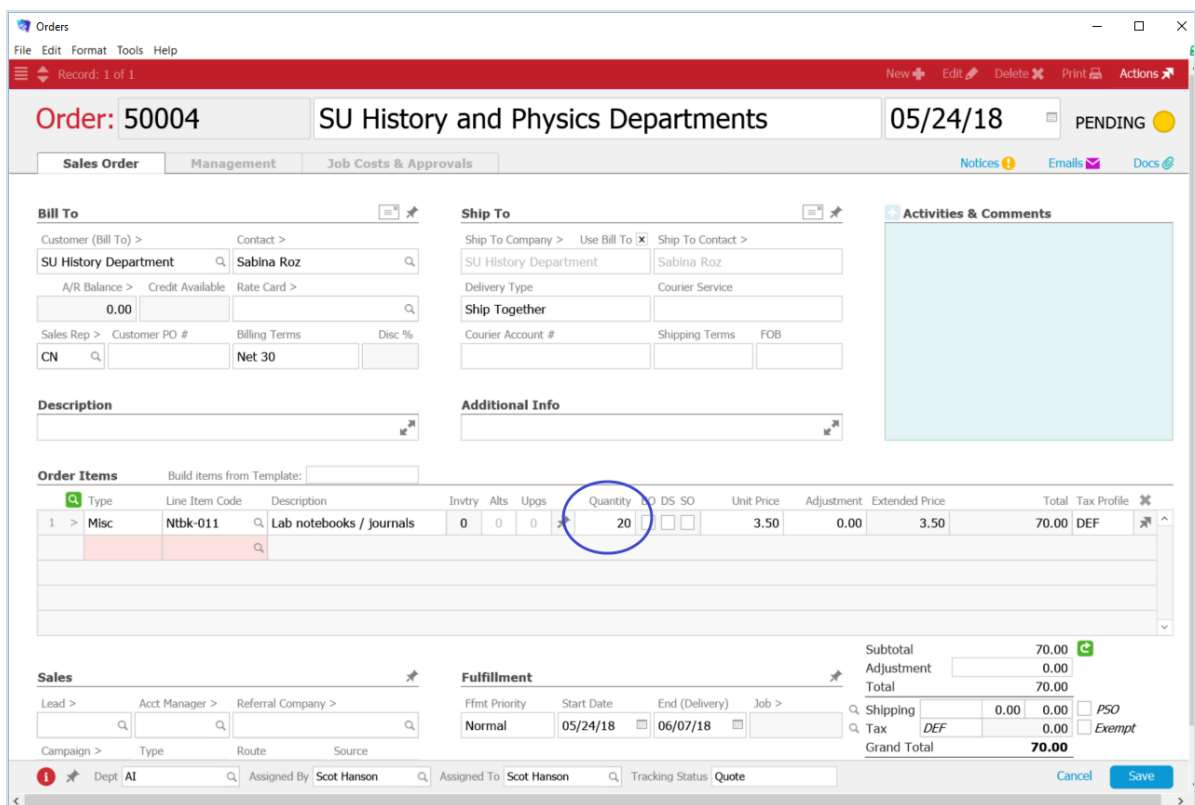
Shipping an Order to Multiple Addresses

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You can ship an order to multiple locations with a single billing entity.

The example below describes splitting a shipment between two locations, but you can divide the total shipment among many locations. If the additional locations are not already in your aACE system, you must prepare a spreadsheet listing each destination, then import that data to coordinate the shipment process (see below).

1. Navigate to **Order Management > Orders**.
2. Create a new sales order for the billing entity, totaling the entire amount to ship out. (For example, to ship ten lab notebooks each to two subsidiaries, create a single line item with quantity of 20.)



Note: If your system is configured to automatically generate invoices when shipments are shipped, then you must create a related invoice for the full amount, open the invoice, and process it normally. Without a single invoice, the rest of the shipping process will result in one invoice per shipment.

3. Click **Save**, and at the confirmation dialog box, click **Open**.

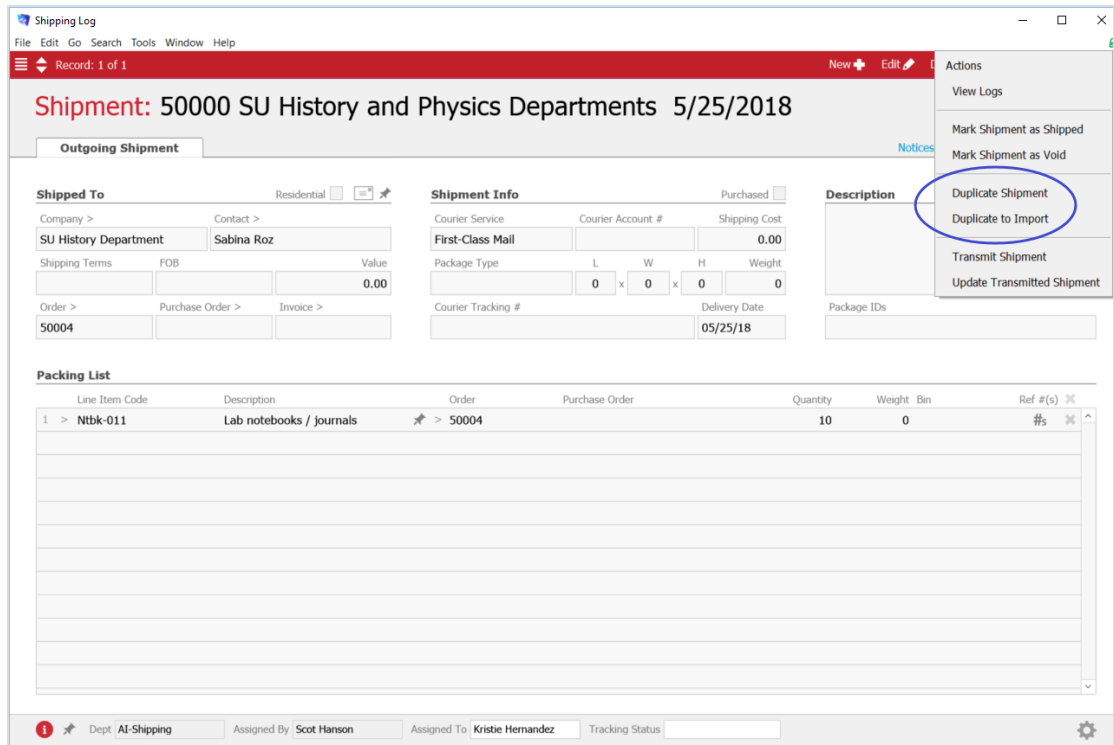
4. [Navigate to the shipment](#) and adjust the quantity (e.g. change the auto-generated 20 items to 10 items).

The screenshot shows the 'Shipping Log' application window. At the top, the shipment number is 50000, the destination is 'SU History and Physics Departments', and the date is 5/25/2018. The status is 'PENDING'. The 'Shipped To' section shows 'SU History Department' and 'Sabina Roz'. The 'Shipment Info' section shows 'First-Class Mail' and a shipping cost of 0.00. The 'Packing List' table is visible below, with the following data:

Line	Item Code	Description	Order	Purchase Order	Exp Qty	Quantity	Weight	Bin	Ref #(s)
1	Ntbk-011	Lab notebooks / journals	>	50004	20	10	0		#s

The 'Quantity' field for the first row is circled in blue, indicating it has been edited from 20 to 10. At the bottom right, there are 'Cancel' and 'Save' buttons.

5. Click **Save**, and at the confirmation dialog box, click **Yes**.
6. If your system is configured with carrier integration, select **Do not transmit**.
7. In the top menu, click **Actions**:
 - o **Duplicate Shipment** - For a few other destinations, on the new shipment you can manually change the Shipped To **Company** field for each location, then click **Save**, as above.
 - o **Duplicate to Import** - For many other destinations, import addresses from a spreadsheet you have prepared. This duplicates the current shipment record for all the addresses in the Excel spreadsheet. Click **Step 3**, then continue with the [data import](#).



After completing the additional shipments, you can review them in the order record by navigating to **Management > Shipping**.