

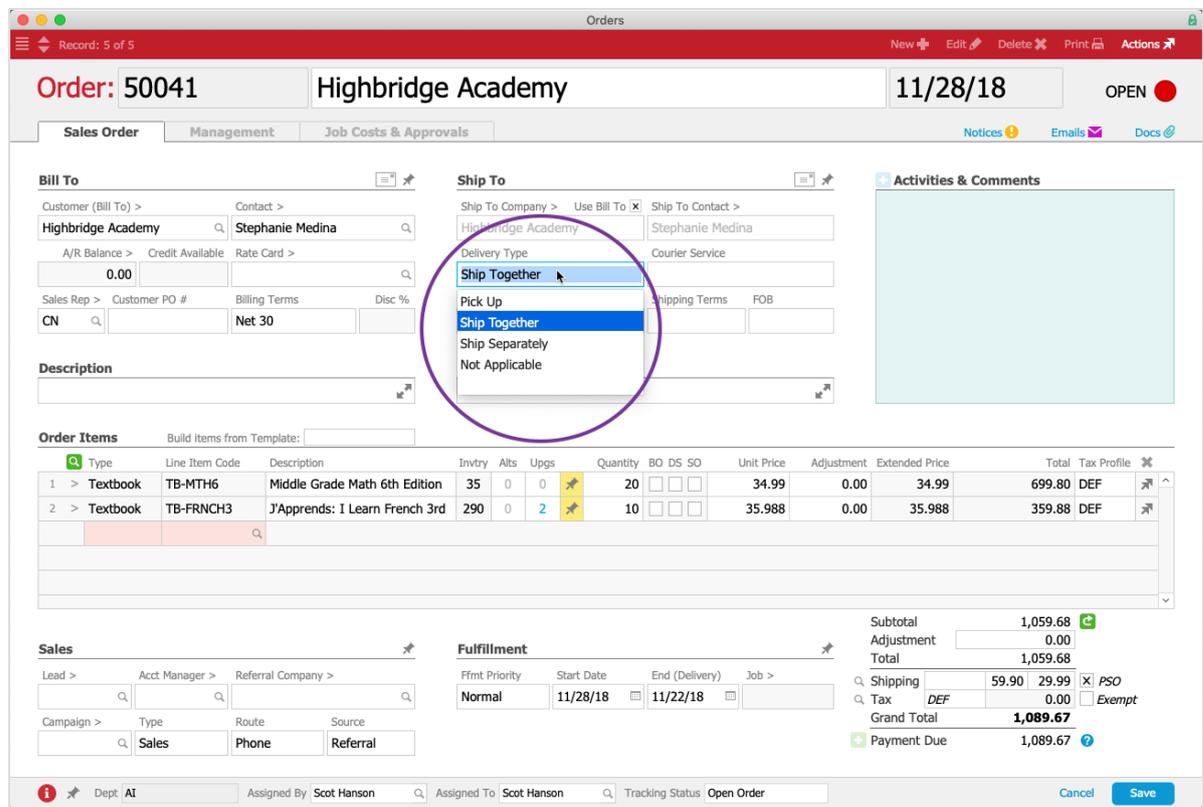
Updating Shipments for Orders

Last Modified on 10/28/2019 1:49 pm EDT

After an order is in Open status, you can process shipments for it.

1. Navigate to **Order Management > Orders**.
2. Use the [Quick Search](#) bar to locate the desired order.
3. On the details view for the order, verify that the **Delivery Type** field shows Ship Together or Ship Separately.

These two delivery types are required for shipping integration. Note: After an order has been invoiced, the Delivery Type field cannot be changed. For more information, read about [Shipping Automation Settings](#).



4. Click **Management tab > Shipping tab**.

The Shipments section shows the auto-generated shipment for the order. (Note: Items marked for drop shipping are displayed in the Non-Receiving POs section rather than the Shipments.)

Record: 5 of 5

Order: 50041 Highbridge Academy 11/28/2018 OPEN

Sales Order Management Job Costs & Approvals

Notices Emails Docs

Overview Billing Procurement Fulfillment Shipping

Shipments *Multi-order shipments and how they are apportioned may overvalue the cost of individual shipments in this portal. Total shipping cost below the portal reflects the most accurate value.*

Shipment	Delivery Date	Title	Type	PO	Courier Service	Courier Tracking #	Cost	Tracking Status	Status
> 50049	11/28/18	Highbridge Academy	OUT				59.90	Ready to Pick	

Shipments 0.00

Non-Receiving POs (e.g. drop shipments)

PO	Date	Title	Vendor	Req By	Act Shipping Cost	Tracking Status	Status

POs 0.00
Total Cost 0.00

Dept: AI Assigned By: Scot Hanson Assigned To: Scot Hanson Tracking Status: Open Order

5. Click the go-to arrow for the shipment.
6. At the Shipping Log record, click **Edit**, then update the Shipment Info and other data as needed (including adjusting the items and quantities).

Record: 1 of 1

Shipment: 50049 Highbridge Academy 11/28/2018 PENDING

Outgoing Shipment

Notices Emails Docs

Shipped To Residential

Company > Highbridge Academy Contact > Stephanie Medina

Shipping Terms FOB Value 0.00

Order > 50041 Purchase Order > Invoice >

Shipment Info Purchased

Courier Service Courier Account # Shipping Cost 59.90

Package Type L W H Weight 0 x 0 x 0 67

Courier Tracking # Delivery Date 11/28/18

Description

Package IDs

Packing List

Line	Item Code	Description	Order	Purchase Order	Exp Qty	Quantity	Weight	Bin Q	Ref #(s)
1	> TB-MTH6	Middle Grade Math 6th Edition	> 50041		>>	20	52		#s x
2	> TB-FRNCH3	J'Apprends: I Learn French 3rd	> 50041		>>	10	15		#s x

Dept: AI-Shipping Assigned By: Assigned To: Kristie Hernandez Tracking Status: Ready to Pick Cancel Save

7. Click **Save**.

Shipping Dates and Delivery Dates

A typical aACE deployment is configured so the Shipment Date automatically matches the date currently shown in the Delivery Date field. You can edit the delivery date as needed.

However, if your organization works with logistics where these dates can be different, your system administrator can deselect this preference. Navigate to System Admin > Preferences > Shipping, then clear the flag for **Sync shipment date with delivery date**. The Shipment Date field will be editable and able to accept dates different from the Delivery Date field.
