Shipping an Order to Multiple Addresses

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This guide explains how to ship an order to multiple addresses. It is intended for advanced users.

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 from Main Menu > Order Management > Orders.
- Create a new sales order for the billing entity, totaling the entire amount to ship out. (For example, to send two shipments of fifteen textbooks to two subsidiaries, create a single line item with quantity of 30.)

Order: 60273	TOIL Way	ne Board of Educ	ation	0,	07/05/22 PENDING			
Sales Order Manageme	nt Job Costs & Ap	provals			Notic	xes 🔒 🛛 Task	is 🔽 🛛 Emai	ls 🎽 🛛 Docs 🛛
Bill To	*	Ship To End Customer			* 🖸 A	ctivities & Co	mments	
Customer (Bill To) >	Customer PO #	Ship To Company >	🗅 ♀ Ship Typ	e Ship Date				
Fort Wayne Board of Education 1100 S Calhoun St Fort Wayne, IN 46802		Fort Wayne Board of Education	Comple	te 07/07/22				
	Rate Card > Disc %	1100 S Calhoun St Fort Wayne, IN 46802	Inventor	y Bin				
	Q	Fort Wayne, IN 10002			Q			
	Billing Terms		Shipping	Shipping Terms				
	Net 30							
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Order Items	M2 Description	Invtry Alts Upgs Opts Qua	intity NO DS SO	Unit Cost	Subcosts	Unit Price	Total	Margin 🛪
	Description The Complete Works of	Invtry Ats Upgs Opts 139 0 0 + 3	antity o DS SO			Unit Price 99.99	Total 2,999.70	Margin
Code 1 > TB-LIT102	Description The Complete Works of				Subcosts	99.99		20% 🖈
Code 1 > TB-LIT102	Description The Complete Works of				Subcosts 0.00 Subtota Adjustrr	99.99	2,999.70 2,999.70 0.00	20% 🔊
Code 1 > TB-LIT102 CC CC CC CC CC CC CC CC	Description The Complete Works of				Subcosts 0.00 Subtota Adjustrr Total	99.99	2,999.70 2,999.70 0.00 2,999.70	20% 🖈
Code TB-LIT102 Sales Billing Fulfillment	Description The Complete Works of Shipping				Subcosts 0.00 Subtota Adjustrr	99.99	2,999.70 2,999.70 0.00	20% 🔊

Note: If your system is configured to automatically generate invoices when shipments are shipped, then you must manually create a single invoice for the full amount, open that invoice, and process it. This is because without a single, full-amount invoice in place, the shipping process will generate two separate invoices (i.e. one for each outgoing shipment).

- 3. Click Save and Open.
- 4. <u>Navigate to the shipment record (https://aace6.knowledgeowl.com/help/updating-shipments-for-orders)</u> and adjust the quantity (e.g. change the auto-generated 30 items to 15 items).

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hip To		*	Shipment Info	D				Purchased	Descrip	tion			
Company > 💼 🕻	Shipment Ty	ype	Carrier	rier Service Account #			Account #	Test					
Fort Wayne Board of Education	Outgoing		UPS	UPS Ground									
100 S Calhoun St Fort Wayne, IN 46802	Ship Terms	Ship Point	Carrier Tracking #			Delivery Date							
or maying in 10002								07/05/22					
		Declared Value	Weight			W	н	Shipping Cost	Package	Туре	Packag	ge IDs	
		0.00	6	0		0	0	0.00					
acking List								_					
_	cription		Order			Purchas	e Order	Exp Qty	Quantity	Weight B	in Q.	Re	ef #(s) 💥
Code Des	cription Complete W	/orks of	0rder Ξ オ > 60273	3		Purchas	e Order	Exp Qty 3	Quantity 15	Weight B	in Q.	Re	f#(s) X #s X
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- 5. Click **Save** (and if your system is configured with carrier integration, click **Not Yet**).
- 6. Click **Actions** and select the correct option:
 - Duplicate Shipment For shipping to a few destinations. On the duplicated shipment, manually change the Shipped To Company field for each location, then click Save. Repeat this step for each separate destination.
 - Duplicate to Import For shipping to many destinations. This will start an import process for the spreadsheet of shipping addresses you have prepared. aACE will duplicate the current shipment record for each address in the spreadsheet. At the import process dialog box, click Step 3, then continue with the <u>data import</u>

(https://aace6.knowledgeowl.com/help/importing-records).



After creating the additional shipments, you can review them at the order record (Order Management > Shipping Log).