

Understanding Order and Purchase Order Ship Types

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This guide describes the Ship Type options for orders and purchase orders and their differences. It is intended for general users.

You can determine the type of shipping for orders and purchase orders. Orders and purchase orders have the same Ship Type options available, but the options have different meanings depending on the record you're working with.

Order Ship Type Options

Order Ship Type options are used to specify how you will ship your orders to your customers. The standard order ship types include:

- **Pick Up** — For when you do not send out shipments to customers. Instead, customers come to your premises and pick up or gather their order.
- **Complete** — Order shipments are only sent after all the needed items are ready to ship. For inventoried items, the items should all be in stock. For assembly items, ready to ship means production is completed.
- **Partials OK** — If you only have some of the ordered items, aACE can prepare a shipment to send those items to the customer. The remaining items will be sent when they become available.

Purchase Order Ship Type Options

The Ship Type options in purchase orders are the same as in orders, but they indicate to the vendor how they should ship the items to you. Your selection for Ship Type will appear on the printed purchase order you send to your vendor.

- **Pick Up** — You will pick the items up from the vendor.
- **Complete** — All purchase order items must be shipped to you together in one shipment.
- **Partials OK** — The purchase order items can be shipped to you in multiple shipments.

