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## How Do You Ship One Product to multiple Ship-to locations?

Tammy Mason - 2017-09-13 - in Quotes, Orders & Invoices

### How Do You Ship One Product to multiple Ship-to locations?

Either enter separate product lines or one product with different addresses listed in the Special Instructions area.

**Explanation:** An Order has a Ship to for the entire order. Each product on the order can have it's own Ship to.

#### Option 1:

Divide the Product into separate lines based on the quantity shipped to each location. In the Product Tab, click on the Destination tab to indicate where this quantity will be shipped.

**Note:** You will need to use this option when the Sales Tax is different for each ship-to location.

The screenshot displays the 'Products (1)' section of the ASI SmartBooks software. The main product line is for 'Budgeteer Pencil' (SKU 55096) with a quantity of 1000. The 'Destination' tab is active, showing a 'Matrix' of shipping destinations. The 'From' address is for 'Bic Graphic USA' in Tampa, FL. The 'To' address is for 'Allied Insurance' in Cedar Falls, IA. The interface includes fields for company, attention, address, city, state/province, zip/postal, and country for both the origin and destination.

Code	Description	Ordered	Unit	IPC	Price	Price Total	Cost	Cost Total
55096	Budgeteer Pencil	1000	Each	(S)	\$0.2900	\$290.00	\$0.1885	\$188.50

Method: Drop Ship  
Vendor: 40480 Bic Graphic USA  
SKU: 55096  
Price Per: 1  
Cost Per: 1  
Ship: 9/10/2015  
In Hand: [Update Dates]  
Ship Message: [Select]

**Matrix** | Artwork (0) | Instructions (0) | Destination | Taxes (1) 6.0000% | Commission | History (1)

From	To
Company: Bic Graphic USA	Company: Allied Insurance
Attention: [ ]	Attention: Jill Jones
Address 1: PO Box 23088	Address 1: 3903 Heritage Rd
Address 2: [ ]	Address 2: [ ]
City: Tampa State/Province: FL	City: Cedar Falls State/Province: IA
Zip/Postal: 33623-2088 County: [ ]	Zip/Postal: 50613 County: Black Hawk
Country: UNITED STATES	Country: UNITED STATES

The Order will show 3 Product Lines. You can view the Destination by expanding the product and clicking Destination.

**NOTE:** When you Print this order, the Purchase Order copy will show the Ship-to by Product. The Acknowledgement and interoffice copy will not print

the individual ship-to addresses.

^ Products (3)										
Code	Description	Ordered	Unit	IPC	Price	Price Total	Cost	Cost Total		
55096	Budgeteer Pencil	1000	Each	(S)	\$0.2900	\$290.00	\$0.1885	\$188.50		
M701	2 Piece Brass Magnifier Paper Weight	50	Each	(S)	\$12.4500	\$622.50	\$6.0000	\$300.00		
SV1310	42" Two-Fold Automatic Umbrella	100	Each	(S)	\$7.9200	\$792.00	\$2.0000	\$200.00		

+ Add Product + Import Products

## Option 2:

Have one Product line and indicate quantity to be shipped to each address in the Instructions area. In the Product Expander, click on the Instructions tab, then click Add Instruction.

SV1310	42" Two-Fold Automatic Umbrella	100	Each	(S)	\$7.9200	\$792.00	\$2.0000	\$200.00		
Method	Drop Ship	<input type="checkbox"/> Hide From Customer	Price Per	1	Cost Per	1				
Vendor	30023 AAA Umbrella Co	<input checked="" type="checkbox"/> Discount This Item	Category	Umbrellas	Ship	9/10/2015		Update Dates		
SKU	1310	<input type="checkbox"/> Is Freight Item	Type	Umbrella	In Hand			Update Dates		
					Include on Packing List	Ship Message	(Select)			
Matrix	Artwork (0)	Instructions (0)	Destination	Taxes (1)	6.0000%	Commission				

Select which forms you'd like to see these instructions. If you'd like to see the address information on all the forms, click on "All forms". If it's only important for the vendor to see on the Purchase Order, click Purchase Order. Indicate the quantity to be sent to each location.

(Select)	
(Select)	
Acknowledgement	
All Forms	
Invoice	
Order-Commission	
Order-Internal	
Purchase Order	

**Note:** The Sales Tax would need to be the same for each Ship-to location when using this Option.

Matrix	Artwork (0)	Instructions (1)	Destination	Taxes (1)	6.0000%	Commission
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Form Template

(Select)

+ Add Instruction

Arial 8

Ship 25 to: Southdale Elementary  
 9905 Orchard Drive  
 Cedar Falls, IA 50613  
 Ship 25 to: Lincoln Elementary  
 8th Street NW  
 Cedar Falls, IA  
 Ship 25 to: North Cedar Elementary