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## Transfer Drop Ship Purchase Orders

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### **Transfer Drop Ship Purchase Orders**

During Fulfillment Order Entry the option is available to indicate that the item is to be drop shipped (DS) from a vendor instead of released from stock. Items that are entered with a DS type will need to be transferred to the purchase order entry system before continuing to process the order.

“Transfer Drop Ship Purchase Orders” will create a list of all items that have been entered with a DS type, but not transferred to the purchase order system. When this option is selected a combined listing of items will be displayed. An item may be de-selected if it isn't ready to transfer to the purchase order system. The item will re-appear the next time this option is selected.

For non-OP items, select the edit button to change key information about that selected item.

The Exclude button displays a screen that allows exclusion of items from the transfer to purchase orders. Items may be excluded by program# or Unit#, selectively or by a range.

In the example below, the column to the right of the "Un" contains an "\*" on the first three items and the vendor # is -0-. The legend at the bottom indicates they are Outside Process Items. Editing is not allowed for these items. Once the items have been selected to transfer, click Finish. The message "Create purchase orders now?" will appear on the screen. Select Yes.

The next window will only appear if OP items have been selected to be transferred. This window will prompt the operator for the "Date blank goods needed" and will be used to update the purchase order record as it is created.

When processing is complete a preview report will display to show the individual orders processed and the corresponding purchase order numbers that were created.. At this time the purchase order has been created and the fulfillment order has been updated with the appropriate purchase order number and vendor, if applicable. The purchase orders created may be printed through the Inventory Transaction menu.

Continue the processing for fulfillment or prebill orders by printing the packing list and manifest. This print option updates the status on fulfillment and prebill orders.

There are three kinds of purchase orders. Individual is the standard selection. This means that each order that is drop shipped will have a specific purchase order created for that order. This is the required purchase order type when using OP items. The other options such as summary will combine many orders for the same non-OP items on one purchase order. Detailed purchase order will create one purchase order and it will contain a unique line item for each shipment.

To print the purchase order, go into Inventory, Transactions, Print Purchase Orders. This is what will be sent to the vendor. It will have all the information the vendor needs to know: ex: which item, quantity, and where to ship it. Contact the vendor in the usual manner.

When a fulfillment drop ship purchase order has been created, the merchandise will not be received. Vouching the vendor's invoice to the inventory purchase order will close out the purchase order. If the purchase order was created from a Fulfillment Prebill, then the items will need to be received. Vouch the prebilling purchase order in the usual manner. Refer to the section on Vouching to Inventory Purchase Orders.\_\_\_\_

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