

HOW TO RUN A DROPSHIP ORDER & PURCHASE ORDER

Run the customer order via Order Entry

Do it the same as you would as a normal order except all items need to be backordered

On the line detail screen, field 18, input "DS" for each item

```

ORDER ENTRY LINE DETAIL MAINTENANCE
ORDER LINE #: 1
1. PRODUCT #.. S89-050
2. DESCRIPTION C209 1/3HP GP MOTOR
3. ORDER QTY.. 1
4. PICK QTY... 0
5. BO QTY..... 0
6. WHSE..... 002
7. REASON CODE
8. RETURN IND.
9. TAXABLE.... Y
10. PRICE HOLD. N
11. WARR SEQ...
12. PRICE CODE. F
132.26 PRICE
132.26
15. COST..... 92.580
16. CORE.....
17. CORE COST..
18. DROPSHIP... DS
EACH 6
132.26 119.03
10 20 031 AVL SP
113.08 107.43 C32 0 1
STATUS MESSAGES
Part Ships and Backorders ok.
Substitutes ok
QUANTITIES IN OTHER WAREHOUSES
001 002 003 004 005 006 007 008 009 010
0 0 0 0
UTE PRODUCTS
LN PROD NBR DESCRIPTION PRICE AVL
No Substitutes Available
CALCULATED ORDER PICK BACKORD
DEFAULT 1 0 1
QUANTITIES
Enter Line, Backout, CAN, SUBstitutes, Notes, 0 to Accept
  
```

After you input "DS" in field 18, here is what the order body looks like

```
CUSTOMER 108018      PHONE 314-555-1234      OE CO 02 WHSE 002 ORD DATE 09/06
BUYER  RON STOGSDILL SR      SPECIAL INST:
BILL TEST CUSTOMER      SHIP 1. TEST CUSTOMER      ORDER NO
TO: 3425 BRIDGELAND DRIVE      TO: 2. 3425 BRIDGELAND DRIVE      NEW
      1 3. ATTN: PARTS DEPT      REL
      ATTN: ACCOUNTS PAYABLE      ON 4.      001
      BRIDGETON MO 63044      FILE 5. BRIDGETON      MO 63044
=====SUBTOTAL > 132.26=====
--ITEM NUMBER--  -----QUANTITIES-----  -----PRICING-----
LN  DESCRIPTION  ORDER INVC  PICK  B/O  PRICE  TX PH RT
001 S89-050      1          *DROPSHIP*  132.26 Y N N
      C209 1/3HP GP MOTOR
```

Line#, Hdr, Add, INsert, -Scrl-up, v-scr1-dn, Backout, Notes, 0 to accept:

Notice – it now shows “DROPSHIP”

We also have a shipping method 10 – SHIP DIRECT

```

CUSTOMER 108018      PHONE 314-555-1234      OE CO 02  WHSE 002  DRD DATE 09/06
BUYER  RON STOGSDILL SR      SPECIAL INST:
BILL TEST CUSTOMER      SHIP 1. TEST CUSTOMER      ORDER NO
TO: 3425 BRIDGELAND DRIVE      TO: 2. 3425 BRIDGELAND DRIVE      NEW
      1 3. ATTN: PARTS DEPT      REL
      ON 4.      001
      FILE 5. BRIDGETON      MO 63044
=====SUBTOTAL > 132.26
STATUS OF RELEASE 001 New Order      SHIPPED ORDERED TOTAL ORDER BACK SHIP
DOLLARS DOLLARS LINES QUAN QUAN QUAN
1. RESTOCK CHG 0.00
2. TAX JURIS 29189 STATE,COUNTY,CITY TAX
3. TAX 6 575 00 132.26 8.70 8.70
4. SHIP METHOD 43#VKLS#GLUHF#
5. WEIGHT 0.0 A/R TERMS 05 NET 10TH FOLL P
6. NBR CTNS REORDER WGT CUST P/O# TEST
7. FREIGHT
8. PICKER 2
9. PACKER 2 20. CASH RECD 0.00
10. MISC CHRG 21. CHECK NO
11. TAX ONLY TOTAL: 140.96 140.96 CHANGE
12. WORK ORDER# 30.00
Line#, CL-Chg-Lines, CH-Chg-Hdr, CANCEL, Backout, P/O nbr, Notes, Q to accept:

```

For our Invoicing Options, we use #4 – Pick Pack – No Print.

Write down the following info:

The order #

Customer PO#

Customer #

Part number(s) & quantities

Now let's create the Purchase Order

- Go into menu 7.1 and start a new PO
- On the Header Screen input into
- Field 2 – the required delivery/ship date
- Field 4 – your customer's PO#
- Field 5 – input "DS"

```
VEND CUST# 221565      PHONE 503-256-3663      PO CO 02 WHSE 002 P/O DT 09/06/05
BUYER                               FAX # 901-366-7240      MIN REQ 2000 ft allowed
VEND JOHNSTONE SUPPLY, INC.          SHIP 1. JOHNSTONE - BRIDGETON      P/ORDER#
001 ATTN: ACCOUNTING DEPT           TO:  2. 3425 BRIDGELAND DRIVE      224906* NEW
11632 NE AINSWORTH CIRCL           3.                                CUST#
                                     4.
                                     5. BRIDGETON                      MO          63044
PORTLAND, OR 97220
===== PURCHASE ORDER ENTRY =====
1. P/O DATE 09/06/05
2. REQ DATE 09/08/05
3. DISCOUNT%
4. CUST PO# TEST
5. DRPSHP FL DS
6. VND TERMS CORP
7. TERMS DT
8. PROM DATE
9. SHP INST1
10. SHP INST2
11. WRITER
12. PURCH AGT RON STOGSDILL

SHIP-TO MAINTENANCE

ENTER:
M-MANUAL ENTRY
W-WAREHOUSE #
C-CUSTOMER #

ENTER OPTION: ###
```

Input "C" for the customer #

```
VEND CUST# 221565    PHONE 503-256-3663    PO CO 02 WHSE 002 P/O DT 09/06/05
BUYER                               FAX # 901-366-7240    MIN REQ:2000 ft allowed
VEND JOHNSTONE SUPPLY, INC.        SHIP 1. TEST CUSTOMER    P/ORDER#
001 ATTN: ACCOUNTING DEPT        TO:  2. 3425 BRIDGELAND DRIVE    224906*NEW
11632 NE AINSWORTH CIRCL        3.
4.
5. BRIDGETON MO 63044    CUST#
PORTLAND, OR 97220
===== PURCHASE ORDER ENTRY =====
1. P/O DATE 09/06/05
2. REQ DATE 09/08/05
3. DISCOUNT%
4. CUST PO# TEST
5. DRPSHP FL DS
6. VND TERMS CORP
7. TERMS DT
8. PROM DATE
9. SHP INST1
10. SHP INST2
11. WRITER
12. PURCH AGT RON STOGSDILL
SHIP-TO MAINTENANCE
ENTER:
M-MANUAL ENTRY
W-WAREHOUSE #
C-CUSTOMER #
ENTER CUSTOMER # TO SHIP TO 108018
Is this the correct customer? (<Enter>/N)
```

Notice the question asking you if this is the correct customer

Hit return and the ship to is populated

Zero to accept to advance to the part number input screen

Input the part number(s) & quantities – Remember, all items backordered on the order must be on the PO

Go to the PO line detail for each part number and input the order # (8N)

PO ENTRY LINE DETAIL MAINTENANCE

ORDER LINE #: 1

1. PRODUCT #. S89-050
2. DESCRIPTION C209
3. ORDER QTY.. 1
4. RCVD QTY...
5. OPEN QTY... 1
6. WHSE.....
7. COST..... 92.580 DISC COST
8. DISC %..... 92.580
9. DS-PRICE...
10. CORE COST..
11. REQ DATE 09/08/05
12. DS-ORDER#.. 02218998
13. ND CUSTNO.

STATUS MESSAGES
Part Ships and Backorders ok.
Substitutes ok

QUANTITIES IN OTHER WAREHOUSES
001 002 003 004 005 006 007 008 009 010
0 0 0 0

SUBSTITUTE PRODUCTS
LN PROD NBR DESCRIPTION BR.CST AVL
No Substitutes Available

CALCULATED ORDER PICK BACKORD
DEFAULT 1 0 1

QUANTITIES
VOQ ROP SP M 031 AVAIL
0 1 C 32 0

BRANCH DIR 1
92.580 81.154

Enter Lines, Backout, CAN, SUBstitutes, Notes, 0 to Accept

Now you have “linked” the customer order to a vendor Purchase Order

Finalize the PO and send to Vendor.

You must use Menu 7.3 to receive the PO – you can not use Menu 34.1 Bar Code Receiving. The Purchase Order should be received before the order is invoiced.

```
OPERATOR --- PURCHASE ORDER RECEIPTS POSTING
CO # 04 JOHNSTONE SUPPLY
WHSE # 004 JOHNSTONE - JAX SS *** DISPLAYED QUANTITIES ARE ***
DATE 11/23/05 *** IN STOCKING U/M FORMAT ***
RCVR # 245233
PO # 461045

LN# PRODUCT NUMBER WHSLOC ORD TREC INTR --RECEIVING QTY-- CST TOTAL
QTY QTY QTY UM PURCH UM STOCK UM COST C

DO YOU WANT TO RECEIVE P/O COMPLETE (Y/N):
```

You must press Y*** to get into menu 7.3 – because this menu should be used to receive Dropships ONLY – all other receiving should be done in Menu 34.1
Once you are in the PO Receipts Posting Menu you will be prompted for your operator code, the company number, the warehouse the date (press <enter> to automatically enter today’s date) and the receiver number (press <enter> to automatically assign), and finally enter the 6-digit PO number.

You are then asked whether you want to receive the PO complete, if you do press Y.
If not press N.

LN#	PRODUCT NUMBER	WHSLOC	ORD QTY	TREC QTY	INTR QTY	--RECEIVING U/M PURCH	UM STOCK	QTY-- CST U/M	TOTAL COST C
001	b10-120 083S	S0404	1			EA	EA	EA	7.190

IS THIS THE CORRECT LINE ('RTN'-YES, 'N'-NO) ?

If you press 'N', you will then be prompted for the line number on the PO to receive. Enter the line number
 The Part number and quantity on that item are displayed and you are asked if it is the correct line. Press <enter> if it is the correct line
 Your cursor will be blinking under the QTY STOCK column – enter the quantity to receive and press <enter>

LN#	PRODUCT NUMBER	WHSLOC	ORD QTY	TREC QTY	INTR QTY	--RECEIVING U/M PURCH	UM STOCK	QTY-- CST U/M	TOTAL COST C
001	b10-122 084S	R2101	5			EA	EA	5 EA	7.580
			MDSE COST				CORE COST		0.000

OPERATOR --- PURCHASE ORDER RECEIPTS POSTING
 CO # 04 JOHNSTONE SUPPLY
 WHSE # 004 JOHNSTONE - JAX SS *** DISPLAYED QUANTITIES ARE ***
 DATE 11/23/05 *** IN STOCKING U/M FORMAT ***
 RCVR # 245234
 PO # 461046

Next, you can change the cost if it is not correct. If it is correct just press <enter>. Finally make sure there is a C in the far-right column of C if the line is being received complete. The C will come up automatically if the quantity entered matches the ordered quantity, just press <enter> to accept it.
 After each line is entered you will be asked if it is correct, press <enter>

The On Order column in Stock Status will show a D (for Dropship), but will not show the On Order Quantity. You may type 'PO' <enter> will pull up the Purchase Order(s)

STOCK STATUS INQUIRY												11/28/05 09:00:41					
ITEM NO.	HAZ	U/M	ITEM DESCRIPTION					DISC	P/C	SUBSTITUTE ITEMS							
n98-096			EA	94119	5/8"	X	1000'	PEX	A	N	339-01						
			B	94119	5/8"	X	1000'	PEX	A								
REGULAR PRC	CORE CHG		AVERAGE COST			BRANCH COST		DIR COST		VEND#	SP						
491.51			366.340			391.810		367.760		A659	1						
WHSE	ON	ON	SOLD	ON	IN	CON		SALES QTY				QTY					
WHS	LOC	HAND	ORDER	TODAY	B/O	PICK	AVAIL	IP	EQQ	ROP	MTD	YTD	LY				
B	1	20B1	1	0D	0	0	1			0		4	4				

The Drop shipped items will not show in the In Pick column in Stock Status, but you can type 'IP' <enter> to pull up any picks that are out there.