## How to Link PO to SO for Drop Ship Case?

For the direct shipments, the selected PO contract quantity should be linked to the allocated SO contracts.

- 1. The Link PO to SO contract screen is mainly having 3 sections- Purchase Contract Details, Allocated Sales Contracts Details and PO to SO Link.
- 2. After selecting the PO contracts in the Purchase contracts section, Click on the Link PO to SO button on the top of the Inbound Shipment screen.

Inbound Shipment											^	□ ×
New Save Search D		lo Link PC	to SO Unship Print +									
Details Attachments (0	) Audit l	Log (3) C	omments (0)									
Tracking No: Location: Commodity:		Position:		ndor	Weight Unit:	Drop Ship:	c	ustomer	SI Reference:			
105	05 Coffee Traders V Green Coffee V		Ship	ment 🗸 AL	LEN COUNTY MOT	~ MT	✓ Yes	~ (	Dino's Coffee Compa 🗸		~	
Shipment BL / Contai	iners In-	Store Ce	rtificates									
Purchase Contracts												
× Remove BB Layou	ut Q	Filter Reco	ords (F3)									
PO Number	er Seq. No. Bundle Product			Quantity Pa	acking Unit	Gross Wt.	Tare Wt.	Net Wt	Weight UOM	Received Qty		
149	1		Brazil Rio Minas 2/3 Screer	17/18	1,000.0000 B	ags of 60 kgs	60.0000	0.000	60.00	00 MT		*
												-
Shipment Details									Estimated Dat	tes		
Loading Port:				~	Packing Description:				Shipment Date	03/11/2016		
Destination Port:				~	Destination Warehouse	Warehouse: Continental NJ		~		Inventorized:		
Destination City:				~	Truck No:	Inventorized Date: 03/11/2016			Date: 03/11/2016			
Arrival Terminal:				~	Forwarding Agent:			~	Doc Received I	Date:		

- 3. Now the Link PO to SO screen will open with the selected PO contracts and allocated SO contracts
- 4. User can link the PO with corresponding SO contracts allocated in allocation.
- 5. User can link one PO with multiple SO contracts if multiple allocated SO contracts are available.
- User can link the PO and SO with different packing units also.
- 7. Select the PO contract and SO contract(s) to link. Edit the SO quantity to match with PO quantity.

ink PO to SO								
Details								
Purchase Contract Details			Allocated Sales	s Contracts Details				
B Layout Q Filter Reco	rds (F3)		BB Layout (	A Filter Records (	3)			
PO Number	Seq. No.	Quantity Packing L	nit 🖌 Alloc. Ref.	SO Number Seq	. No. Quantity	Packing Unit	PO Number	PO Seq
✓ 149	1	1,000.0000 Bags of 6	kgs 🗸 89	100 1	1,000.0000	)	149	1
PO to SO Link								
	ut 🔍 Filter Records (F3)							
PO Number	Seq. No.	SO Number	Seq. No.	Quantit	Packing Unit	1	Allocation Ref	
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- 8. Click on 'Link' button in PO to SO Link section.
- 9. Now the PO quantity linked with SO will show in the PO to SO Link section.

Purchase Contract Details						Allocated Sales Contracts Details								
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PO Number	S	eq. No.	Quantity	Packing Unit		Alloc. Ref.	SO Numb	er Seq. N	o. Quantity	Packing Unit	PO Number	PO Seq		
O to SO Link														
	0	Filter Records (F3)												
P Link 🕤 Unlink 맮 Layout	ų													
우 Link 5 Unlink 맮 Layout PO Number	Seq. N	lo. 5	50 Number		Seq. N	o.		Quantity	Packing Unit		Allocation Ref			

10. The Linked quantity will be showing in the PO packing unit in the Linked section.

- User can unlink the linked PO and SO quantity by selecting the linked PO-SO line from the linked section and click on unlink button.
  the unlinked PO and SO quantity will then show in the available PO and SO section.