How to Create Inventory Shipment - Direct Type > Lot Tracked-Manual item is selected

The following will guide you on how to create Inventory Shipment with Direct type. In this illustration also, lot tracked - manual item is selected for item to be shipped.

1. There are 2 ways where you can create a new Inventory Shipment.
    a. From Inventory module > click on **Inventory Shipment menu**. The **Inventory Shipment search** will be shown. Click **New**.

If there are no existing records yet, upon clicking Inventory Shipment menu, it will open a new Inventory Shipment screen.
    b. From an existing Inventory Shipment transaction, click **New**.

2. This will open a new Inventory Shipment screen.

3. In the **Details tab**,
    a. Select Direct in the **Order Type field**.

    b. Select the customer for this Inventory Shipment in the **Customer field**.

    c. Select Freight Terms in the **Freight Terms field**.

4. In the **Shipping Details tab**,
    a. Select the Location from where item/s will be shipped from in the **Ship From field**.

> **ⓘ** If you would like to always use your user's Location when creating Inventory Receipt, then setup the Default Location from the Users screen.
>
> System Manager > Users > select your user > in the Default Location field select your default location.

b. Select the Customer's location to where item/s will be delivered in the **Ship To field**.

5. Enter other relevant inventory shipment information. See Inventory Shipment - Field Description.
6. In the grid area,

a. Select a lot tracked-manual item to be shipped in the **Item No field**. As item is selected, all other item information will automatically be filled in like default Sub Location, Storage Location, UOM, Unit Price and so on.

b. Enter the quantity of items to be shipped in the **Quantity field**. As you enter the quantity, **Line Total field** will automatically be updated.

c. Select UOM in the **Weight UOM** field.

d. Enter other relevant item information. See Inventory Shipment - Field Description.

7. At the bottom of the screen, the Lot Tracking grid will be shown. This grid is shown when item selected is lot tracked.

a. Select a lot number where the item will be taken from in the **Lot Number field**.

b. Quantity shown in the **Ship Qty field** is the same quantity entered from Item grid > Quantity field. Leave this as is if you are to take out that full quantity from this lot number, else enter a ship quantity.

c. **Gross**, **Tare** and **Net** quantity are automatically be filled
d. Enter other relevant lot information. See Inventory Shipment - Field Description.

8. Save the record and post it later or you may directly post this transaction.
    a. Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x button** at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc** , i21 will prompt you if you would like to save it before closing the screen.

b. Post Inventory Shipment. See How to Post Inventory Shipment.