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.

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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**.

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IS-413	11/26/2018	Sales Contract	Scale	1005643	Jim Yolevich	USD	\checkmark
IS-411	11/26/2018	Sales Contract	Scale	1005618	ABC	USD	\checkmark
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2. This will open a new Inventory Shipment screen.

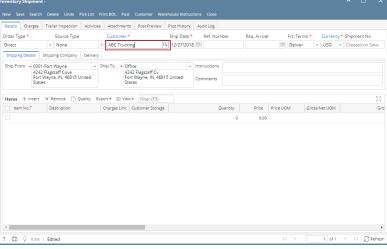
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3. In the Details tab,

a. Select Direct in the Order Type field.

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



c. Select Freight Terms in the Freight Terms field.

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4. In the Shipping Details tab,

a. Select the Location from where item/s will be shipped from in the $\ensuremath{\textbf{Ship}}\xspace$ 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. 1

System Manager > Users > select your user > in the Default Location field select your default location.

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b. Select the Customer's location to where item/s will be delivered in the Ship 10 field.

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Enter other relevant inventory shipment information. See Inventory Shipment - Field Description.
 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.

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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.

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c. Select UOM in the Weight UOM field.

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- 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.

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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.

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- 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 a t 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 scroon

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

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