

# How to Create Inventory Shipment from Sales Order

There are many ways to create an Inventory Shipment from Sales Order.

- From Sales module > Sales Orders> click **Ship**.

Item No	Contract No	Contract Se	Description	UOM	Shipped	Ordered	Discount	Tax	Price	Total	Tax Group
Item5			non-lot	pound	0.00	10.00	0.00%	0.00	14.000000	140.00	

- From New Inventory Shipment > select Sales Order in the Order Type field > **select the Customer with open Sales Order** > the Add Orders screen will automatically be opened > select the Sales Order and click Open Selected.

Order Number	Source Number	Ship From Location	Customer Number	Customer Name	Item No	Item Description	Lot Tracking	SubLocation Name	Storage Location	Order UOM	Item UOM	Weight UOM	Qty Ordered
SO-15		1000-Location A	ABD Inc.	ABD Inc.	0404 lot	0404 lot desc	Yes - Manual	Main	M-bin1	pound	pound	pound	10.00
SO-16		2000-Location B	ABD Inc.	ABD Inc.	0404 lot	0404 lot desc	Yes - Manual	1F	1F-b1	pound	pound	pound	5.00
SO-2		1000-Location A	ABD Inc.	ABD Inc.	item - test1	lot tracked - ma...	Yes - Manual			10-lb bag	10-lb bag	10-lb bag	2.00
SO-21		1000-Location A	ABD Inc.	ABD Inc.	Item5	non-lot	No	Main	M-bin1	pound	pound	pound	10.00
SO-3		1000-Location A	ABD Inc.	ABD Inc.	item - test1	lot tracked - ma...	Yes - Manual			10-lb bag	10-lb bag	10-lb bag	2.00
SO-4		1000-Location A	ABD Inc.	ABD Inc.	item - test1	lot tracked - ma...	Yes - Manual			10-lb bag	10-lb bag	10-lb bag	3.00
SO-6		1000-Location A	ABD Inc.	ABD Inc.	item - test1	lot tracked - ma...	Yes - Manual			pound	pound	pound	5.00
SO-8		1000-Location A	ABD Inc.	ABD Inc.	item - test1	lot tracked - ma...	Yes - Manual			pound	pound	pound	5.00

- From existing Inventory Shipment where Order Type of Sales Order and Customer selected has open Sales Order > click **Add Orders** > Add Orders screen will be opened > select the Sales Order and click Open Selected.

Order Number	Source Number	Ship From Location	Customer Number	Customer Name	Item No	Item Description	Lot Tracking	SubLocation Name	Storage Location	Order UOM	Item UOM	Weight UOM	Qty Ordered
SO-16		2000-Location B	ABD Inc.	ABD Inc.	0404 lot	0404 lot desc	Yes - Manual	1F	1F-b1	pound	pound	pound	5.00
SO-21		1000-Location A	ABD Inc.	ABD Inc.	Item5	non-lot	No	Main	M-bin1	pound	pound	pound	10.00
SO-15		1000-Location A	ABD Inc.	ABD Inc.	0404 lot	0404 lot desc	Yes - Manual	Main	M-bin1	pound	pound	pound	10.00
SO-8		1000-Location A	ABD Inc.	ABD Inc.	item - test1	lot tracked - ma...	Yes - Manual			pound	pound	pound	5.00
SO-6		1000-Location A	ABD Inc.	ABD Inc.	item - test1	lot tracked - ma...	Yes - Manual			pound	pound	pound	5.00
SO-4		1000-Location A	ABD Inc.	ABD Inc.	item - test1	lot tracked - ma...	Yes - Manual			10-lb bag	10-lb bag	10-lb bag	3.00
SO-3		1000-Location A	ABD Inc.	ABD Inc.	item - test1	lot tracked - ma...	Yes - Manual			10-lb bag	10-lb bag	10-lb bag	2.00
SO-2		1000-Location A	ABD Inc.	ABD Inc.	item - test1	lot tracked - ma...	Yes - Manual			10-lb bag	10-lb bag	10-lb bag	2.00

Here is the sales order added to the Inventory Shipment.

## Inventory Shipment -



New Save Search Delete Undo Print Add Orders Print BOL Post Recap Customer Warehouse Instructions Close

Details Charges Comments (0) Attachments (0) Audit Log (0)

Order Type: Sales Order Source Type: None Customer: ABD Inc. Ship Date: 04/26/2016 Reference Number: Requested Arrival: Freight Terms: Deliver Shipment No: Created on Save

Shipping Details Shipping Company Delivery

Ship From: 1000-Location A Ship To: Loc01  
c/o Luke Castellani  
ABC St. Instructions: Comments:

Items Split Lots

+ Insert View Item Quality Remove Layout Filter Records (F3)

<input type="checkbox"/>	Order Number	Item No.	Description	Order Qty	Order UOM	Sub Location	Storage Location	Quantity	UOM	Unit Cost	Weight UOM	Unit Price	Line Total
<input type="checkbox"/>	SO-21	item5	non-lot	10	pound	Main	M-bin1	10	pound	0.00	pound	14.00	140.00
<input type="checkbox"/>								0		0.00		0.00	0.00