

# 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.

The screenshot shows the 'Inbound Shipment' window. The top menu bar includes 'New', 'Save', 'Search', 'Delete', 'Undo', 'Link PO to SO' (highlighted), 'Unship', 'Print', and 'Close'. Below the menu, there are tabs for 'Details', 'Attachments (0)', 'Audit Log (3)', and 'Comments (0)'. The 'Details' tab is active, showing various fields for Tracking No., Location, Commodity, Position, Vendor, Weight Unit, Drop Ship, Customer, and SI Reference. Below these fields, there are tabs for 'Shipment', 'BL / Containers', 'In-Store', and 'Certificates'. The 'Shipment' tab is active, displaying a table of Purchase Contracts. The table has columns for PO Number, Seq. No., Bundle, Product, Quantity, Packing Unit, Gross Wt., Tare Wt., Net Wt., Weight UOM, and Received Qty. A row is visible with PO Number 149, Seq. No. 1, Bundle Brazil Rio Minas 2/3 Screen 17/18, Quantity 1,000,000, Packing Unit Bags of 60 kgs, Gross Wt. 60,000, Tare Wt. 0,000, Net Wt. 60,000, Weight UOM MT, and Received Qty. Below the table, there are sections for Shipment Details (Loading Port, Destination Port, Destination City, Arrival Terminal, Packing Description, Destination Warehouse, Truck No, Forwarding Agent) and Estimated Dates (Shipment Date, Inventorized Date, Doc Received 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.
6. 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.

The screenshot shows the 'Link PO to SO' window. The top menu bar includes 'OK' and 'Cancel'. Below the menu, there are tabs for 'Details' and 'Layout'. The 'Details' tab is active, displaying two main sections: 'Purchase Contract Details' and 'Allocated Sales Contracts Details'. The 'Purchase Contract Details' section has a table with columns for PO Number, Seq. No., Quantity, and Packing Unit. A row is visible with PO Number 149, Seq. No. 1, Quantity 1,000,000, and Packing Unit Bags of 60 kgs. The 'Allocated Sales Contracts Details' section has a table with columns for Alloc. Ref., SO Number, Seq. No., Quantity, Packing Unit, PO Number, and PO Seq. A row is visible with Alloc. Ref. 89, SO Number 100, Seq. No. 1, Quantity 1,000,000, Packing Unit Bags of 60 kgs, PO Number 149, and PO Seq. 1. Below these sections, there is a 'PO to SO Link' section with a table for linking contracts. The table has columns for PO Number, Seq. No., SO Number, Seq. No., Quantity, Packing Unit, and Allocation Ref. A row is visible with PO Number 149, Seq. No. 1, SO Number 100, Seq. No. 1, Quantity 1,000,000, Packing Unit Bags of 60 kgs, and Allocation Ref. 89.

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.

The screenshot shows the 'Link PO to SO' window. The top menu bar includes 'OK' and 'Cancel'. Below the menu, there are tabs for 'Details' and 'Layout'. The 'Details' tab is active, displaying two main sections: 'Purchase Contract Details' and 'Allocated Sales Contracts Details'. The 'Purchase Contract Details' section has a table with columns for PO Number, Seq. No., Quantity, and Packing Unit. A row is visible with PO Number 149, Seq. No. 1, Quantity 1,000,000, and Packing Unit Bags of 60 kgs. The 'Allocated Sales Contracts Details' section has a table with columns for Alloc. Ref., SO Number, Seq. No., Quantity, Packing Unit, PO Number, and PO Seq. A row is visible with Alloc. Ref. 89, SO Number 100, Seq. No. 1, Quantity 1,000,000, Packing Unit Bags of 60 kgs, PO Number 149, and PO Seq. 1. Below these sections, there is a 'PO to SO Link' section with a table for linking contracts. The table has columns for PO Number, Seq. No., SO Number, Seq. No., Quantity, Packing Unit, and Allocation Ref. A row is visible with PO Number 149, Seq. No. 1, SO Number 100, Seq. No. 1, Quantity 1,000,000, Packing Unit Bags of 60 kgs, and Allocation Ref. 89.

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

11. 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.
12. the unlinked PO and SO quantity will then show in the available PO and SO section.