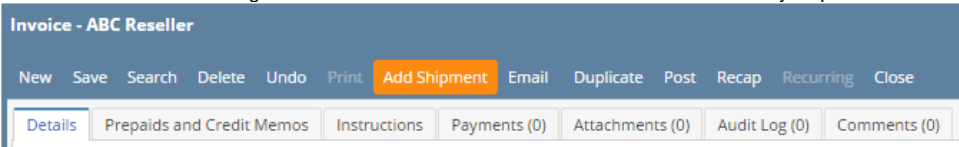


How Add Shipment Works

The Add Shipment screen lists down individual items, from sales order and inventory shipments, that are not yet invoiced. From this screen, you can select multiple items and add to the Invoice.

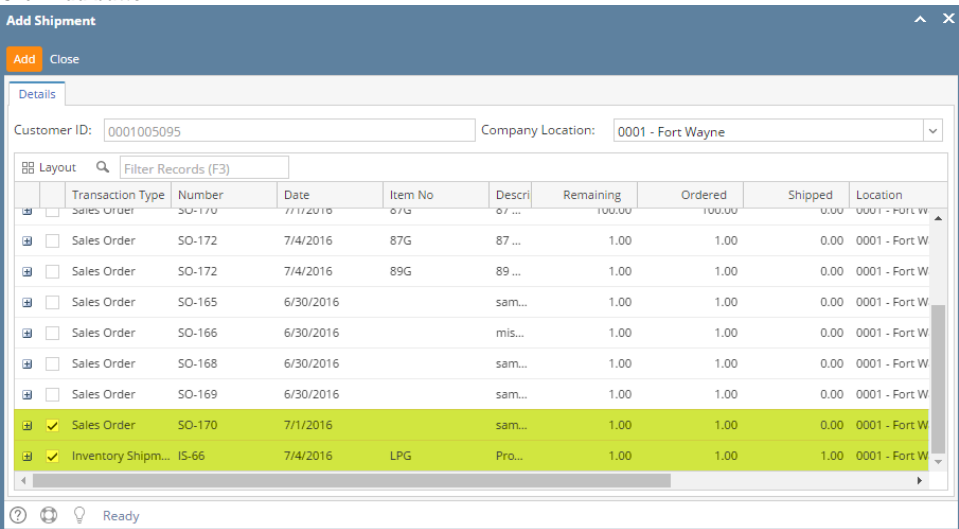
Open Add Shipment screen

1. Assign a Customer to Invoice. The Add Shipment screen is automatically opened if the selected customer have items from sales orders or inventory shipments that are not yet invoiced.
2. If you are already working on an invoice and wishes to add items from sales order or shipment, click the **Add Shipment button**. This button is enabled if the customer assigned to the invoice have items from sales orders or inventory shipments that are not yet invoiced.

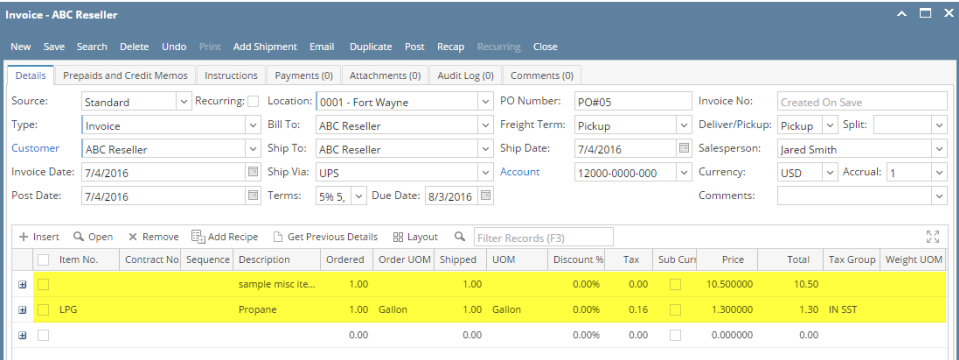


Add Item from Add Shipment to Invoice

1. Open the Add Shipment screen. The **Company Location** on this screen defaults to the Location assigned to the invoice. You can change the value by clicking the combo box button and selecting from the list. The Company Location field also serves as filter to the records displayed in the grid area.
2. Select the records you want to add to invoice.
3. Click **Add button**.



All the selected items will be added to the invoice.



4. On invoice screen, change the details if necessary.
5. **Save or post** the invoice.

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Transaction Type	Number	Date	Item No	Description	Remaining	Ordered	Shipped	Local
Sales Order	SO-77	04/19/2016	87G	87 Unleaded Ga...	100.00	100.00	0.00	0
Sales Order	SO-81	04/21/2016	LPG	Propane	2.00	2.00	0.00	0
Sales Order	SO-81	04/21/2016	TNKRENT	Tank Rent	1.00	1.00	0.00	0
Sales Order	SO-74	04/18/2016		sample misc ite...	1.00	1.00	0.00	0
Sales Order	SO-75	04/19/2016		sample misc ite...	1.00	1.00	0.00	0
Sales Order	SO-76	04/19/2016		sample misc ite...	1.00	1.00	0.00	0
Sales Order	SO-77	04/19/2016		sample misc ite...	1.00	1.00	0.00	0
Inventory Shp...	IS-47	04/21/2016	87G	87 Unleaded Ga...	20.00	20.00	20.00	0

All the selected items will be added to the invoice.

Item No	Contract No	Contract Set	Description	Ordered	Order UOM	Shipped	UOM	Discount	Tax	Sub Currency	Price	Total	Weight UOM	Tax Group
LPG			Propane	2.00	Gallon	2.00	Gallon	0.00%	0.32		1.300000	2.60		IN SST
TNKRENT			Tank Rent	1.00	Each	1.00	Each	0.00%	0.00		0.000000	0.00		IN SST
87G			87 Unleade...	20.00	Gallon	20.00	Gallon	0.00%	3.33		1.850000	37.00		IN SST
				0.00		0.00		0.00%	0.00		0.000000	0.00		

Bill To: ABC Reseller, Somewhere St, Indianapolis, IN, 46204 United
Ship To: ABC Reseller, Somewhere St, Indianapolis, IN, 46204 United
Item: D2D - #2 Dyed Diesel
On Hand: 4,995.00
Committed: 0.00
On Order (PO): 5.00
Back Order: 0.00
Subtotal: 39.60
Shipping: 0.00
Tax: 3.65
Total: 43.25

4. On invoice screen, change the details if necessary.
5. **Save or post** the invoice.