

How to create a Drop Ship in Quickstore

Sicaro - 2017-04-10 - [QuickStore](#)

1. Add a New Sale

- a. Select Special Order as the Type.
- b. Click F4 Get Cust button located on the right of the window to launch the Customer Search window.
- c. Use the Customer Search window to select the customer. (Press F2-New at the bottom to add a new customer.)
- d. Once the customer is selected you're returned to the sale screen. Scan the drop ship item.
- e. Click F Payment to complete the Special Order sale.

2. Create a New PO (The item must on a separate PO, shipped from the vendor to the customer's shipping address.)

- a. Click Purchase Order at the bottom left of the window
- b. Select New Purchase order
- c. Select the vendor for the special order item.
- d. Scan in the special ordered item.
- e. Click the F4-Customer button located on the right of the window and select the customer.
- f. Click OK to finish adding the PO.

3. Allocate the Special Order/ PO

- a. From the Purchase Order list click F3-Spec's Open on the right of the window
- b. Select the desired special order from the Specials Not Ordered tab then click F2-Show PO's
- c. Select a Purchase Order to Allocate to the Special Order Item and click F2-Allocate
- d. Click Yes to complete the allocation

The PO will now show -Drop Ship to Customer