How to create a Drop Ship Order in InventoryControl v7

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Drop Ship Orders

Drop ship order, or orders that are shipped to a customer directly from one of your suppliers, can be created from existing pick orders in your system.

To create a Drop Ship order:

1. Before creating a pick order, you must first enable the **Allow Drop Ship** option on the **Options** screen.

2. Create a **Pick Order** following the standard instructions found in the article How to Pick an Order from InventoryControl (linked below).

3. Open the **Pick Order** you just created from the **Pick Order** list.

4. Select the item or items on the pick order for which you want to create a drop ship purchase order, then click the button at the bottom of the **Pick Order** screen that says: **Create Drop Ship Purchase Order**

A new **Purchase Order** screen will appear containing the customer information from the pick order in the **Ship To Address** fields.

Notice that the original pick order number appears in red below the **PO Number** field.

5. Create the purchase order following the standard method listed in the topic Creating a Purchase Order.

6. The newly created drop ship purchase order will appear on the **Purchase Order List**. Notice that the **Drop Ship** column indicates **T** (True) for drop ship orders.

7. You can mark the **Drop Ship** order as completed by highlighting it in the **Purchase Order** list and clicking the **Fulfill** button.

8. A message will appear asking if you are sure you want to close the **Drop Ship** order.

Click **Yes** to close the drop ship order.

Related Articles:

InventoryControl v7 Pick Order Overview
https://support.waspbarcode.com/kb/articles/796

InventoryControl: How to Create a Pick Order
https://support.waspbarcode.com/kb/articles/793

How to Pick an Order from InventoryControlhttps://support.waspbarcode.com/kb/articles/794