Linked POs and Drop Ship POs

Last Modified on 01/19/2023 10:13 am EST

Overview

A special order is a Purchase Order created when there is not enough inventory to fulfill an Order. The Purchase Order (PO) is linked to the Sales Order. This dependency will make one transaction rely on processing the PO.

A dependency is when one transaction relies on another transaction. Some systems call this concept 'cross-docking'. For example, the fulfillment of a sales order may not occur until a purchase order is received. The transaction that relies on another document is called the 'Target' and the document that it relies on is called the 'Source'.

> 🔔 Creating a dependency relationship is called 'Linking'. Once linked, the quantity of the Target is 'Reserved' to the Source. This Target transaction cannot take away quantity reserved for another target transaction.

Generate a Linked PO

Once you have generated a Sales Order, review your inventory levels to ensure the customer's order can be fulfilled. If there is no inventory to fulfill the order, you have the option to order more inventory from your vendor. **The Sales Order must be in the Approved status before you can generate a Purchase Order to requisition inventory to fulfill the Sales Order.**

Complete the following steps to generate a Special Order for items not available for your Sales Order:

1. Approve the Sales and change the status to **Approved**.
2. Click on the *Items* tab and review inventory levels by clicking on the **Item number/name** that needs to be ordered.

3. Review availability at your warehouses.

4. Check inventory levels under the Available column.

5. Select the preferred Vendor for the items to be purchased.

- Review the Vendors available for the item needed.
- If needed, select your preferred Vendor as default by clicking on the note icon under Actions.
  - Add vendor's information and select if the vendor is the Default vendor for the item to be purchased.
- If needed, add a Vendor to the list, by clicking on the +Add icon.

Place a Purchase Order for you Items

Once the Sales Order has been approved and the Vendor has been chosen, you will be able to generate Purchase Order linked to the Sales Order.

1. To create a PO for your Sales Order (Dependency), open the *Dependency* tab.
2. Click on the **+Linked PO** button.

The next screen will display the items to be ordered. On this screen you will be able to place your Purchase Order and link it to the Sales Order. Complete the following to create the Purchase Order:

3. Locate the line Item to add inventory to your PO.

4. Add the quantity needed (You will not be able to add more items than the number required by the Sales Order.)

- A pop-up error message will be displayed next to the quantity if the wrong number is entered.

5. Select **Vendor**, if needed.

6. Check the **Cost** and modify it, if needed.

7. If the Items need to be **Drop Ship**, click on the checkbox.

8. Under **Add to PO**, you can include other POs.

9. Select the location you wish the items to be delivered to.

10. The Filters drop down menu allows you to quickly filter vendors for your items.

11. When you are ready to place the Order, click the**Create**.

Once you have placed the order, the Sales Order will be displayed. Under the **Dependency** tab, you can verify the Purchase Orders for the Items just ordered.

- Review the PO and make changes as needed.
  - The PO needs to go through the same approval process as other POs.
  - The Sales Order will be fulfilled until the PO has been received and processed by generating and receiving a Receiving Document.

After you create a Linked PO, if items were selected to Drop Ship, you can now see which items are Drop Ship on the Sales Order and Ship Doc by adding the Drop Ship column to the Line Item list view.

Created By Edward McDowell 1/19/2023 10:00 AM   Modified By Edward McDowell 1/19/2023 10:04 AM

Sales Order - 216 `TRANSFER` `ALLOCATE`   Create PDF ▾   Export ▾   Print Label ▾

Status Approved ▾

General		
No.	216	
Customer	Abc Enterprises Inc Change	
Date	1/19/2023	
Promise Date	1/19/2023	
Customer PO		
Contact		

Bill Address map

ABC ENTERPRISES INC
678 33RD AVE
MIAMI, FL 33196
MIAMI-DADE

Ship Address map

678 33RD AVE
MIAMI, FL 33196
MIAMI-DADE

Summary Revision : 1

Subtotal	97.22
Ship Amount	0.00
Discount Amount	-0.00
Additional Fee Amount	0.00
State - Florida (7.000 %)	6.81
Total Amount	104.03
Paid	-0.00
Balance	104.03

Items | Details | Memo & Instructions | Custom | Payments | Ship Docs | Dependency | Attachments | Open Activities | Activity History

LINE NO.	ITEM	DESCRIPTION	QUANTITY	ALLOCATED	FILLED	UOM	STD. COST	PRICE	EXT.	TAX CODE	CLEARED	AVAILABLE	TRACK LOTS OR SERIAL NUMBERS	OPEN QUANTITY	PROMISE DATE	LINKED NO.	VALUE AMOUNT	CLASS	DROP SHIP	ACTIONS
1	PC2000	POWER SUPPLY - 350 WATT	1.00	0.00	0.00	EA	27.00	35.10	35.10	Tax	○	151	○	1	1/19/2023	1	0	0.00	○	✎ ⚙
2	PC3000	MINI ITX WHITE	1.00	0.00	0.00	EA	15.00	40.12	40.12	Tax	○	542	○	1	1/19/2023	1	0	0.00	○	✎ ⚙
3	PC3200	ATX WHITE	1.00	0.00	0.00	EA	10.00	22.00	22.00	Tax	○	10	○	1	1/19/2023	1	0	0.00	⊙	✎ ⚙

For more information, see Generate a Purchase Order for completing a Purchase Order.

More about Order Management with Order Time