

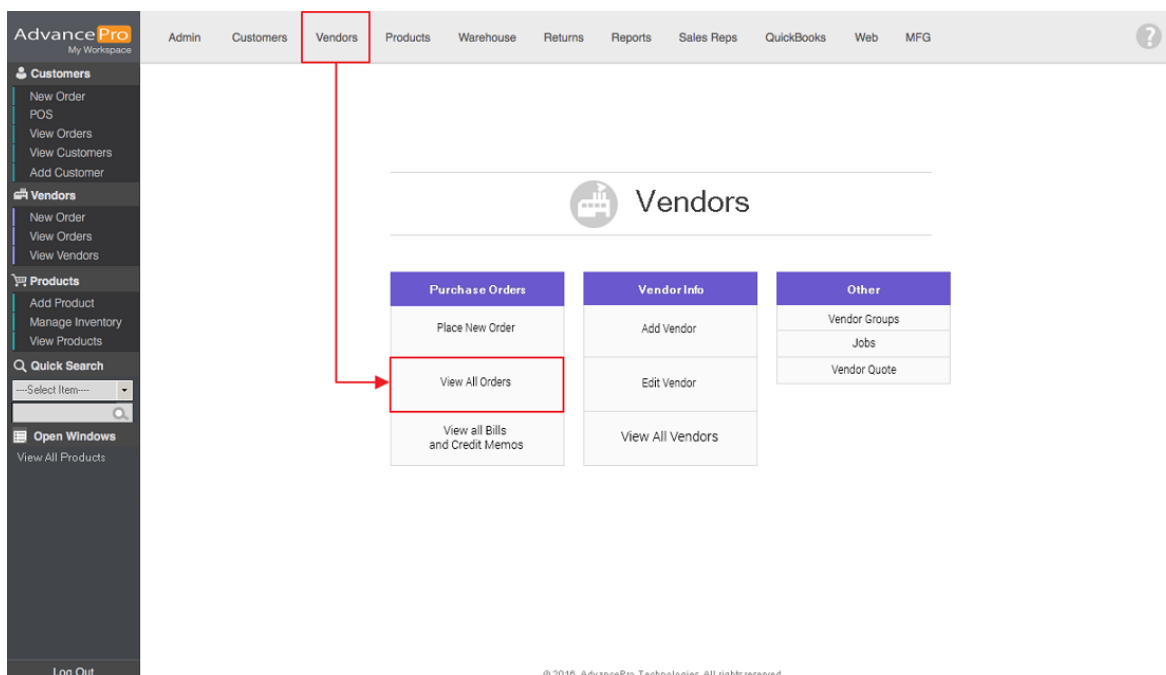
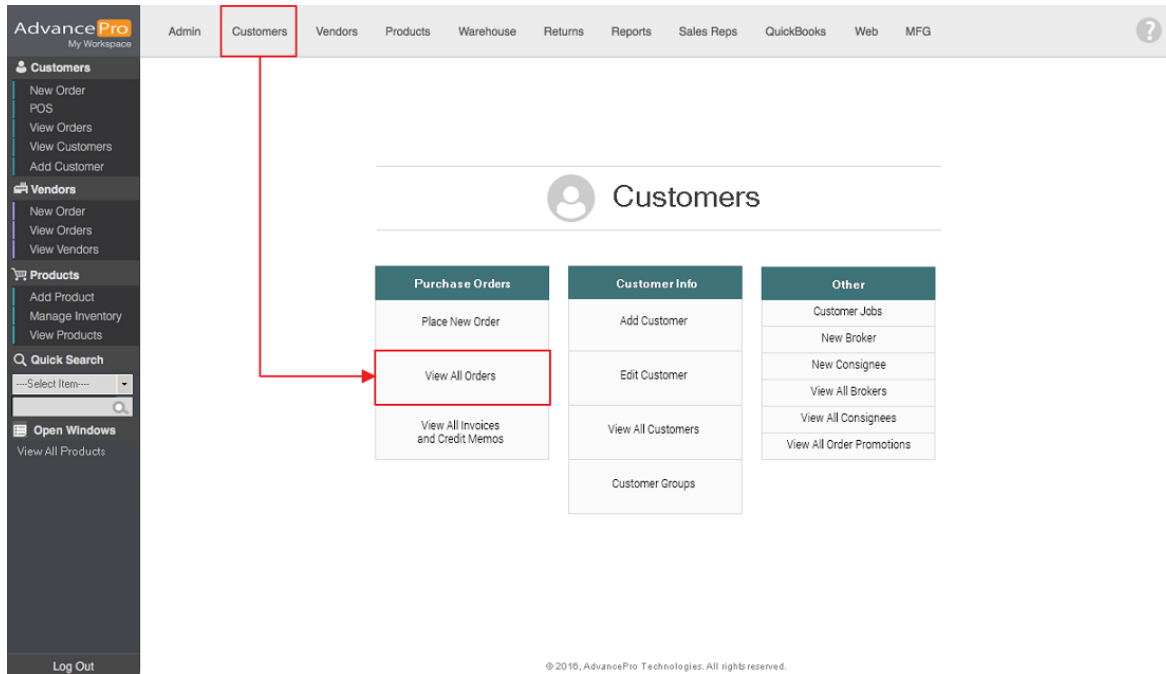
PRE-ARRIVAL NOTICE (PAN)

The Pre-Arrival notice is almost identical to a packing slip except it does not display any monetary information and displays a **Container #** for order(s) which are created through drop ship orders in AdvancePro.

To learn more about drop shipping in AdvancePro [click here](#).

To learn more about creating drop ship vendor freight [click here](#). Creating drop ship vendor freight is covered in the second section (Entering Vessel Names and Container Numbers) of that article.

1. Go to either **Customers > View All Orders** or to **Vendors > View All Orders**



2. Select and open an order

AdvancePro My Workspace

Admin Customers Vendors Products Warehouse Returns Reports Sales Reps QuickBooks Web MFG

Customers

New Order
POS
View Orders
View Customers
Add Customer

Vendors

New Order
View Orders
View Vendors

Products

Add Product
Manage Inventory
View Products

Quick Search

---Select Item---

Open Windows

View All Customer Ord
View All Products

Log Out

All Customer Orders

Total Records: 21 # Per Page 39 Total Pages: 1 Current Page: 1

Between 10/25/2016 and 11/25/2016

☒ All ☒ Quotations ☒ Open ☒ Processed ☒ At Warehouse ☒ Shipped ☒ Drop Shipped ☒ Cancelled

Ref # PO # Customer Name Total

No	Ref #	PO #	Ordered	Customer	Account #	Expected Date	Bill to Name	Bill to Company	Total	Processed		
1	1096	37	11/15/2016	Demo Customer1		11/20/2016	mark	ssss	1842.37			
2	1096	36	11/14/2016	BUYCO		11/19/2016	BUYCO	20.00	11/14/2016			
3	1084	35	11/9/2016	BUYCO		11/14/2016	BUYCO	4257.40	11/9/2016			
4	1091	TEST	11/9/2016	Demo Customer 1	0	11/14/2016	Demo Customer...	0.00	11/9/2016			
5	1092	TEST	11/9/2016	Demo Customer 2	1	11/14/2016	Demo Customer...	1200.00	11/9/2016			
6	1082	34	11/8/2016	Demo Customer1		11/13/2016	mark	ssss	7000.00	11/8/2016		
7	1081	33	11/2/2016	Demo Customer1		11/7/2016	mark	ssss	0.00	11/2/2016		
8	1093	TEST	11/1/2016	BUYCO		11/14/2016	BUYCO	1000.00				
9	1080	32	10/31/2016	Demo Customer1		11/5/2016	mark	ssss	5000.00	10/31/2016		
10	1079	31	10/31/2016	Demo Customer1		11/5/2016	mark	ssss	30.00	10/31/2016		
11	1078	30	10/28/2016	BUYCO		11/2/2016	BUYCO	4.00	10/28/2016			
12	1077	30	10/28/2016	BUYCO		11/2/2016	BUYCO	21.00				
13	1076	29	10/28/2016	Demo Customer1		11/2/2016	mark	ssss	22.40			
14	1074	28	10/28/2016	BUYCO		11/2/2016	BUYCO	15.00	10/28/2016			
15	1072	27	10/28/2016	BUYCO		11/2/2016	BUYCO	61.00	10/28/2016			
16	1071	26	10/28/2016	Demo Customer2		11/2/2016	Alice Bennett	Demo Customer2	0.00	10/28/2016		
17	1068	24	10/26/2016	BUYCO		10/31/2016	BUYCO	62.00	10/26/2016			
18	1067	23	10/26/2016	BUYCO		10/31/2016	BUYCO	47.00	10/26/2016			
19	1066	22	10/26/2016	BUYCO		10/31/2016	BUYCO	44.00	10/26/2016			
20	1065	21	10/25/2016	BUYCO		10/30/2016	BUYCO	12.00	10/25/2016			
21	1062	19	10/25/2016	BUYCO		10/30/2016	BUYCO	20.00	10/25/2016			

☒ Quotation ☒ In Stock ☒ Some Stock ☒ No Stock ☒ Direct Invoice
☒ At Warehouse ☒ Awaiting Stock ☒ Drop Shipment ☒ POS Orders

Exp-Ascii Close

3. Go into the **Order Details** tab if you are not already there

AdvancePro My Workspace

Admin Customers Vendors Products Warehouse Returns Reports Sales Reps QuickBooks Web MFG

Customers

New Order
POS
View Orders
View Customers
Add Customer

Vendors

New Order
View Orders
View Vendors

Products

Add Product
Manage Inventory
View Products

Quick Search

---Select Item---

Open Windows

Customer PO# 37
View All Customer Ord
View All Products

Log Out

All Customer Orders

Total Records: 21 # Per Page 39 Total Pages: 1 Current Page: 1

Between 10/25/2016 and 11/25/2016

☒ All ☒ Quotations ☒ Open ☒ Processed ☒ At Warehouse ☒ Shipped ☒ Drop Shipped ☒ Cancelled

Ref # PO # Customer Name Total

1. Customer Details **2. Order Details** 3. Process Order

Customer Purchase Order (Open)

Date 11/15/2016
Ref # 1096
PO # 37

Customer Billing Address
ssss
s
q 720-984-6311

Customer Shipping Address
Demo Customer1
Silver Island Woods
Boulder, CO, 80280
US

Acc # Sales Rep Payment Terms Ship date Expected date Cancel Date Carrier Carrier Acc #

Watson, Andri N/A 11/16/2016 11/20/2016 11/15/2017 N/A

No	SKU #	Product	DUTY	shortcode	Release Date	Qty	Orig Price \$	Price \$	Total \$	Stock		
1	AWA51	Alternavare Area 51 Computer				1	1567.40	1567.40	1567.40	5		
2	BSODA	Arm & Hammer Baking Soda	0			3	0.00	0.00	0.00	131		
3	LACREMA	Lavazza Crema Aroma Coffee, Rea	0	\$5.00		3	24.99	24.99	74.97	50		
4	N17-55mm	Nikon 17-55mm 1/2.8G ED-IF AF-S	0			1	200.00	200.00	200.00	13		

Total Weight: 8 lbs
Total Qty: 8

% 0.00 Shipping \$ 0.00 Adjustment \$ 0.00 Sub Total \$ 1842.37
Tax % N/A Tax \$ 0.00 TOTAL \$ 1842.37
BALANCE \$ 1842.37

Enter Discount 0.00

Reserved Stock

Save PLACE ORDER Cancel Order Close

☐ Print Queue ☐ Invoice Only ☐ Print Item Notes ☐ Print PAN

4. Around the bottom-left area you should see a checkbox called Print PAN. Check off that box and then click the SmartPrint button to generate the report.

AdvancePro My Workspace

Admin Customers Vendors Products Warehouse Returns Reports Sales Reps QuickBooks Web MFG

All Customer Orders Total Records: 21 # Per Page 89 Total Pages: 1 Current Page: 1

Between 10/25/2016 and 11/25/2016

Ref # PO # Customer Name Total

1. Customer Details 2. Order Details 3. Process Order

Customer Purchase Order (Open)

Customer Billing Address: ssss s q 720-984-6311

Customer Shipping Address: Demo Customer1 Silver Island Woods Boulder, CO, 80280 US

Acc # Sales Rep Payment Terms Ship date Expected date Cancel Date Carrier Carrier Acc #

SKU # Product Qty 1 Add Category: All

No	SKU #	Product	DUTY	shortcode	Release Date	Qty	Orig Price	Price	Total	Stock
1	AWA51	Alienware Area 51 Computer				1	1567.40	1567.40	1567.40	5
2	BSODA	Arm & Hammer Baking Soda	0			3	0.00	0.00	0.00	131
3	LACREMA	Lavazza Crema Aroma Coffee Beans	0	\$5.00		3	24.99	24.99	74.97	50
4	N17-55mm	Nikon 17-55mm f/2.8G ED-IF AF-S	0			1	200.00	200.00	200.00	13

Total Weight: 8 lbs Total Qty: 8

Enter Discount

Print Queue Invoice Only Print Item Notes ☒ Print PAN

Reserved Stock

PLACE ORDER Cancel Order Close

AdvancePro My Workspace

Admin Customers Vendors Products Warehouse Returns Reports Sales Reps QuickBooks Web MFG

All Customer Orders Total Records: 22 # Per Page 89 Total Pages: 1 Current Page: 1

Between 10/25/2016 and 11/25/2016

Ref # PO # Customer Name Total

1. Customer Details 2. Order Details 3. Process Order

Customer Purchase Order

Customer Billing Address: ssss s q 720-984-6311

Customer Shipping Address: Demo Customer1 Silver Island Woods Boulder, CO, 80280 US

Acc # Sales Rep Payment Terms Ship date Expected date Cancel Date Carrier Carrier Acc #

SKU # Product Qty 1 Add Category: All

No	SKU #	Product	DUTY	shortcode	Release Date	Qty
1	AWA51	Alienware Area 51 Computer				1
2	BSODA	Arm & Hammer Baking Soda	0			3
3	LACREMA	Lavazza Crema Aroma Coffee Beans	0	\$5.00		3
4	N17-55mm	Nikon 17-55mm f2.8G ED-IF AF-S DX Lens	0			1

Total Weight: 8 lbs Total Qty: 8

Enter Discount

Print Queue Invoice Only Print Item Notes ☒ Print PAN

Reserved Stock

PLACE ORDER Cancel Order Close

Report Viewer

Great Gift Demo

1661 Flint Road
Toronto, ON, M3J 2W8
Canada
Tel: 800 970-9071
Fax:

Shipping Address
Demo Customer1
Silver Island Woods
Boulder, CO, 80280
US
720-984-6311

Pre-Arrival Notice

Date	Customer P.O. #
11/15/2016	37
Exp. Date	Internal Ref #
11/20/2016	1096

Customer Shipping Address: Demo Customer1 Silver Island Woods Boulder, CO, 80280 US

Stock: 5, 131, 50, 13

Sub Total \$ 1842.37
TOTAL \$ 1842.37
BALANCE \$ 1842.37

NOTE: If you are printing the report from a drop ship vendor order and have added vendor freight information that includes a **Container #** - that will be displayed on the PAN. See below.

AdvancePro
My Workspace

Admin

Customers

Vendors

Products

Warehouse

Returns

Reports

Sales Reps

QuickBooks

Web

MFG

Customers

New Order

POS

View Orders

View Customers

Add Customer

Vendors

New Order

View Orders

View Vendors

Products

Add Product

Manage Inventory

View Products

Quick Search

--Select Item--

Open Windows

Vendor P.O. #38

View All Vendor Orders

Customer PO# 37

View All Customer Ord

Customer PO# 38

Customer PO# 19

Customer PO# 22

Vendor P.O. #38

Customer PO# 36

Customer PO# 24

View All Products

Log Out

All Vendor Orders

Total Records: 4

Per Page 89

Total Pages: 1

Current Page: 1

Between 11/25/2016 and 11/25/2016

☐ All ☐ Quotations ☒ Open ☐ Processed ☐ Received ☐ Drop Shipped ☐ Back Order ☐ Closed ☐ Cancelled

Report Viewer

1. Vendor Details

2. Products Details

Vendor Purchase Order

Vendor: Tasty Food Inc.

Bill To: Great Gift Demo
1661 Flint Road
Toronto, ON, M3J 2W8
Canada
Tel: 800 970-9071
Fax:

Ship To: BUYCO
123 address drive
industryland 2, we, 12341
USA

Products Details

No	V. SKU #	SKU #	Product	Qty
1	BCPotatoes	BCPotatoes	Betty Crocker Au Gratin Potatoes	2

Total Weight: 2 lbs

Pre-Arrival Notice

Date	P.O. #
11/14/2016	36
Container #	Customer PO#
12345	36
ETA Date	11/26/2016

Date: 11/14/2016
Ref #: 1064
PO #: 36

Ship To: BUYCO
123 address drive
industryland 2, we, 12341
USA

Shipping \$ 0.00

Adjustment \$ 0.00

Sub Total \$ 14

Tax \$ 0.00

N/A

TOTAL \$ 14.00

Vendor Freight

Save

PLACE ORDER

Cancel Order

Close

☐ Print Queue ☐ Print Item Note ☐ Direct Bill ☒ Print PAN