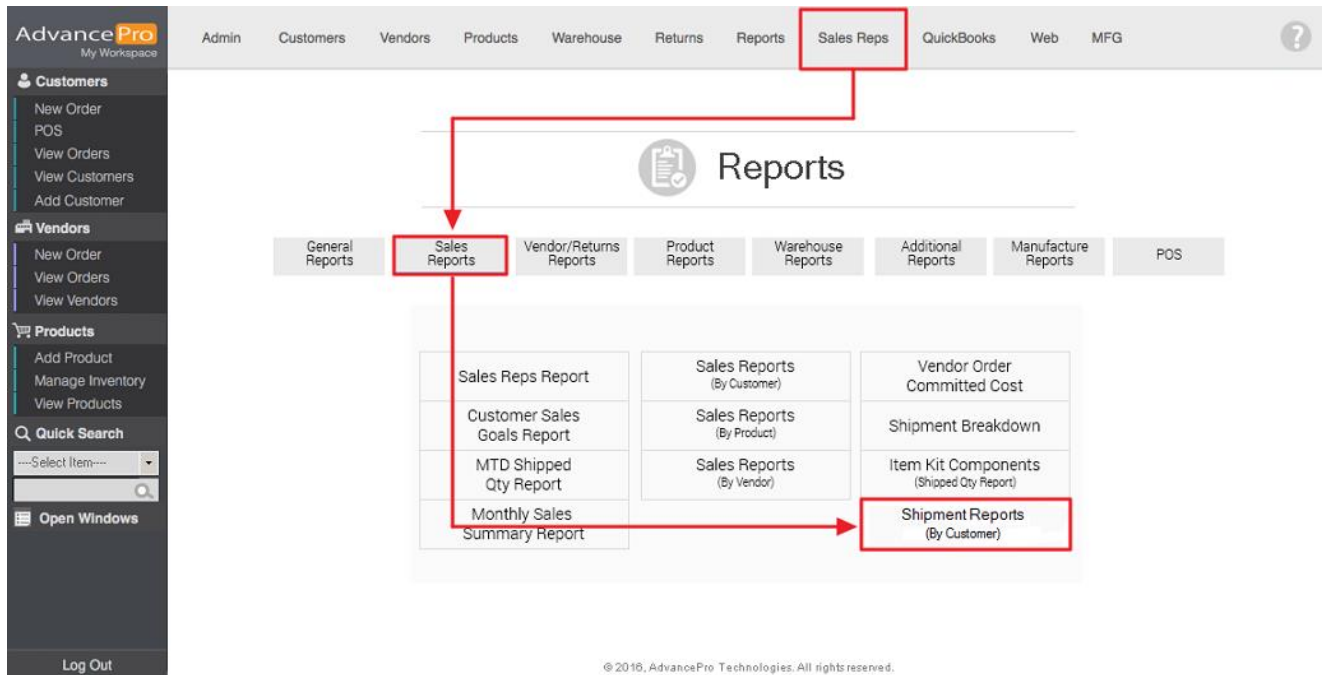


SHIPMENT REPORT BY CUSTOMER

This report is primarily used to track drop ship orders and their associated customer orders but will display any customer order that has been processed to the warehouse until it is shipped in AdvancePro.

This report has two optional fields (Vessel Name and Container Number) that can be entered for each drop ship vendor order. See below for details or click [here](#) to learn more about drop shipping in AdvancePro.

1. In AdvancePro go to **Reports > Sales Reports > Shipment Report (By Customer)**



2. Specify the search options and sort order for the report. Once finished click Print/Export.

Shipment Report By Customer

View Shipment reports by any of the criteria below. To view all Shipment, just press Print/Export.
This report displays Customer Orders only.

Between and

Customer Group

Customer

Sales Rep

CPO #

VPO #

ASC ☐

DESC ☐

☐ Exclude Vendor Freight Info

Print/Export

Close

Search options include:

- Date range
- Customer group
- Customer
- Sales Rep
- Customer Purchase Order Number (CPO #)
- Vendor Purchase Order (VPO #)

3. Report will be generated. Each row represents a line item on the order.

CPO Expected Delivery Report															
From: 11/14/2016 To: 11/14/2016															
Customer Group ALL															
Customer ALL															
Sales Rep ALL															
11/14/2016 6:30:18PM															
CUSTOMER	CPO REF	CPO	ORDER DATE	CITY	STATE	SKU	PRODUCT	UNIT	Qty	SHIP DATE*	ARRIVAL DATE	VPO REF	VPO	VESSEL	CPO LEAD TIME
BUYCO	1,043	9	05-18-16	Industryland		Component1	Component1t	N/A	2.00	05-19-16	05-23-16				5
BUYCO	1,043	9	05-18-16	Industryland		Component2	Component2	N/A	2.00	05-19-16	05-23-16				5
BUYCO	1,049	13	06-03-16	Industryland		BSODA	Arm & Hammer Baking Soda	N/A	5.00	06-04-16	06-08-16				5
BUYCO	1,056	16	06-28-16	Industryland		Component1	Component1t	N/A	1.00	06-29-16	07-03-16				5
BUYCO	1,065	21	10-25-16	Industryland		Component2	Component2	N/A	4.00	11-14-16	11-14-16	1,054	26	VESSEL 1	CONTAINER 1 20
BUYCO	1,066	22	10-26-16	Industryland		Component4	Component4	N/A	4.00	10-27-16	10-31-16				5
BUYCO	1,067	23	10-26-16	Industryland		Component4	Component4	N/A	3.00	10-27-16	10-31-16				5
BUYCO	1,068	24	10-26-16	Industryland		Component4	Component4	N/A	4.00	10-27-16	10-31-16				5
BUYCO	1,068	24	10-26-16	Industryland		Component3	Component3	N/A	2.00	11-14-16	11-14-16	1,057	29	VESSEL 2	CONTAINER 2 19
BUYCO	1,078	30	10-29-16	Industryland		Component1	Component1t	N/A	2.00	10-29-16	11-02-16				5
BUYCO	1,078	30	10-29-16	Industryland		kit001	kitty kit	N/A	2.00	10-29-16	11-02-16				5
BUYCO	1,084	35	11-09-16	Industryland		HDGT01	Häagen Dazs Green Tea Ice Cream	N/A	2.00	11-10-16	11-14-16				5
BUYCO	1,084	35	11-09-16	Industryland		LACREMA	Lavazza Crema Aroma Coffee Beans	N/A	2.00	11-10-16	11-14-16				5
*Ship Date= VPO Freight Ship Date, if NA VPO Ship Date, if NA CPO Ship Date															
*Arrival Date= VPO Freight arrival date, if NA VPO Expected Date, if NA CPO Expected Date															
*CPO Lead Time= # of days- difference between arrival date and order date															
(First Record Freight dates are used when multiple freight references are added on a VPO)															
Page 1 of 2															

Columns (left to right):

1. Customer name/Company name
2. Customer purchase order reference number
3. Customer purchase order number (User-defined reference)
4. Order date
5. Ship to city
6. State
7. SKU
8. Product name
9. Product unit type
10. Quantity ordered
11. **VPO freight ship date** or else **VPO ship date** or else **CPO ship date**
12. **VPO freight arrival date** or else **VPO expected date** or else **CPO expected date**
13. Vendor purchase order reference number (VPO REF)
14. Vendor purchase order number (User-defined reference)
15. Vessel name (Drop shipments)
16. Container name/Number (Drop shipments)
17. CPO lead time (difference of days between arrival date and order date)

Entering Vessel Names and Container Numbers

If you are not yet familiar with the drop ship feature you can click [here](#) to learn more. You will have the option to enter this information before confirming drop shipments to be pending for billing.

Upon dropship of a customer order you will now have the option to enter a Vessel Name and Container Number for the generated vendor order(s)

1. Go to **Vendors > View All Orders**

The screenshot shows the AdvancePro Vendors page. The top navigation bar has tabs for Admin, Customers, Vendors, Products, Warehouse, Returns, Reports, Sales Reps, QuickBooks, Web, and MFG. The Vendors tab is selected. On the left sidebar, the Vendors section is expanded, showing options like New Order, View Orders, and View Vendors. The 'View All Orders' button is highlighted with a red box. A red arrow points from the Vendors tab in the top bar to the View All Orders button. The main content area displays the Vendors dashboard with buttons for Purchase Orders, Vendor Info, and Other.

2. Open a generated drop ship order with the status of either **To Drop Ship** or **Drop Shipped**

The screenshot shows the AdvancePro All Vendor Orders page. The top navigation bar has tabs for Admin, Customers, Vendors, Products, Warehouse, Returns, Reports, Sales Reps, QuickBooks, Web, and MFG. The Vendors tab is selected. The left sidebar shows the Vendors section expanded. The main content area displays the 'All Vendor Orders' page with a table of vendor orders. The table has columns for No, Ref #, PO #, Vendor, Total, Warehouse, and Status. The Status column is highlighted with a red box, showing various statuses including 'To Drop Ship', 'Drop Shipped', and 'Received'. The 'Received' status is highlighted with a red box.

No	Ref #	PO #	Ordered	Vendor	Total	Warehouse	Status
1	1064	36	11/14/2016	Tasty Food Inc.	14.00		To Drop Ship
2	1065	37	11/14/2016	Vandelay Industries	4.00		To Drop Ship
3	1059	31	10/28/2016	Big Electronics Co.	50.00	Warehouse 1	Quotation
4	1060	32	10/28/2016	Big Electronics Co.	2.00	Warehouse 1	Processed
5	1061	33	10/28/2016	Big Electronics Co.	3.00	Warehouse 1	Processed
6	1062	34	10/28/2016	Vandelay Industries	800.00	Warehouse 1	Open
7	1063	35	10/28/2016	Big Electronics Co.	0.00	Warehouse 1	Open
8	1055	27	10/26/2016	Big Electronics Co.	8.00		Drop Shipped and Confirmed
9	1056	28	10/26/2016	Big Electronics Co.	26.00		Drop Shipped and Confirmed
10	1057	29	10/26/2016	Big Electronics Co.	34.00		Drop Shipped and Confirmed
11	1058	30	10/26/2016	Vandelay Industries	1018.00	Warehouse 1	Cancelled
12	1052	24	10/25/2016	Big Electronics Co.	10.00		Drop Shipped and Confirmed
13	1053	25	10/25/2016	Big Electronics Co.	0.00	Warehouse 1	Cancelled
14	1054	26	10/25/2016	Big Electronics Co.	8.00		Drop Shipped
15	1050	22	7/15/2016	Big Electronics Co.	2.00	Warehouse 1	Processed
16	1047	20	7/6/2016	Vandelay Industries	500.00	Warehouse 1	Received
17	1045	18	6/13/2016	Big Electronics Co.	5.00	Warehouse 1	Processed
18	1041	14	5/30/2016	Big Electronics Co.	12.00	Warehouse 1	Processed
19	1043	16	5/30/2016	Tasty Food Inc.	550.00	Warehouse 1	Processed
20	1040	13	5/24/2016	Tasty Food Inc.	4800.00	Warehouse 1	Received

3. Click **Vendor Freight** on the screen of the selected 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

Vendor P.O. #36
View All Vendor Orders
Place Customer Order
View All Customer Order
View All Customers
Customer PO# 33
W. All Customer Orders
View All Products

All Vendor Orders Total Records: 4 # Per Page 37 Total Pages: 1 Current Page: 1

Between 11/14/2016 and 11/14/2016

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

Ref # PO # Vendor Warehouse

1. Vendor Details 2. Order Details

Vendor Purchase Order (To Drop Ship)

Tasty Food Inc.

Bill To: Great Gift Demo, 1661 Flint Road, Toronto, ON, M3J 2W8, Canada

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

Acc # 545454546 Payment Terms N/A Ship date 11/15/2016 Expected date 11/19/2016 Carrier N/A Carrier Acc #

Products Details Enter SKU # / Product Name, qty and press Add OR enter search criteria and press Search button to view results.

No	V. SKU #	SKU #	Product	Qty	Received	Price \$	Total \$
1	BCPotatoes	BCPotatoes	Betty Crocker Au Gratin Potatoes	2	0	7.00	14.00

Total Weight: 2 lbs

Shipping \$ 0.00 Adjustment \$ 0.00 Sub Total \$ 14.00

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

4. Fill out the form with the mandatory fields colored in light blue. Once complete click Add and this information will now appear on the report. You may create multiple Vendor Freight records which will cause multiple Vessel and Containers to appear on a row each separated by commas.

Vendor Freight Information

Vendor Freight Information

PO # 36 Actual Ship Date 11/14/2016

Vendor Tasty Food Inc. Actual Arrival Date 11/14/2016

Commodity Exchange Rate \$

Country of Origin Invoice Date 11/14/2016

Brand Name Invoice#

Shipping Advice Ref# Invoice Amount \$

Freight Broker Freight Cost \$

Steamship Company Broker Cost \$

Vessel Customs Duty \$

Port of Departure Customs Broker Name

Port of Arrival Customs Entry Date 11/14/2016

Container # Freight Release

Bill of Lading # Trucking Company

Est. Date of Departure 11/14/2016 Trucking Cost \$

Est. Date of Arrival 11/14/2016 Date of Pickup 11/14/2016

Delivery Point

Others

NOTE: only on open, processed and partially received VO, new vendor-freight records can be added. You may view or update though.

Add New Add Delete

Vendor Freight Records

Invoice #	Inv. Amount	Container #	B/L #

Print/Export Close

CPO Expected Delivery Report

From: 11/14/2016 To: 11/14/2016

11/14/2016 7:23:21PM

Customer Group ALL

Customer ALL

Sales Rep ALL

CUSTOMER	CPO REF	CPO	ORDER DATE	CITY	STATE	SKU	PRODUCT	UNIT	Qty	SHIP DATE*	ARRIVAL DATE	VPO REF	VPO	VESSEL	CONTAINER	CPO LEAD TIME
BUYCO	1,043	9	05-18-16	industryland 2	we	Component1	Component1	N/A	2.00	05-19-16	05-23-16				5	
BUYCO	1,043	9	05-18-16	industryland 2	we	Component2	Component2	N/A	2.00	05-19-16	05-23-16				5	
BUYCO	1,049	13	06-03-16	industryland 2	we	BSODA	Arm & Hammer Baking Soda	N/A	5.00	06-04-16	06-08-16				5	
BUYCO	1,056	16	06-28-16	industryland 2	we	Component1	Component1	N/A	1.00	06-29-16	07-03-16				5	
BUYCO	1,065	21	10-25-16	industryland 2	we	Component2	Component2	N/A	4.00	11-14-16	11-14-16	1,054	26	VESSEL 1, VESSEL 4	CONTAINER 1, CONTAINER 4	20
BUYCO	1,066	22	10-26-16	industryland 2	we	Component4	Component4	N/A	4.00	10-27-16	10-31-16				5	
BUYCO	1,067	23	10-26-16	industryland 2	we	Component4	Component4	N/A	3.00	10-27-16	10-31-16				5	
BUYCO	1,068	24	10-26-16	industryland 2	we	Component4	Component4	N/A	4.00	10-27-16	10-31-16				5	
BUYCO	1,078	30	10-28-16	industryland 2	we	Component1	Component1	N/A	2.00	10-29-16	11-02-16				5	
BUYCO	1,078	30	10-28-16	industryland 2	we	kit001	kitty kit	N/A	2.00	10-29-16	11-02-16				5	
BUYCO	1,084	35	11-09-16	industryland 2	we	HDGT01	Häagen Dazs Green Tea Ice Cream	N/A	2.00	11-10-16	11-14-16				5	
BUYCO	1,084	35	11-09-16	industryland 2	we	LACREMA	Lavazza Crema Aroma Coffee Beans	N/A	2.00	11-10-16	11-14-16				5	

*Ship Date= VPO Freight Ship Date, if N/A VPO Ship Date, if N/A CPO Ship Date

*Arrival Date= VPO Freight arrival date, if N/A VPO Expected Date, if N/A CPO Expected Date

*CPO Lead Time= # of days- difference between arrival date and order date

(First Record Freight dates are used when multiple freight references are added on a VPO)