

## Drop shipment example discussed in lessons.

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1. All theory and usage rules are given in **PWP presentation BC-5 (saved in study material and MS TEAMS)**
2. New Sales Order with customer number 10000 and item card 1936-S (one piece only), location Blue
3. Personification of the Business Central lines - Sales Order Line (see below)
4. Personalize ->Field (left situated icon)
5. Drag & Drop fields **Drop Shipment** and **Purchasing Code**
6. Check the Drop Shipment field and choose Option Drop Shipment in the Purchasing Code field. Remember the Sales Order Number (will be used in clause 9)
7. The first option to create a follow-up Purchase order is as follows (manual version-direct version)
8. Purchase order and use Vendor 10000
9. Ship and Payment tab Ship-to =Ship to Customer address and Customer=10000 (Use Select from Full List)
10. In the header of Purchase order - > Actions -> Functions -> Drop Shipment - > Get Sales Order
11. The sales line is copied to the Purchase order line. Purchase order Posting-only Receive
12. See Purchase order line - Already Receive (enter also Vendor Invoice number)
13. To see Relations Purchase order - Sales order - > PO Lines Icon Order->Drop Shipment->Sales Order
14. You cannot invoice the purchase order before the sales order is invoiced. If you try, you will get a warning message.- Golden rule of Drop Shipment
15. Post Sales order - ONLY INVOICE
16. Go back to Purchase Order and Post Invoice Only.

17. The second option for creating a follow-up Purchase order is as follows -  
>use the Requisition worksheet tool
18. Create a new Sales Order with customer number 10000 and item card 1936-S (one piece), location Blue
19. Check the Drop Shipment field and choose Option Drop Shipment in the Purchasing Code field. Remember the Sales Order Number (will be used later)
20. Go to Requisition worksheet lines -Tasks (use searching window)
21. Icon Drop Shipment ->Get Sales Order (here you will use Sales Order number)
22. Icon Home->Carry Out Action Message and OK.
23. You created a new Purchase order related to the Sales Order.
24. If the following operations are identical to the previous manual (direct) version.