

Sales

Virtual Shipping

Prerequisite

You must create a Virtual Shipping Station and assign a Tag number bank before you can virtual ship. See [Virtual Shipping Setup](#).

Where is Virtual Shipping Located?

- **Sales > "Any new or open" Sales Order**

Why & When Virtual Shipping is Used

Ship product without physically having the item in stock. Use Virtual Shipping to mark a sales order when a supplier drop-ships or direct ships an item to your customer.

How to Virtual Ship

1. **Sales > Start a Task > New Sales Order**
2. Select the Sales Order Station that has the Virtual Ship Policy active and fill in all relevant Sales Order Information.
 - See [Virtual Shipping Setup](#) for details on creating the station. See [How to Make a Sales Order](#) for sales order requirements.
3. You must add the **Supplier Account Code** field to the sales order grid using the Column Chooser. This field identifies the supplier of the product. You cannot use Virtual Ship without this entered field.
4. Enter any and all desired product lines.
5. To ship order virtually, click the **Ship All Virtual** button.
6. Click to choose a Ship Date. Comments are optional. Click **OK**.
7. Shipped items are created.
8. On the Sales Order Master Grid the order will be in **Loading** status until you click the **Admin** tab and click the **Mark Load as Shipped** button.
9. **Save**, or **Save and Close** once your changes are complete.

Troubleshooting & Tips

- Product without a sales order product line supplier can be shipped using the pallet tags from your inventory.
- Mark the load as shipped after ALL lines have been shipped.

Unique solution ID: #1090

Author: Melanie Jones

Last update: 2017-05-15 22:13