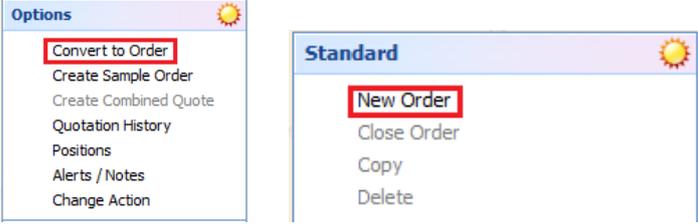
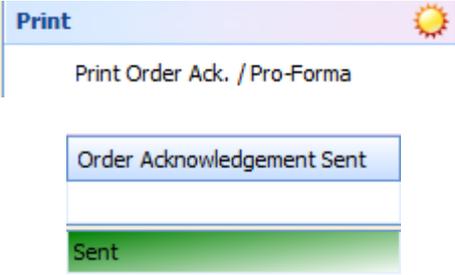
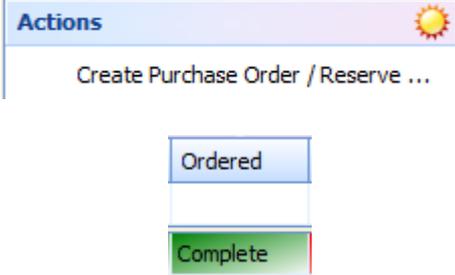


How To Do Multiple Deliveries And Multiple Invoices

Scenario: You have a customer who wants the goods to be delivered to multiple delivery addresses and invoiced to multiple addresses.

Step One	Create your order in the usual way. Either by converting from a quote, or by clicking "New Order".	 <p>The screenshot shows two menu panels. The 'Options' panel on the left has a red box around 'Convert to Order'. The 'Standard' panel on the right has a red box around 'New Order'.</p>
Step Two	Create and send Order Acknowledgement until this goes green on the Order Overview Screen.	 <p>The screenshot shows a 'Print' menu with the text 'Print Order Ack. / Pro-Forma'. Below it is a button labeled 'Order Acknowledgement Sent' which is highlighted in green.</p>
Step Three	Create Purchase Order as normal until the column goes green.	 <p>The screenshot shows an 'Actions' menu with the text 'Create Purchase Order / Reserve ...'. Below it is a button labeled 'Complete' which is highlighted in green.</p>
Step Four	Next create the delivery note to the first address you want the goods to go to. You will have to amend the quantity amount so that all of	

	<p>the goods do not get delivered to the same address. Go through the process. You will see that the Delivered column has gone to partly.</p>	
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Step Five	<p>Create the first invoice to the first address. Add any cost products that apply to this Invoice. This will show as partly.</p>	
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Step Six	<p>Within the Order, amend the delivery and invoice address.</p> <p>Click OK.</p>	
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Step Seven	<p>Create your second delivery note again amend the quantity amount if applicable. This will still show partly.</p>	
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Step Eight	<p>Create your second Invoice. Add any cost products if applicable. Column will still show as partly.</p>	
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Step Nine	<p>Follow step 6 regarding changing the delivery address and invoice address.</p>	
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Step Ten	<p>Create final delivery note. This time add the remaining quantity.</p> <p>You will see that the column has now gone green.</p>	
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Step Eleven	<p>Create the final invoice. Add the remaining cost products.</p> <p>The column will now show green.</p>	
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