

# Blanket Orders

Sometimes you may need to place an order for a large quantity of an item but you will want to ship and bill small portions of the order at different times. This is usually called a "blanket" order. The easiest way to handle these shipments is to set them up under the "Multiple Shipping Address" routine as they occur.

If this is a shipment that needs to be billed, you can bill just this shipment. See [Generating Invoice for Billing From a Blanket Order](#) later in this document.

To enter the new shipping information, go to  
Order Processing  
Miscellaneous order functions  
Enter Multiple Shipment data

On the multiple shipment screen, enter your order number. Then click on the New icon ( ) and the next number available will be assigned, starting with number 1. If you have to change something later, just enter the shipment number assigned when you first entered the data. You can have up to 9999 shipments per order.

You can enter a different customer number if appropriate but the customer will initially default to the one used on the order. Then, enter the shipping address to be used for this shipment. You can look up the customer's shipping address or that of one of the customer's contacts through one of the look up icons.

You can also enter different ship dates, ship via, etc. information if appropriate.

There is an area where you can enter the specific imprint or other information that applies specifically to this shipment.

Down in the item detail area, you need to enter a reference to the item on the main order and the quantity to be shipped at this time. You may pull data from up to 15 line items on the main order.

If you need to delete a shipment later, enter the order and shipment number, then click on the "Delete" button at the bottom. This will delete only that particular set of shipment information.

There is a special document you can use to request a shipment from a blanket order. Go to :  
Order Processing  
Print other documents  
Release from blanket order



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## Generating Invoice for Billing From a Blanket Order

You may sometimes place a large order with a vendor to get a good price and the vendor agrees to ship small portions of the order as requested. Here's how to handle the billing for that type of shipment.

### Method 1 - Generating a partial ship invoice

You can generate an invoice using either the "Master order" or "Single order" type request. On the line items, change the quantity shipped to the quantity shipped on the shipment you are billing.

Enter the quantity left to be shipped on the other orders in the blanket order in the quantity remaining field. If you use zero for the quantity remaining, the whole order will be marked complete. You may change the quantity ordered to match the quantity shipped if you wish.

You can generate multiple invoices for the same blanket order on the same batch if you need to. You will get a warning message that there is already another invoice for the same order on the current run. It is OK to continue as long as you enter the quantity remaining correctly. Continue to use a nonzero quantity remaining. Be sure that the LAST invoice in the group has the correct quantity remaining for the order.

### Method 2 - Using multiple shipping addresses

To use this method, set up each release against the blanket order separately through the "Enter Multiple Shipping Address" option in Order Processing.

The topic of how to set up the addresses is discussed in under the title [Adding Multiple Shipping Addresses for an Order](#).

Then process your current shipments using the "Multiple shipping addresses" type request. Read the discount on [Generating Invoices for Multiple Shipping Addresses](#) for more details.

For the blanket order billing, use the address number associated with the first of your current shipments. If you just have one, the ending address number would be the same. If you have multiple ones, use the address number of the last of the current shipments as your ending address number.

## Update invoice file

Update Invoice File

Invoice Number:  **New**

Click New to start a new Invoice.




Enter the invoice number in the box to edit an existing invoice, then click Update.

Update Cancel Display Print Plus Reset Exit

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## Requesting multiple invoices for multiple shipping addresses





V12

### Generate New Invoice


Method:


- Complete master order
- Complete one order to one invoice
- Complete several orders to one invoice
- Complete one order to multiple invoices (requires order have multiple addresses)
- Generate miscellaneous invoice that **does** affect inventory
- Generate miscellaneous invoice that does **not** affect inventory
- Repeat a previous invoice
- Complete master order w/o review of order table


Invoice date:  

Ship Date:  

Is this a prebill?  (Prebill invoices do not post to A/R, G/L, commission or order)


Order number:  


Vendor invoice number:  

Vendor invoice date:  

Vendor invoice amount:

Shipping Cost: (Unvouched)

Begin with sequence:  




End with sequence:  

1. Select Complete One Order to Multiple Invoices.
2. Enter Invoice and Ship Date.
3. Enter Order Number that you wish to invoice.
4. Enter the range of address sequences on the order that you wish to invoice. If this is a blanket order, enter the specific address sequence you wish to bill.
5. Click Submit.

Vendor's invoice will be added to first invoice only

Shipping costs will be split equally between all invoices

## Reviewing invoices generated from the multiple addresses




V12

Invoices generated for order #711553      Address(es) 1 through 3

Invoice number	Address sequence	Shipping address
011112	1	Joe Blow Basin Boats 12345 River Run Road Baton Rouge, LA 70815
011113	2	Bob Boudreaux Basin Boats 12349 River Run Road Dock 3A Baton Rouge, LA 70815
011114	3	John Smith Basin Boats 12349 River Run Road Slot D-4 Baton Rouge, LA 70815