

Dropship Purchase Orders (Direct Home Delivery)

A dropship Purchase Order (also known as Direct Home Delivery) is a Purchase Order where the Supplier will deliver directly to the Customer.

For Dropship to be available on a Sales Order, the following prerequisites must be met:

- there must be a [delivery address](#)
- the [Supplier](#) must be enabled for dropshipping

How it works

Sales Order Management

The Sales order management process is shortened due to the dropship process. It will go through two stages:

1. Purchase Order created - the Sales Order will be set to 'On Order'
2. Purchase Order acknowledged - the Sales Order will be set to 'Completed'

Stock Allocation

Once a Sales Order Line has been allocated to a dropship Purchase Order, it can not be unallocated. If this is required, the Purchase Order must first be cancelled. Once this is done, the Sales Order Line can be allocated as normal.

Delivery

Delivery Store

This will be hard coded to 'dropship/other'

If a customer changes their mind, and requests alternate delivery, the Purchase Order will need to be cancelled and reordered - it can not be changed

Delivery Charge

This will be set by the dropship carriage charge set against the [Supplier](#).

Delivery Address

When submitting a Purchase Order, the Customer address will be automatically output in the Supplier Instructions:

Supplier Instructions:

Please deliver direct to customer...

Mr A Dumble
Acacia Lodge
8 Centre Avenue
Wilscombe
W3 7JX
GB

It is not possible to use the Scheduler to assign a Lorry Journey to a Sales Order with a dropship Purchase Order

Purchase Order Management

It is not possible to receive a dropship Purchase Order in the normal manner. Instead, once it is acknowledged, the user can only mark the Purchase Order as Invoiced, and then as completed.

Revision #2

Created 31 October 2025 13:37:28 by Mike

Updated 18 June 2026 08:38:18 by Mike