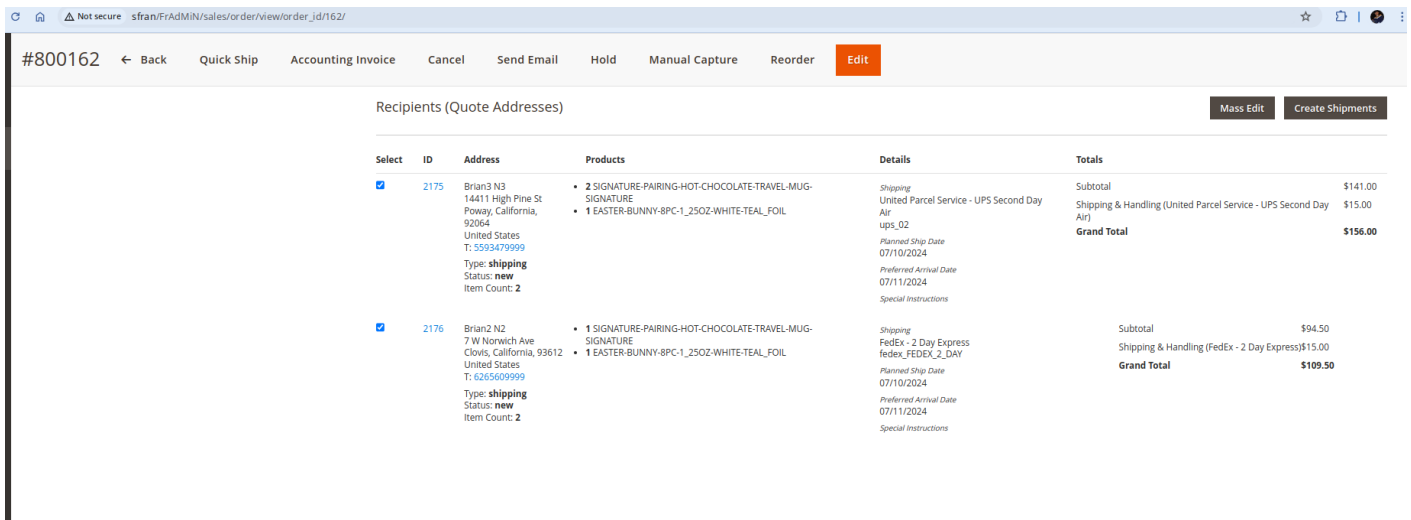


# Steps to process a Partial Shipped / Partial Invoiced Order

Steps to make a partial shipping/Partial invoiced order.

Step 1: Create a multiship order.

MS order can be created via backend other frontend. Make sure to have more than 1 Shipping Addresses. For example:



The screenshot shows a Magento 2 order view page for order #800162. The page displays two recipients (quote addresses) for a multiship order. The order is in a 'shipping' status and is new. The recipients are:

- Recipient 1 (ID: 2175):** Brian3 N3, 14441 High Pine St, Poway, California, 92064, United States. Products: 2 SIGNATURE-PAIRING-HOT-CHOCOLATE-TRAVEL-MUG-SIGNATURE, 1 EASTER-BUNNY-8PC-1\_25OZ-WHITE-TEAL\_FOIL. Shipping: United Parcel Service - UPS Second Day Air, ups\_02. Subtotal: \$141.00, Shipping & Handling: \$15.00, Grand Total: \$156.00.
- Recipient 2 (ID: 2176):** Brian2 N2, 7 W Norwich Ave, Clovis, California, 93612, United States. Products: 1 SIGNATURE-PAIRING-HOT-CHOCOLATE-TRAVEL-MUG-SIGNATURE, 1 EASTER-BUNNY-8PC-1\_25OZ-WHITE-TEAL\_FOIL. Shipping: FedEx - 2 Day Express fedex\_FEDEX\_2\_DAY. Subtotal: \$94.50, Shipping & Handling: \$15.00, Grand Total: \$109.50.

Step 2: Ship to one of the addresses:  
Click the QA

# Quote Address #2175

Quote Address #2175 interface showing a dropdown menu and action buttons: Back, Save, Cancel, Hold, Needs Review, and Create Shipment.

Then click `Create Shipment`. Confirm that shipment was created successfully:

Quote Address #2175 interface showing a success message: "Shipment #100500080 Created for Quote Address #2175." and updated action buttons: Back, Print, Hold, and Cancel and Recreate Shipment.

Go into that shipment:

Shipping Address

Ordered Items and Details

Shipping Methods

# View Shipment #100500080

← Back   Cancel   Hold   **Send Tracking Information**

## Shipment Information

**Shipment # 100500080 (The shipment confirmation email is not sent)**

[Quote Address #2175](#) | [View Invoice](#) | [View in Shipping Manager](#)

Shipment Date	Jul 23, 2024
Quote Address Status	Ready To Print
Shipping Method	ups_02
Planned Ship Date	Wed 07/10/2024
Preferred Arrival Date	Thu 07/11/2024

Notice the Quote Address status is Then click `View in Shipping Manager`

## Shipment #100500080

### 1. Verify Shipping Address:

Brian3 N3  
14411 High Pine St  
Poway, CA 92064  
5593479999

### 2. Verify Order Items to Ship:

SKU	Product	Order Qty	Ship Qty
SIGNATURE-PAIRING-HOT-CHOCOLATE-TRAVEL-MUG-SIGNATURE	Dark Hot Chocolate & Travel Mug	2	<input type="text" value="2.0000"/>
EASTER-BUNNY-8PC-1_25OZ-WHITE-TEAL_FOIL	8pc White Chocolate Bunnies	1	<input type="text" value="1.0000"/>

### 3. Select Ship Method

- FedEx 2 Day
- FedEx Ground
- FedEx Home Delivery
- FedEx Priority Overnight
- FedEx Standard Overnight
- United Parcel Service UPS Next Day Air
- United Parcel Service UPS Second Day Air

Add Ice Packs

**Re-Print Packing Slip**

**Print Shipping Label**

create shipping label

When shipment was first created; it's in `New` status; it's not actually shipped yet. Click `Print Shipping Label` to actually ship it

# Magento Admin | Fran's Chocolates

✓ Shipment #100500080 shipped successfully.

Shipment ID:

Go

Go back to the Quote Address, confirm that its status is now Shipped:

## Quote Address #2175

SHIPPED Order #800162 Multiship 1 of 2 Next » Shipment #100500080

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**Shipping Address**

First Name:

Last Name:

Company:

Street Line #1:

Street Line #2:

**Ordered Items and Details**

Product / SKU	Price	Qty	Total
Dark Hot Chocolate & Travel Mug SIGNATURE-PAIRING-HOT-CHOCOLATE-TRAVEL-MUG-SIGNATURE	\$46.50	<input type="text" value="2"/>	\$93.00
<input type="text" value="Product Notes"/>			
8pc White Chocolate Bunnies EASTER-BUNNY-8PC-1_25OZ-WHITE-TEAL_FOIL	\$48.00	<input type="text" value="1"/>	\$48.00
<input type="text" value="Product Notes"/>			

Step 3: Execute partial-email-and-invoice:

Go to the order. Then click button `Invoice & Capture`

The screenshot shows the Magento Admin interface for viewing an order. At the top, there are two yellow warning banners: "This is only a demo store. You can browse and place orders, but nothing will be processed." and "One or more of the Cache Types are invalidated: Page Cache, Configuration. Please go to Cache Management and refresh cache types." The order ID "#2100300" is displayed prominently. Below the order ID, there is a navigation bar with several buttons: "Back", "Order Email", "Hold", "Reorder", "Cover", "Accounting Invoice", "Customer Invoice", "Invoice & Capture", "Shipment Email", and "Edit". The "Invoice & Capture" button is highlighted in orange.

Invoice & Capture will look for shipments that have been shipped but not emailed; and not invoiced yet.

Invoice & Capture email those shipments; then create invoice for those shipments. For email, there is no restrictions. All shipments will be emailed. But for invoicing, there is **an additional check** at ShipmentEmailSender.php, line 122, if( !\$order->isReadyToInvoice()) continue. This means that if order is not ready to invoice; **order will not be invoiced; even though emails are sent**. In the future we might want to separate email vs invoice to make this more understandable.

If everything was successful; success message is shown:

#800162

sfran says  
Success! email for 1 shipment(s) sent successfully | Invoice 15 created

← Back Cancel Send Email OK Accounting Invoice Daily Ship & Capture Edit

To verify, click `Invoices` tab:

#800162

← Back Cancel Send Email Credit Memo Hold Manual Capture Reorder Quick Invoice Accounti Invoice

Search by keyword Default View Columns Export Filters

Acti... 1 records found 20 per page 1 of 1

	Invoice	Invoice Date	Order #	Order Date	Bill-to Name	Status	Amount	Action
<input type="checkbox"/>	100400015	Jul 23, 2024 8:20:47 AM	800162	Jul 23, 2024 8:03:09 AM	chicago 2 day air N	Paid	\$156.00	<a href="#">View</a>

ORDER VIEW  
Information  
Invoices  
Credit Memos  
Shipments

Invoice 1000400015 is the invoice created by `Daily Ship & Capture`.

