

How to create a Multiship order in backend

Step 1: In backend; navigate to `Orders`. Click `New Orders`. Choose a customer

⚠ This is only a demo store. You can browse and place orders, but nothing will be processed.

The AvaTax Queue has not been processed in the last 24 hours and may indicate a system configuration issue for submitting order information to AvaTax for reporting purposes.

System Messages: 2 ▾

⚠ [Check the queue](#)
[Check configuration settings](#)

There are 5 document(s) needing to be submitted to AvaTax and the last time any processing was attempted was at 2024-02-15 05:18:43

Create New Order for Brian N

🔍 🔔 👤 ngxtri ▾

Cancel

Switch to Multiship

Submit Order

Order Currency:

US Dollar ▾

Customer's Activities

🔄 Shopping Cart (3)

Item	Qty	Price
Gray Salt Caramels	0	\$17.00
Gray & Smoked Salt Caramels	0	\$17.00

< >

Clear Shopping Cart

🔄 Wish List (0)

No Items

🔄 Last Ordered Items (1)

Account Information

Group *

General ▾

Email *

someids@yahoo.com

If you are changing a customer group that affects tax calculation, please see [this readme](#) for how to ensure the appropriate taxes are calculated.

Customer Notes

Accounting Label

Label *

MAIL ▾

Items Ordered

Add Products

Product	Price	Qty	Subtotal	Discount	Row Subtotal	Action
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No ordered items

Notes

Special Instructions from Customer

Admin Notes

Step 2: Click button `Switch to Multiship`

Then click `Add Products` and add a few products to the order.

Then click `Add Recipient` to add a new shipping address:

https://fr.socalappsolutions.com/FrAdMiN/sales/order_create/multiship/ 80%

Add New Recipient

[Validate Address](#) [Save Recipient](#)

Select from existing customer addresses: [Add New Address](#)

First Name *

Last Name *

Company

Street Address *

Country *

State/Province *

City *

Zip/Postal Code *

Phone Number *

Verified Date

Add to address book

[Get shipping methods and rates](#)

Ship Price [set price](#) | [reset rates](#)

Planned Ship Date [tomorrow](#)

Estimated Arrival Date [Wednesday this week](#)

[reset to default dates](#) | [Range On](#) | [Arrive by Christmas](#)

override date rules
(ignore transit times, commit times, blackout days)

Before 1:00 PM Cutoff
can ship today
3 hours, 8 minutes until cutoff for same-day shipping
[details](#)

Options

Gift Message

From

Special Instructions

Step 3: Add shipping addresses

In the popup the add new recipient, choose an existing address; or add new address. Click Get Shipping Methods And Rates and confirm the shipping method. When done, click `Save Recipient`. After adding a new recipient, choose quantities for each products. When done, click button `Update Recipients and Items`. And choose a payment method



Payment Method

- Check / Money order
- Bank Transfer Payment
- Pay By Invoice
- Paid at Register
- Paid by Gift Card
- Other
- Pay at Pickup
- Credit Card

Step 3b: Upload recipients

Admin can also upload recipients using a csv file. Click button Upload Recipients

Create New Multiship Order for f1017c l

Cancel Switch to Single Ship **Su**

12pc Pressed Figs in Dark Chocolate

Products in Comparison List (0)
No items

Recently Compared Products (0)
No items

Recently Viewed Products (0)
No items

Optional notes or special requests from the customer.

notes for the picking ticket

Recipients **Add a Recipient** Upload Recipients

Select CSV File *

No file chosen **Add Recipients**

Then choose a csv file from your computer; and click `Add Recipients`
Note that upload recipients will wipe out all existing QAs.

Click `Submit Order` to create the order.

Confirm the order is created, and its status should be `New`. In the `Orders` grid; the column `Multiship` is Yes

Orders

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Create New Order

Search by keyword 🔍

Filters Default View Columns Export

Actions 480 records found

20 per page 1 of 24

<input type="checkbox"/>	ID	Purchase Date	Billing Name	Recipient Name	Grand Total	Status	Shipping Method	Ship Start	Action	Accounting Label	Multiship	On Hold	Gift Message	Discount	Tax	Queue	Stripe Radar	Stripe Payment Method	Sp
<input type="checkbox"/>	800484	Jul 22, 2024 9:58:38 AM	Brian def ship N	Brian3 N3	\$324.00	New	Various		View	MAIL	Yes			\$0.00	\$0.00				

Revision #2

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