

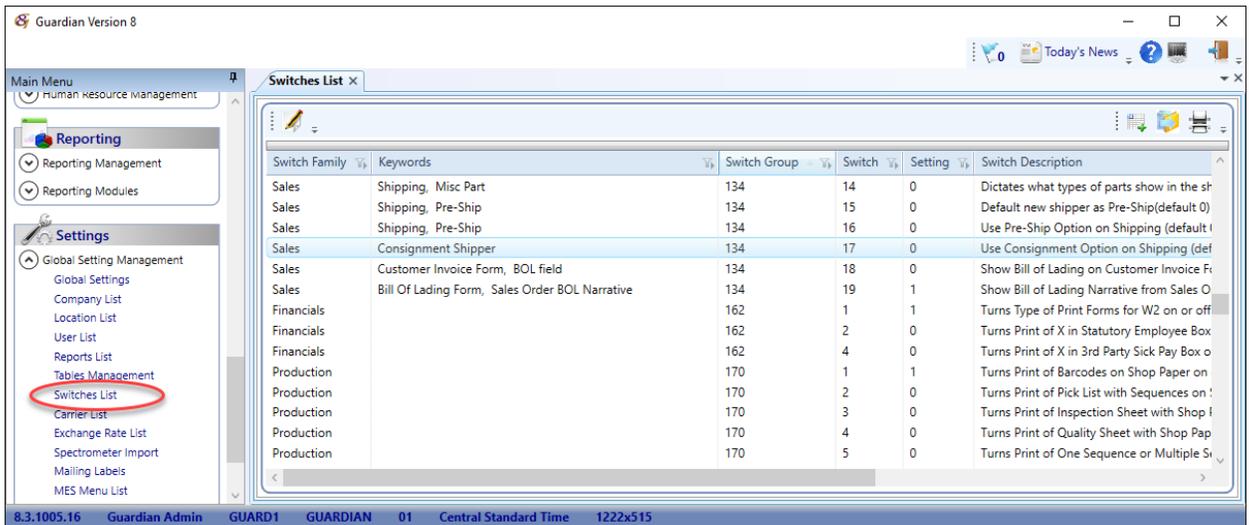
## KnowledgeBase Article 2302

### “Consignment Shipper”

The Consignment Shipper has been developed to accommodate the requirement to maintain a stock of parts, specifically for one customer, and allow the release and invoicing of those parts as the customer requests. When a Consignment Shipper is created, Inventory is moved to a “Consignment” bin or tag and the Sales Order is left Open. Once the parts are consumed by the customer, a new Shipper is created to process the Inventory and close the Sales Order. Multiple shippers may be created and applied to the Sales Order until the Quantity of the Sales Order is shipped.

To create a Consignment Shipper:

1. Navigate in the Guardian Main menu to Settings > Global Setting Management > Switches List > Switch 134 #17 “Use Consignment Option on Shipping”



2. Set the Switch to 1 “Show Consignment Option” and Save

### Switches

Switch Family: Sales

Switch Group: 134

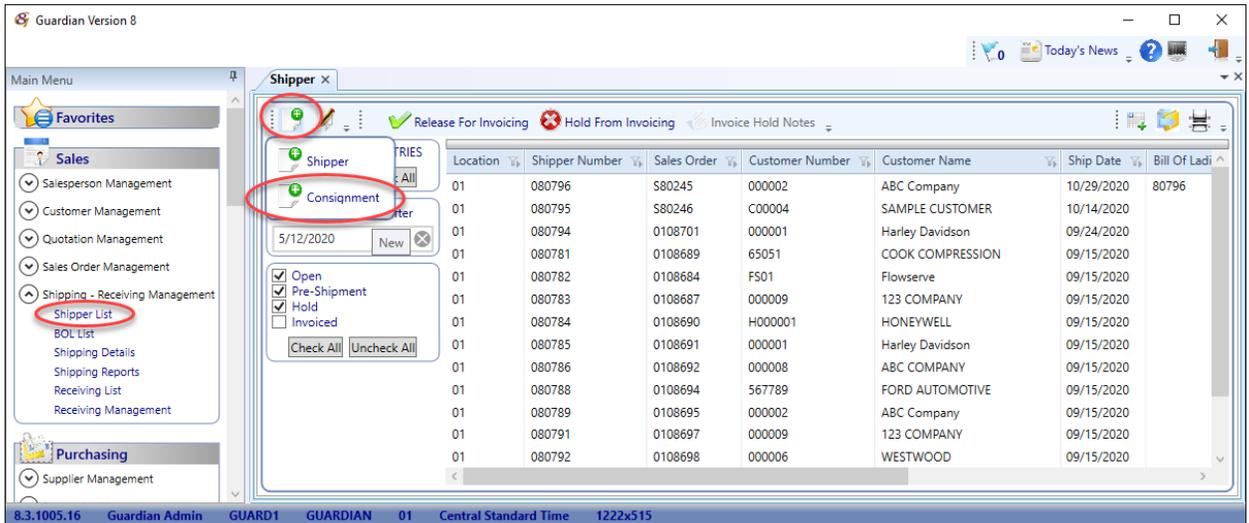
Switch: 17 - Use Consignment Option on Shipping (default 0)

Setting Show Consignment option

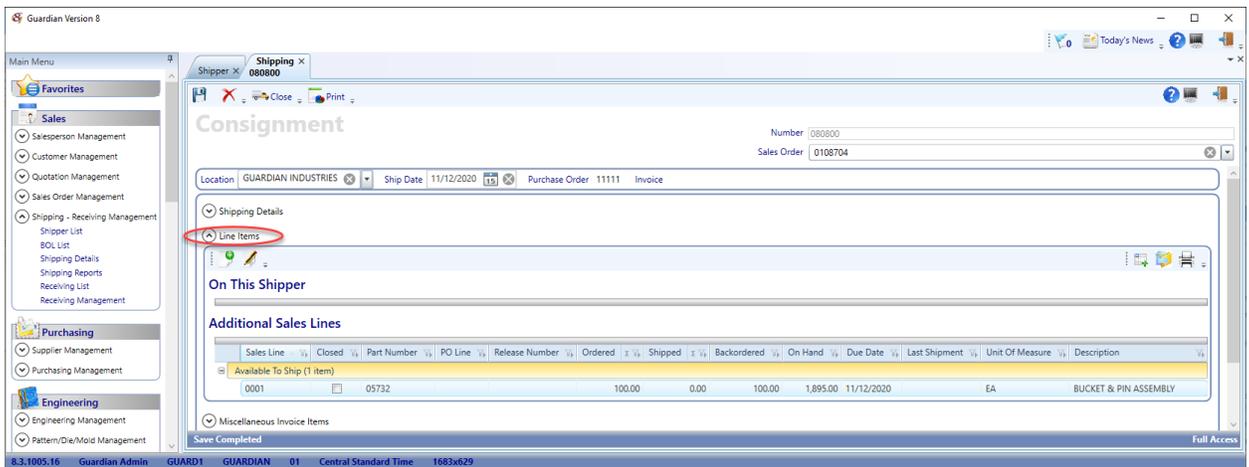
System Data



3. Navigate in the Guardian Main Menu to Sales > Shipping – Receiving Management > Shipper List and click the Add button.
4. Select “Consignment” from the dropdown list.

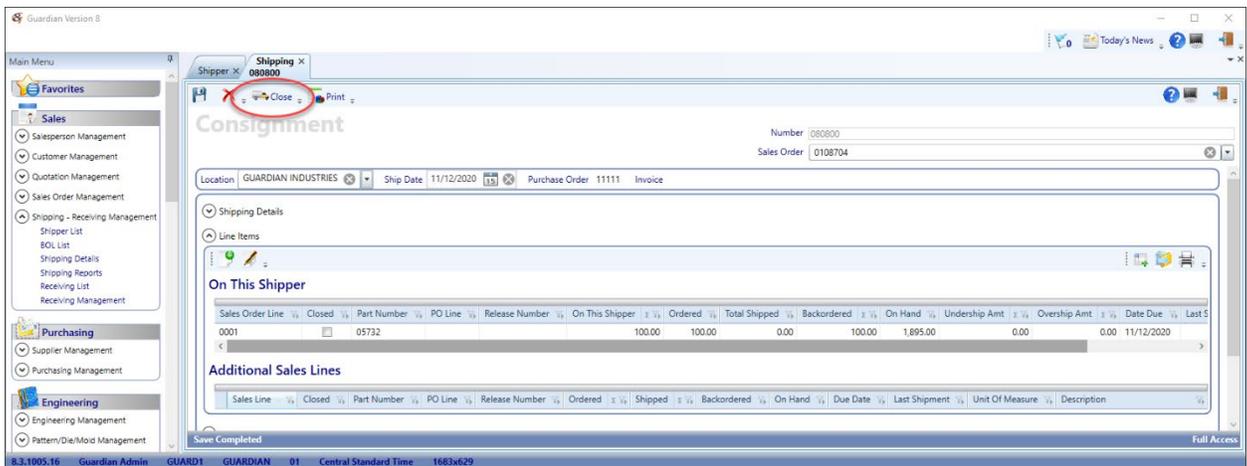
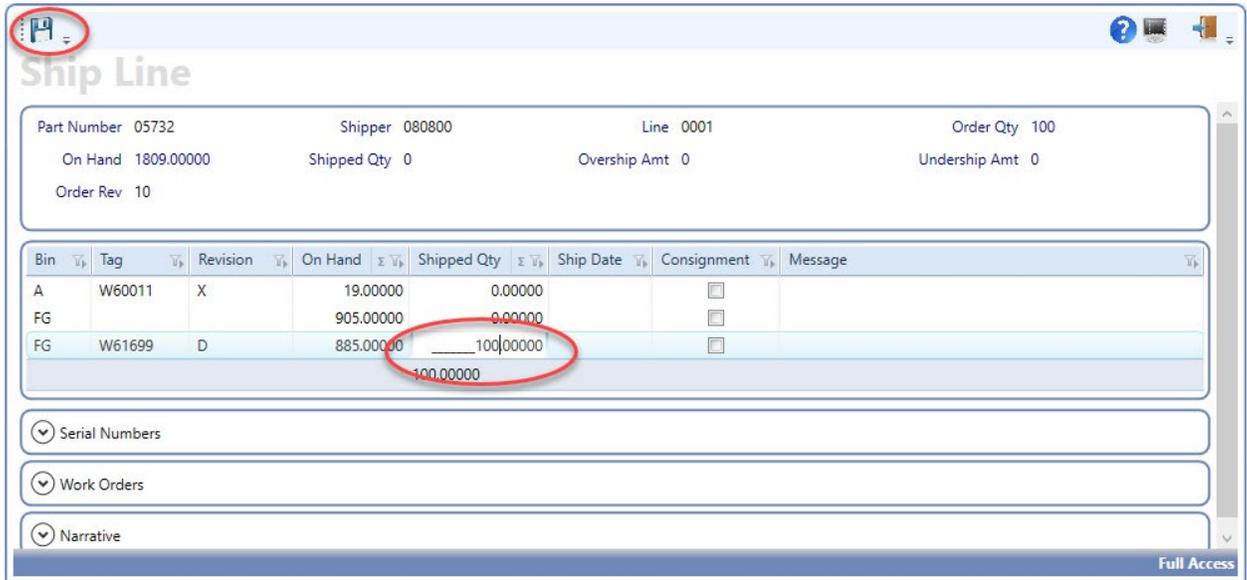


5. Create the Shipper from the Sales Order as usual
  - a. Click “Find Order” in the top toolbar to select the Sales Order
  - b. Double-click the Sales Order to populate the Shipper
  - c. Save the Shipper
6. From the Line expander, double-click the Line to be saved to Consignment





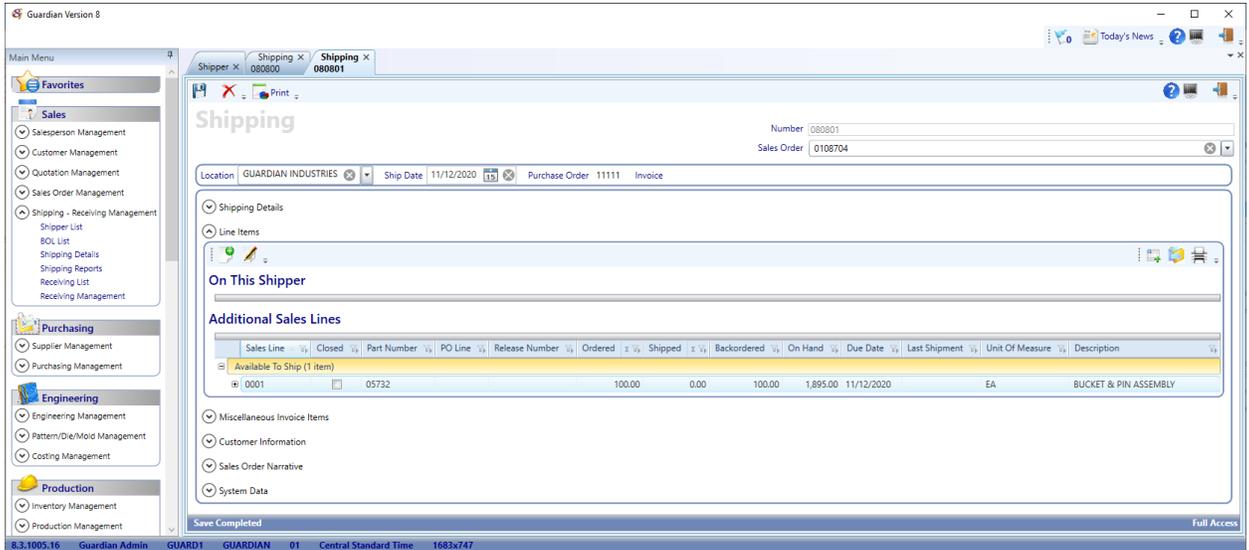
7. From the appropriate Bin (if Bin Inventory is used) or TAG, enter the "Shipped Quantity" for the number of parts going to Consignment and Save
  - a. If Serial Numbers are required, use the Serial Number expander to assign the appropriate numbers
  - b. Save and close the Line screen
    - i. This will make the inventory transaction – moving this part from finished goods to Consignment



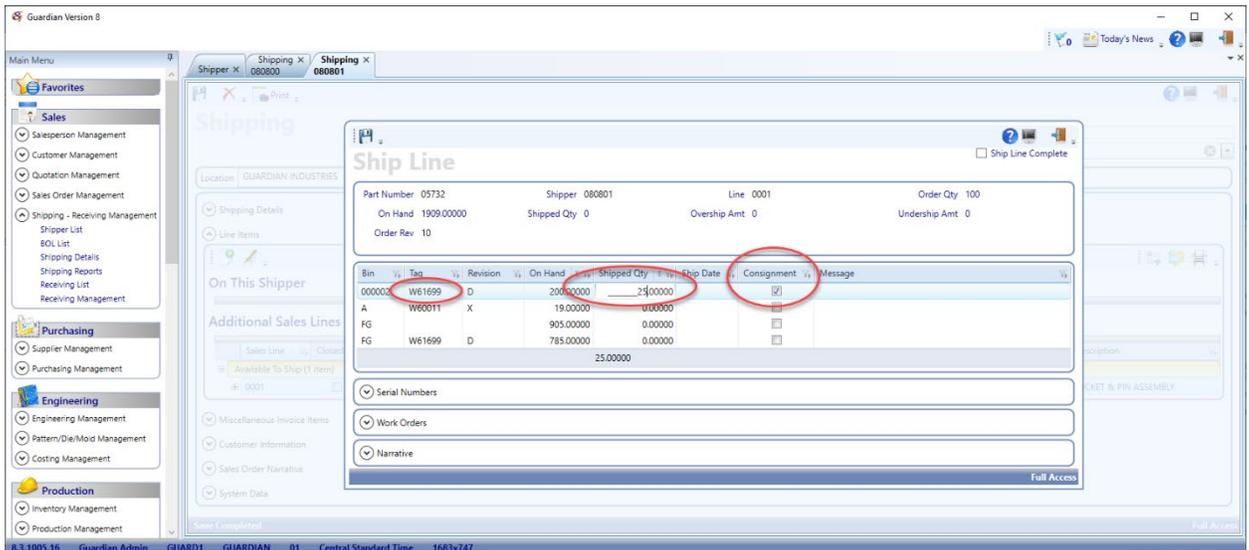
8. Click the "Close" button (truck) to close the Consignment Shipper so that no other transactions may be made on it
  - a. You may print labels from this shipper if required just as you would from a normal shipper
  - b. Close the Consignment Shipper window



9. When it is time to Ship and /or Invoice the Consignment parts, create a new shipper
  - a. Click "Find Order" in the top toolbar to select the Sales Order (same SO as above)
  - b. Double-click the Sales Order to populate the Shipper
  - c. Save the Shipper
10. Under the Line Items expander, double click the Part to be shipped



11. Select the appropriate Consignment Bin or Tag and enter the Shipped Quantity as the quantity you wish to ship and/or invoice
  - a. Notice the TAG matches the Tag from which the Consignment Parts were originally moved



12. Process the same as any other Shipper
13. Invoice the same as any other Shipper

