Syncore Knowledge Base

Split Shipments — Export

OVERVIEW

Syncore's Split Shipment feature is only available in Syncore (V2). You can export the Split Shipment details to use the data outside of Syncore if required.

Users

Sales Rep, CSR, Finance, Management, Admin Users.

To export Split Shipment details:

- 1. After the addresses have been uploaded/imported successfully, on the Sales Order (SO) page select **Email** in the ACTIONS bar to open the dropdown menu.
- 2. Select Export Split Shipment Details.

| # Home > SalesOrder #67675-1 | | | | | | | † ≢ H | |
|--|------------------------------|--------------------------------|--------------------------------|-------|-------------------|-----------|--------------|--|
| 1 Semail - Return To Job | ment | | | | | | | |
| 2 Export Split Shipment Details | E Qty | ID | Description | SKU | Price \$ | Cost \$ | Total \$ | |
| r Invoice | ■ = 56 | 552727494 | CORKCICLE® Coffee Mug - 16 oz. | 10060 | 4 Gemline | | 2,247.88 | |
| i S 🖉 Preview Invoice 🗸 🗸 | Туре | | Description | Qty | Price \$ | Cost \$ | Total \$ | |
| Split Shipment | ≡ Color | | Matte Black | 56 | 38.98 | 25.337 | 2,182.88 | |
| tatua Invoload | = Decoration | Method | Print | | | | | |
| ompany Jessica Testing | ≡ Setup C | harge | | 1 | 65.00 | 52.00 | 65.00 | |
| imary Rep Administrative JP | Decorat | ion Location | Full wrap | | | | | |
| ate Jun/21/2022 | ≡ Design | Name | Faciliagroup | | | | _ | |
| hip Via Our Discretion | = Decorat | ion Color | White | | | | | |
| DB Factory | | | | | | | | |
| avment Methods | Customer Order # | | | Fi | Freight Total | | \$ 5.60 | |
| Credit Card | Repeat Order # | Repeat Order # n/a | | | Subtotal | | \$ 2,253.48 | |
| ACH 🚱 | Customer Instructions | Customar Instructions/Commante | | | | \$ 157.74 | \$ 157.74 | |
| erms Net 30 Days | https://shop.logomed | https://shop.logomedia.com/ | | | Total | | \$ 2 411 22 | |
| voice Date Aug/08/2022 | | | | | Deposits/Paymente | | \$ 0.00 | |
| ax Exempt # | | | | | Deposito/Faymento | | 0.0.00 | |
| | | | | B | lance Due | 5 2,411.2 | 2 | |
| Sold To | CSR & Finance Instructions 🚱 | | | | Rep's Est. Cost | | \$ 1,470.87 | |
| I Bill To | | | | M | Margin | | 34.57% | |
| | | | | | 5 | | | |
| Split Shipment Details 🗸 🗸 🗸 | | | | | | | | |
| Download Template | Freight Comments | Freight Comments | | | | | | |
| nlit Chiamant Address Datalla 55 | Click to add Freight Co | omments 🜌 | | | | | | |
| Ship To Description 🕜 As per distribution list 🗾 | | | | | | | | |
| · · | | | | | | | | |

The Export Split Shipments Details window opens.

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3. Optional: edit File name.

NOTES:

- i. File Name is a required field.
 - Default is generated from the SO number: [jobnumber-SOnumber]_[Split Shipment].
- ii. The character limit is 200 (same as attachments).
 - 200 = 5 characters for file extension + 195 for name.
- 4. Select the column(s) to be included:

| US Columns | CA Columns |
|------------|-------------|
| Full Name | Full Name |
| Address 1 | Address 1 |
| Address 2 | Address 2 |
| City | City |
| State | Province |
| Country | Country |
| ZIP | Postal Code |
| Phone # | Phone # |
| Email | Email |
| SKU | SKU |

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| US Columns | CA Columns |
|------------------|-------------------|
| Size | Size |
| Color | Colour |
| Supplier | Supplier |
| QTY | QTY |
| Price (\$) | Price (\$) |
| Add'I (\$) | Add'l (\$) |
| Taxable | Freight (\$) |
| S&H (\$) | Province Override |
| Tax (%) | Tax Code |
| Tax (\$) | Tax 1 (%) |
| Line Total (\$). | Tax 1 (\$) |
| | Tax 2 (%) |
| | Tax 2 (\$) |
| | Line Total (\$). |

NOTE: At least one column must be selected for export.

- 5. Select:
 - **Close** to exit without exporting.
 - **Export** to download the file.

The .xlsx file downloads onto your device.

A message appears: "Split Shipment Excel file was successfully downloaded"

NOTE: The exported file will display only the columns selected in the export modal.