



Split Shipments — Export

OVERVIEW

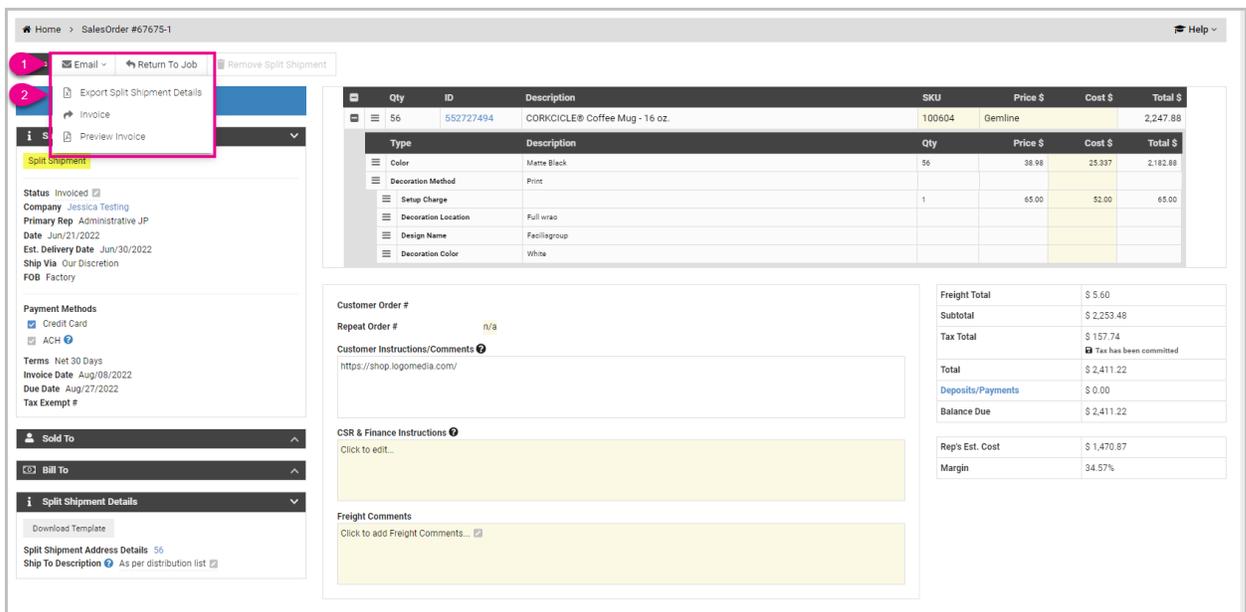
Syncore’s Split Shipment feature is only available in Syncore (V2). You can export the Split Shipment details to use the data outside of Syncore if required.

Users

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

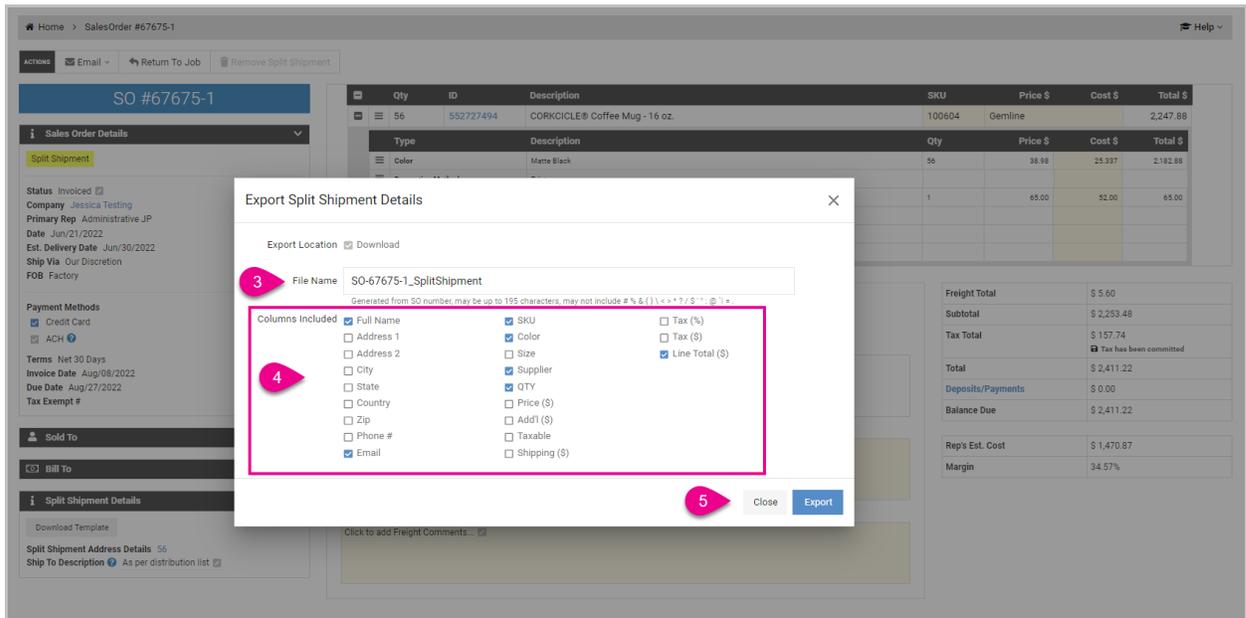
To export Split Shipment details:

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**.



The Export Split Shipments Details window opens.

Syncore Knowledge Base



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

Syncore Knowledge Base



US Columns	CA Columns
Size	Size
Color	Colour
Supplier	Supplier
QTY	QTY
Price (\$)	Price (\$)
Add'l (\$)	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.