

Link an Order to a PO (Cross-Dock)

04/30/2025 3:17 pm CDT

Overview

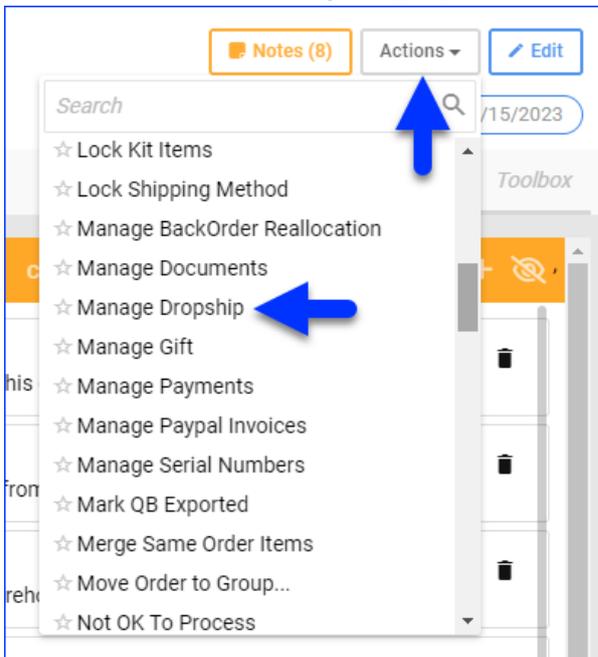
When an order comes in for a product that is out of stock, you can either [Dropship](#) the product from the vendor or link the order to a purchase order (cross-dock). When linking the order to the PO, the vendor sends the item back to you to ship out. Linking the order to the PO will prevent the order from exporting into Shipbridge until the PO is received.

Link Order to PO

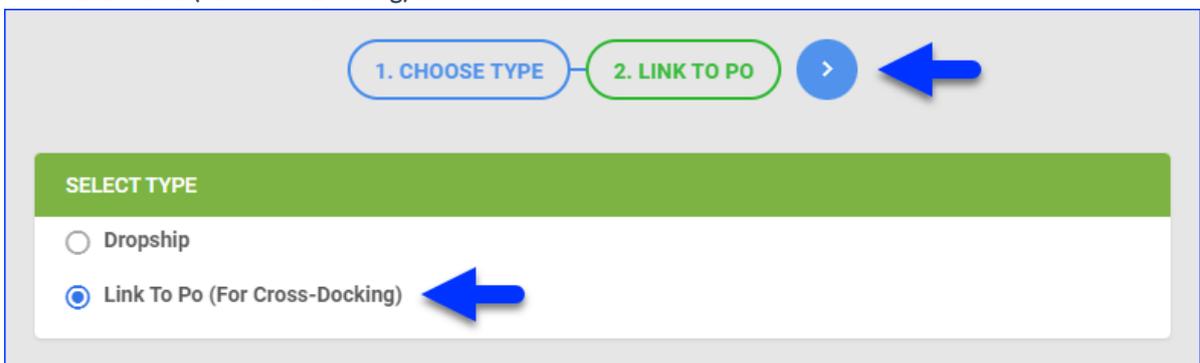
The [Client Setting Enable Linking Order to PO](#) must be enabled for this workflow! To check for any SKU changes on the order automatically, enable the Client Setting [Auto update PO when Product ID in Order Changed](#).

Unlike orders where the PO was auto-created (e.g. Dropship PO's), linked POs will have to be **manually** received.

1. Go to the [Order Details Page](#).
2. Click **Actions** and select **Manage Dropship**.



3. Select **Link To Po (For Cross-Docking)** and click **Next**.



4. Enter the **Quantity for PO** for each item and click the **Link to PO** icon. If you have multiple items, you can check the boxes to select them and then click the **Link selected items to PO** icon.

1. CHOOSE TYPE 2. LINK TO PO

Select items and click the link button on the right of the panel to link them to a PO or use the corresponding buttons on each row. If you want to link items to another PO you have to unlink them first. You cannot link both kit parent and its components. When you are done, click the flag button of the wizard to finish.

PRODUCTS	SKU	ITEM NAME	QTY	MIN. QTY FOR PO	LINKED PO	PO VENDOR	VENDOR SKU	PO PRICE	QTY FOR PO
<input type="checkbox"/>	SC-Tees	Sellercloud T-Shirt	5	0				\$24.00	5

5. You have two options:

Link Items to PO

Existing PO

New PO

CANCEL
NEXT

- a. Select **New PO** and then select the **Company** and **Vendor** and click **Link**.
- b. Select **Existing PO**, type the **PO number**, and click **Link**. Note that you can't link an order to an existing Dropship PO. In this case, you should create a new Dropship PO.

6. Click the green flag button to link the item(s) to the PO.

7. The order will be referenced in the **Description** field on the **PO Details Page**.

PO | #1234453658 | **Thirsty Tea** | **Vendissimo**

Ordered
Normal
None
Not Received
Not Invoiced
Total products: 1
Total units: 3

🔒 GENERAL
✎

Company	Thirsty Tea
Vendor	Vendissimo
Description	Created for Order# 5150335
Ordered On	12/15/2023 2:14 PM
Requested On	
Order Type	Default

8. The order will have a **Dropship Pending** status until the PO is received.

Order | #5150335 | **Thirsty Tea** | 📦

Processing Unshipped Not Rush Charged Pending **ITEMS BOBBYPIN** Bricktown, NJ, United States

Home | Related PO

GENERAL		STATUSES	
Company	Thirsty Tea	Order Status	Processing
Customer Email	📧	Shipping Status	Unshipped
Channel	Local Store	Payment Status	Charged
Channel Order #		<input type="checkbox"/> Rush Order	
Order Sub Type	None	Dropship Status	Pending
Sales Rep. 1	📧	Customer Service Status	NoActionNeeded
Sales Rep. 2	None		

9. When the PO is received, the order will automatically go back to **Dropship None**, allowing it to appear in Shipbridge and be shipped. However, if one order is linked to multiple POs, only when the last PO is received, the order will go back to **Dropship None**.

Setting the order to **Dropship None** when the PO is not yet received will remove all products from the PO.

When linking kits to the PO app setting, enable the **Client Settings EnableOrderLinkToPOAtKitLevel** if you want the kit parent to be showing on the PO or the components.

Unlink Order From PO

Following the steps outlined above to link an order to a PO, deleting such a PO would not be possible without first unlinking it from the associated order. Any attempt to delete the PO without unlinking it will trigger an error message showing the related order number.

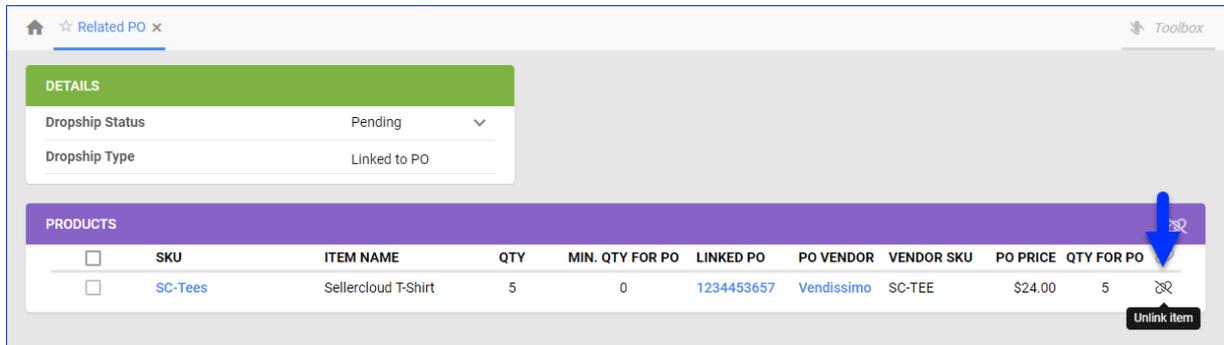
To unlink the order from the PO:

1. Go to the [Order Details Page](#).
2. Click **Toolbox** and select the **Related PO** tab.

The screenshot shows the top of the Order Details page. At the top, there are buttons for 'Notes (9)', 'Actions', and 'Edit'. Below these is a user profile for 'Colin Customerson' with the date '12/15/2023'. A search bar with the placeholder 'Search for a tool' is visible. Below the search bar is a list of tools, each with a star icon. The 'Related PO' tool is highlighted with a blue arrow pointing to it from the left. Another blue arrow points to the 'Actions' dropdown menu from above.

3. Click **Edit**.

4. Click the **Unlink item** icon to unlink a single order item from the linked PO.

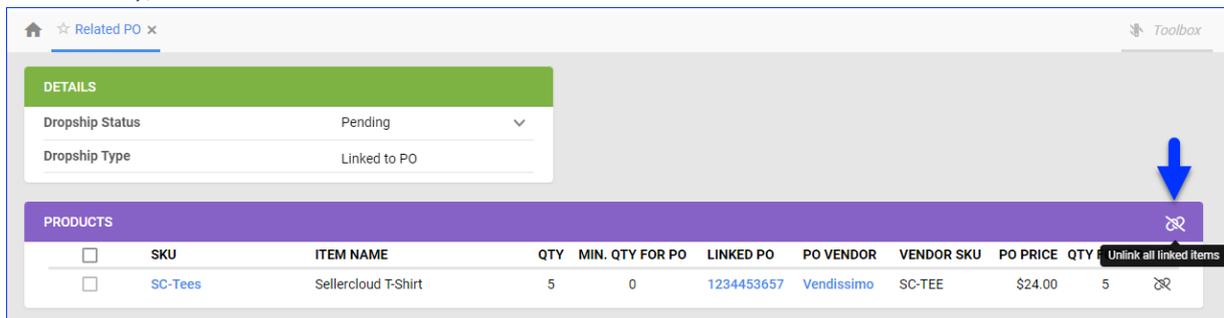


The screenshot shows the 'Related PO' page. At the top, there is a 'DETAILS' section with 'Dropship Status' set to 'Pending' and 'Dropship Type' set to 'Linked to PO'. Below this is a 'PRODUCTS' table with the following data:

<input type="checkbox"/>	SKU	ITEM NAME	QTY	MIN. QTY FOR PO	LINKED PO	PO VENDOR	VENDOR SKU	PO PRICE	QTY FOR PO	
<input type="checkbox"/>	SC-Tees	Sellercloud T-Shirt	5	0	1234453657	Vendissimo	SC-TEE	\$24.00	5	

A blue arrow points to the 'Unlink item' icon in the table. A tooltip with the text 'Unlink item' is visible over the icon.

5. Alternatively, click the **Unlink all linked items** icon to unlink all items at once.



The screenshot shows the 'Related PO' page, identical to the previous one. A blue arrow points to the 'Unlink all linked items' icon in the table. A tooltip with the text 'Unlink all linked items' is visible over the icon.

Now, you can proceed to delete the PO on the [PO Details Page](#).

Overview

Let's say an order came in for a product that is out of stock. You may be able to [Dropship](#) the item from the vendor, or you can link the order to a purchase order (cross-dock). When linking an order to a PO the vendor sends the item back to you to ship out. Linking the order to a purchase order will prevent the order from exporting into Shipbridge until the PO is received.

Link Order to PO

You can link single line items of an order to a PO.

Client setting **Enable Linking Order to PO** must be enabled.

1. Navigate to the **Order Detail** Page or select the order(s) on the **Manage Orders** page.
2. Select **Link to PO** on the Action Menu.
3. Select the item(s) you want to add to a single PO and enter the quantity to add. You cannot choose an item if it is already added to a PO, and you can choose to add to an existing PO or create a new PO.
4. Create a new PO or add to the existing PO.
5. The Order# will be referenced in the PO's description field. The order will get a "Dropship Pending" status until the PO is received.
6. The PO link will appear on the order detail page on each line item linked to a PO.

7. When the PO is received, the order automatically goes back to Dropship None, allowing it to appear in ShipBridge and be shipped. However, if one order is linked to multiple POs, only when the last PO is received will it go back to Dropship None.
8. Setting the order to Dropship: None while the PO is not yet received will remove the products from the PO.
9. When linking kits to the PO app setting: **EnableOrderLinkToPOAtKitLevel** controls if the kit parent will be showing on the PO or the components.

Related Client Settings:

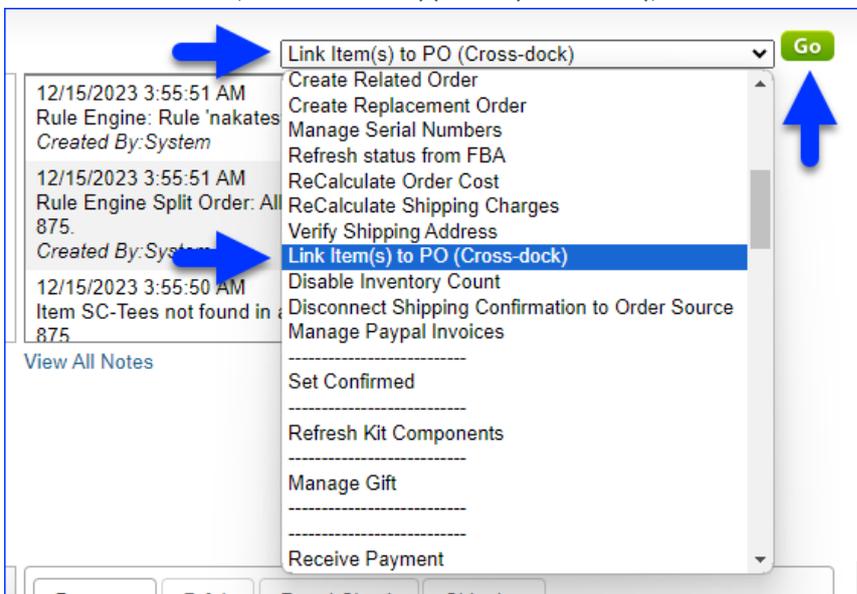
- **Enable Linking Order to PO** – required for the whole workflow.
- Auto update PO when Product ID in Order Changed -checks for any updates on the ProductID and updates on the PO
- **Breakup kit components when creating dropship PO**
- **Delete related PO when Order Dropship set to None**
- **Enable Dropship Fee**

Unlink Order From PO

Following the steps outlined above to link an order to a PO, deleting such a PO would not be possible without first unlinking it from the associated order. Any attempt to delete the PO without unlinking it will trigger an error message showing the related order number.

To unlink the order from the PO:

1. Go to the [Order Details Page](#).
2. Click **Select an Action**, select **Link Item(s) to PO (Cross-dock)**, and click **Go**.



3. Click **Unlink from PO** to unlink the order from the PO.

Home > Manage Orders > Link Order(s) to PO

To link the components to the PO, please select only the components and then press continue, otherwise select the kitparent

Select ALL

<input type="checkbox"/>	Order Number	ProductID	Reference	Reference SKU	Vendor SKU	Item	Qty	Qty for PO	Min	Qty for PO	Avail. Qty	BackOrderQty	QtySold30	Linked to PO#	
<input checked="" type="checkbox"/>	5150346	SC-Tees	SC-Tees			Sellercloud T-Shirt	5	<input type="text" value="5"/>	0		10572	0	9	1234453644	<input type="checkbox"/> Unlink from PO <input type="checkbox"/> Remove PO Item

New Purchase Order

Select Company:

Select Vendor:

Existing Purchase Order

Enter PO#:

Now, you can proceed to delete the PO on the [PO Details Page](#).
