Create separate orders for multiple POs with the same ship-to and date

Ordering · https://mountainstream.co/docs/multiple-purchase-orders-same-ship-to/

[Customer] > Addresses

1. Find the required delivery address and click **Edit.**

[Two address cards for Hazel and Putik are shown side by side with details, delivery info, and buttons labeled Items visibility, Edit, Set as bill to address, and Delete. The Edit button on the left is highlighted. These addresses can be used for separate orders or assigned to multiple POs, providing flexibility in managing deliveries.]

2. Scroll down and enable **Allow Multiple Orders**.
3. Click **Save**.

The address may now have multiple Cart Orders for the same delivery date.

[A screenshot of an address editing page, highlighting the Allow Multiple Orders checkbox—perfect for managing separate orders—the Save button, and a dropdown menu labeled Sliced. Form fields, tabs, and various settings are visible, enabling users to easily handle multiple POs to the same ship-to address.]

Create a separate Cart Order for each PO

[Customer] > Ordering > Cart

1. Select the required delivery address and date.

[Screenshot of an online ordering system showing a delivery date of Fri 08/28/2026, a selected delivery address Putik Putik 7000, and instructions to select the required address and date. The interface also highlights support for multiple purchase orders to the same ship-to location.]

2. Enter the **PO number** for the first Cart Order.
3. Search the items to include in the order and enter the quantity for each.
4. Place the order.

[Online ordering page with order date at the top, fields to enter multiple purchase orders for the same ship-to address and notes, a product selection area with quantity, and a highlighted Place order button in green at the top right.]

5. Start another Cart Order for the same delivery address and date.
    a. Select **Load All** to load all items with blank quantities, or **Blank Cart** to start with an empty order template.

[Online store ordering page showing a dropdown menu with Putik selected and options to Load all or use an order template for blank quantities. Cart details and delivery date are visible on the left.]

6. Enter the **PO number** for the next order and place the order.
    - You can repeat steps 5–6 as needed.

[Screenshot of an online ordering page showing a shopping cart with items, price breakdown, a field for delivery notes, and a highlighted section for entering the purchase order number. Total cost: $6.39 for 10 pieces. The page supports multiple purchase orders to the same ship-to address for added convenience when placing bulk orders.]

Get Started