

How to: Manage Shipping Information

11.1

January 2026

DOCUMENT ACCESS

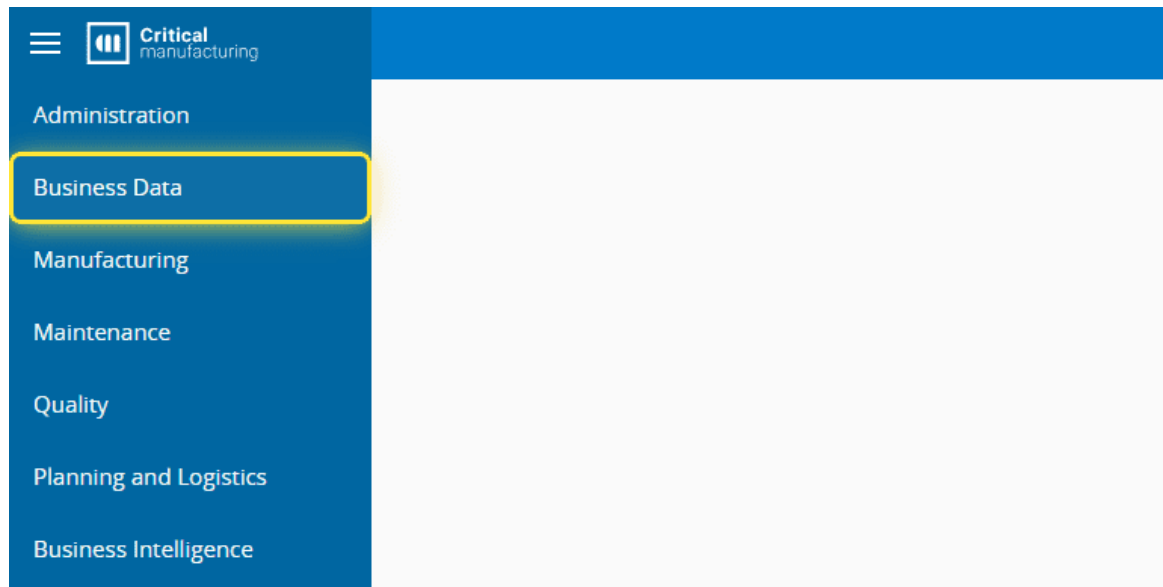
Public

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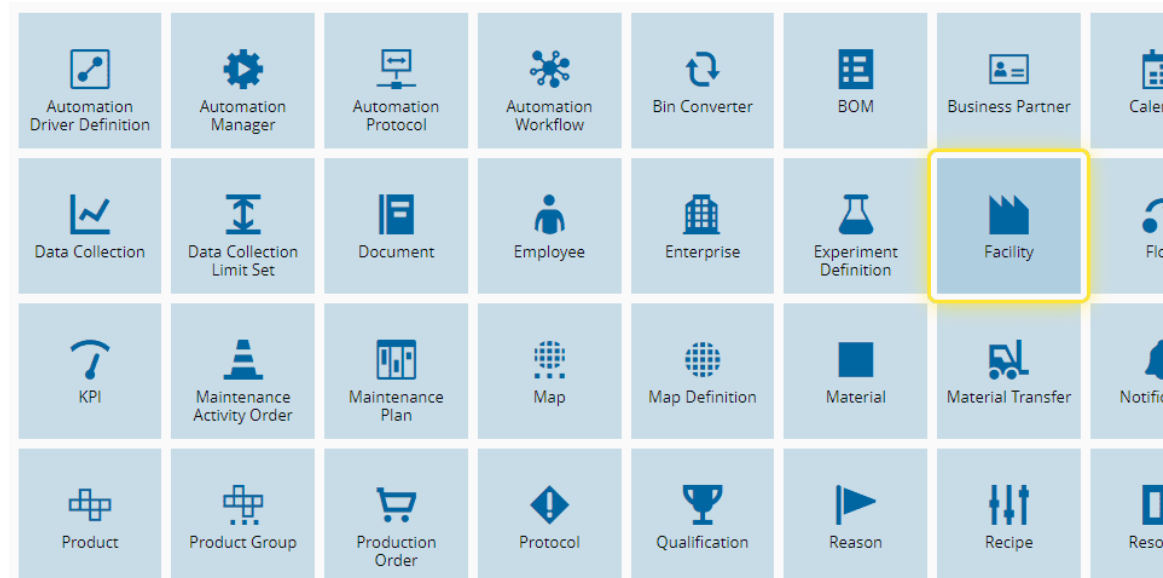
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How to: Manage Shipping Information

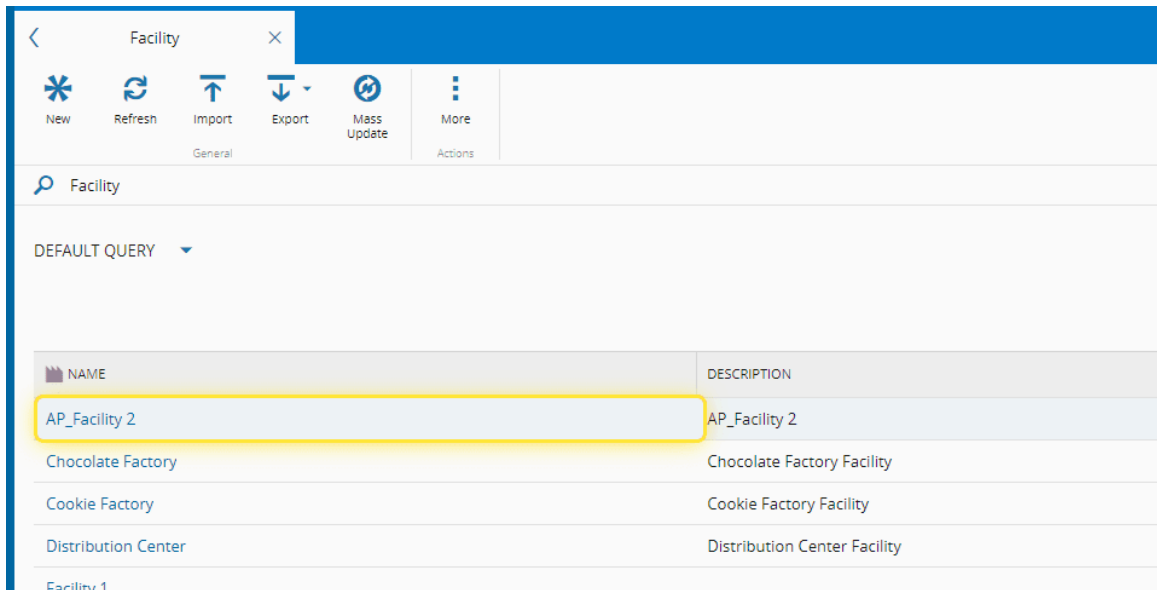
1. Go to the Business Data menu.



2. Select the Facility entity.



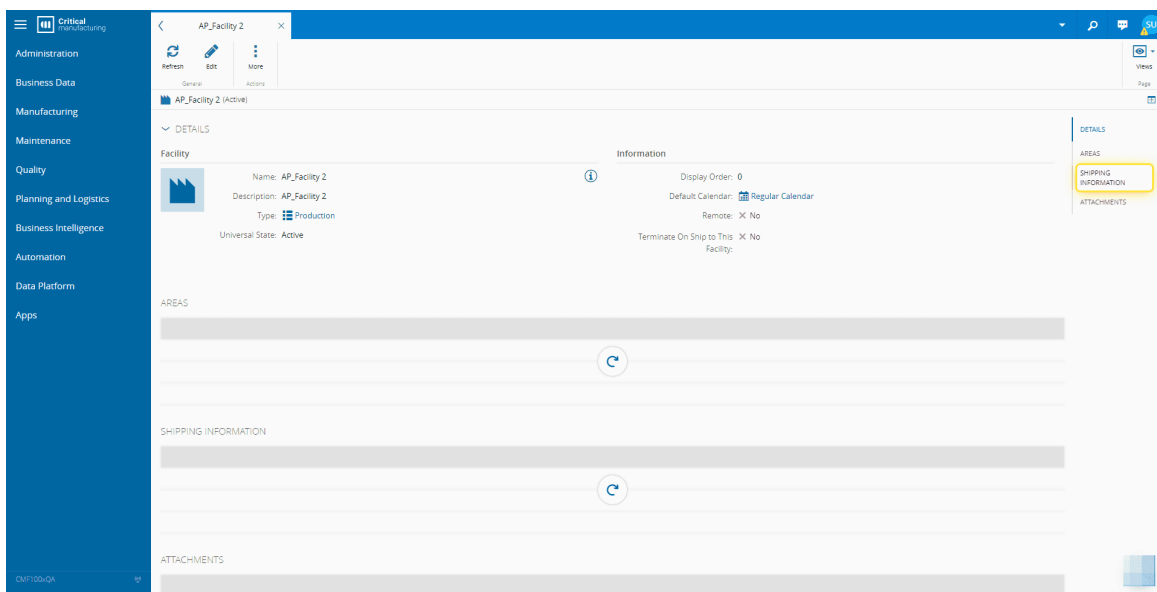
3. Select the Facility.



NAME	DESCRIPTION
AP_Facility 2	AP_Facility 2
Chocolate Factory	Chocolate Factory Facility
Cookie Factory	Cookie Factory Facility
Distribution Center	Distribution Center Facility
Facility 1	

4. Select the Shipping Information section.

For more information, see [Manage Shipping Facilities - Critical Manufacturing Documentation Portal](#)



AP_Facility 2 (Active)

DETAILS

Facility

Name: AP_Facility 2
Description: AP_Facility 2
Type: Production
Universal State: Active

Information

Display Order: 0
Default Calendar: Regular Calendar
Remote: X: No
Terminate On Ship to This: X: No
Facility:

AREAS

SHIPPING INFORMATION

ATTACHMENTS

5. Select Manage.

SHIPPING INFORMATION

Refresh Manage

Facilities to Ship to (0)

FACILITY	DESCRIPTION
No data to display	

6. Add the necessary Facilities to Ship to.

Manage Facilities to Ship to

AP_Facility 2 / AP_Facility 2

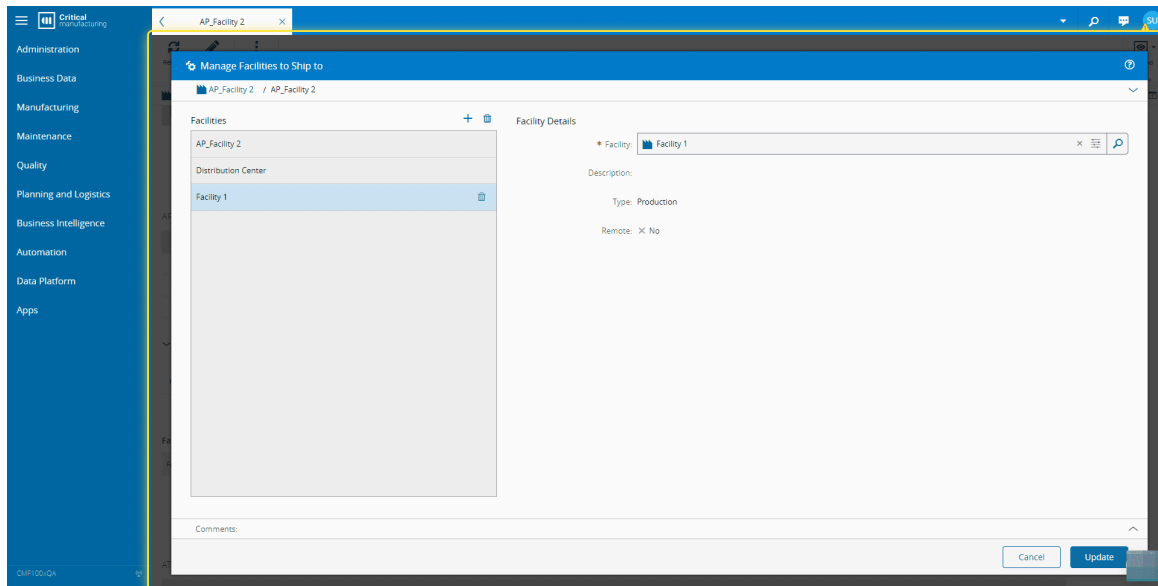
Facilities +

Facility Details

Missing Facilities

No Items Found

7. Select Update.





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