

How to: Manage Shipping Information

11.2

February 2026

DOCUMENT ACCESS

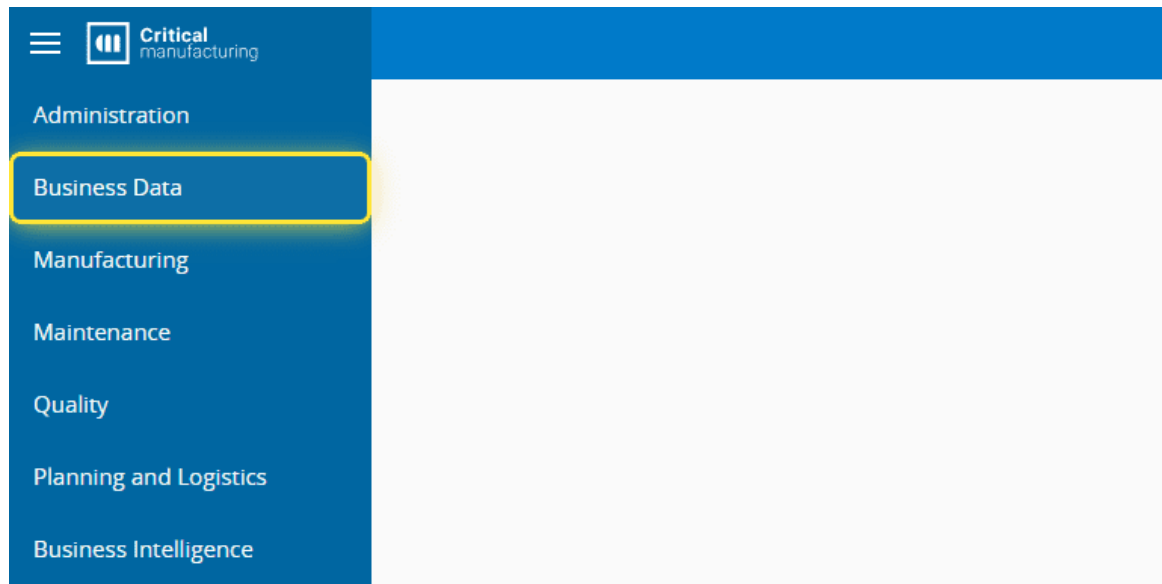
Public

DISCLAIMER

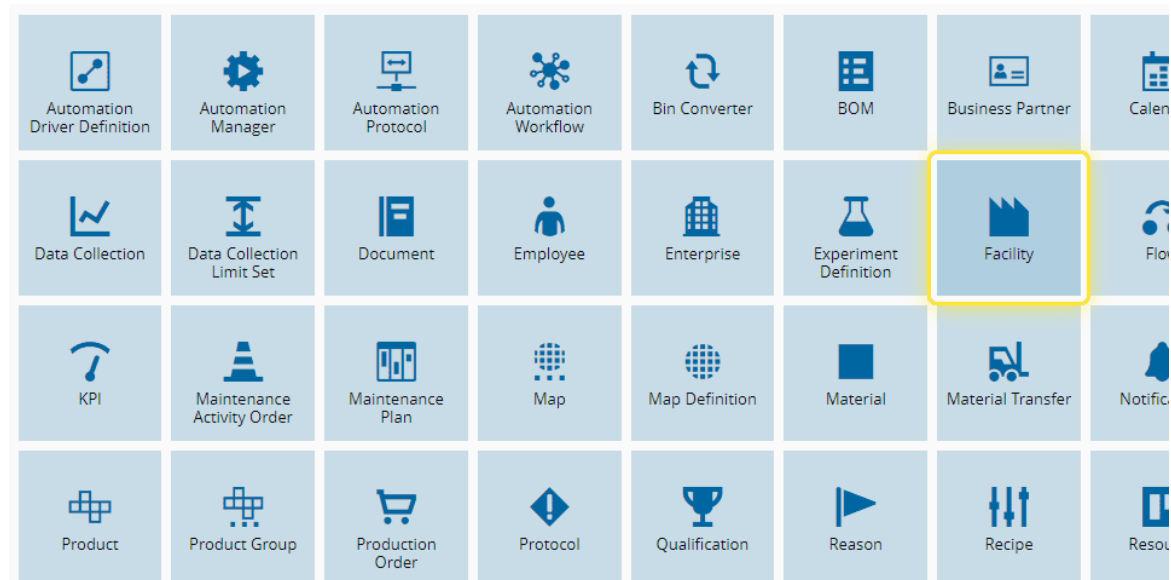
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How to: Manage Shipping Information

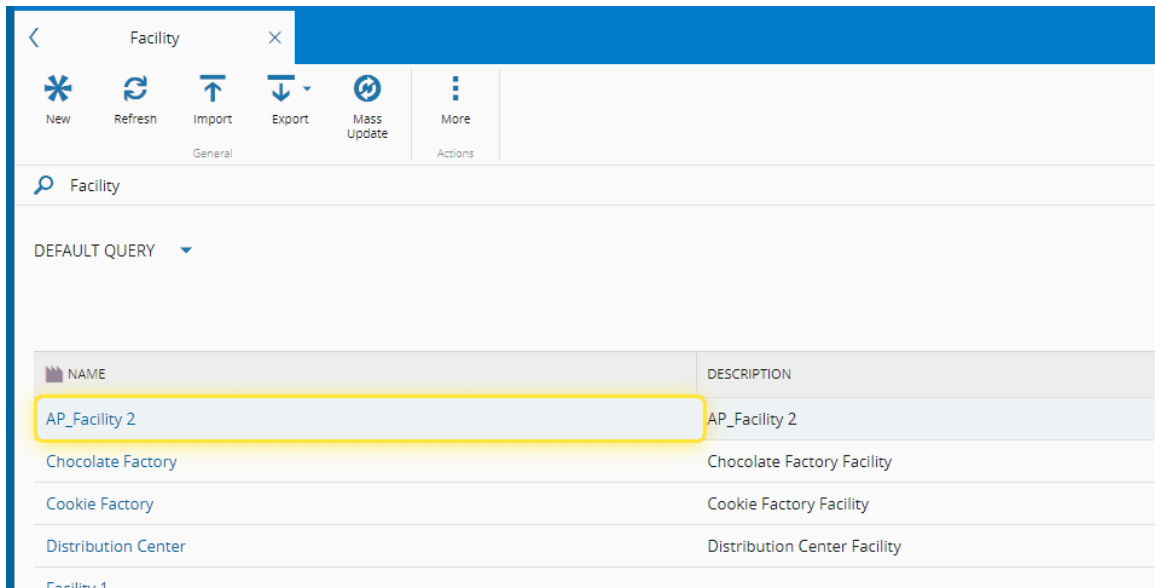
1. Go to the Business Data menu.



2. Select the Facility entity.



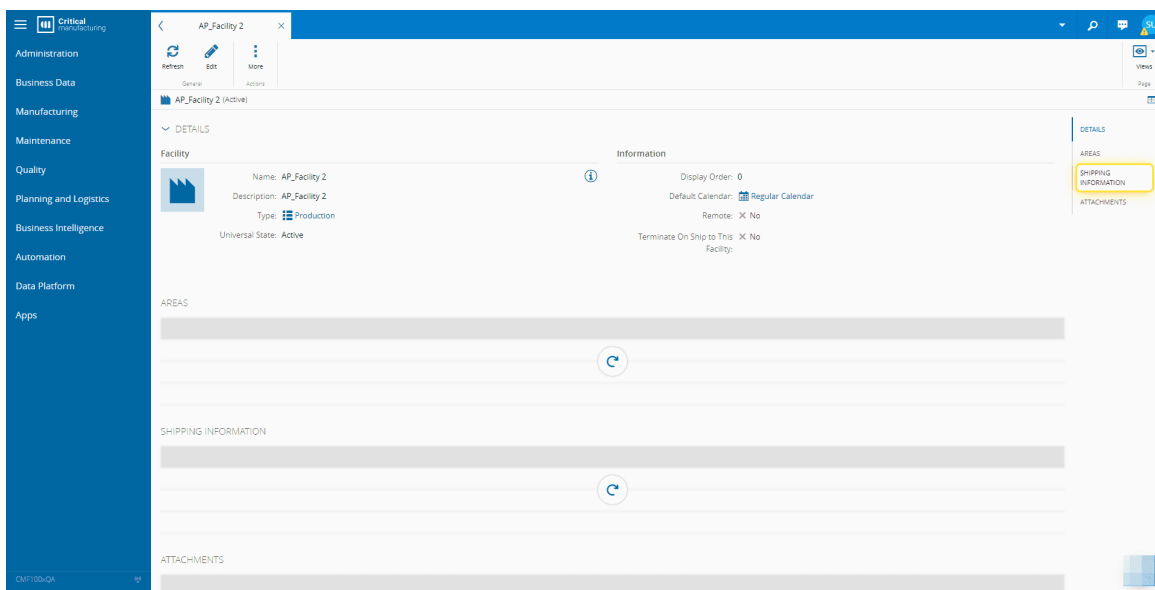
3. Select the Facility.



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

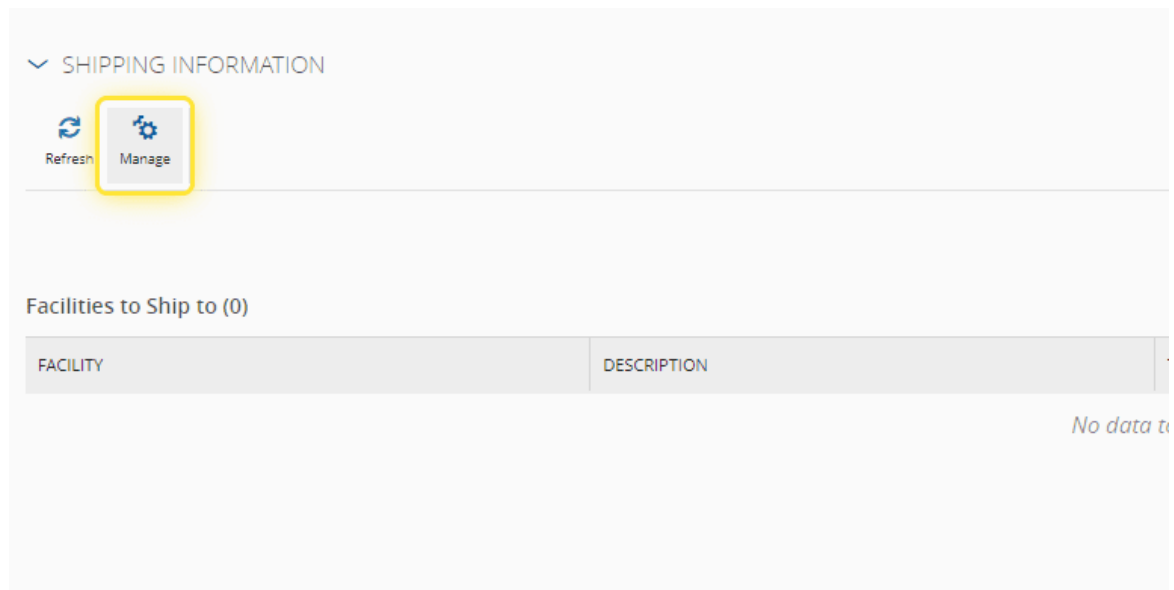
Display Order: 0
Default Calendar: Regular Calendar
Remote: X: No
Terminate On Ship to This: X: No
Facility:

AREAS

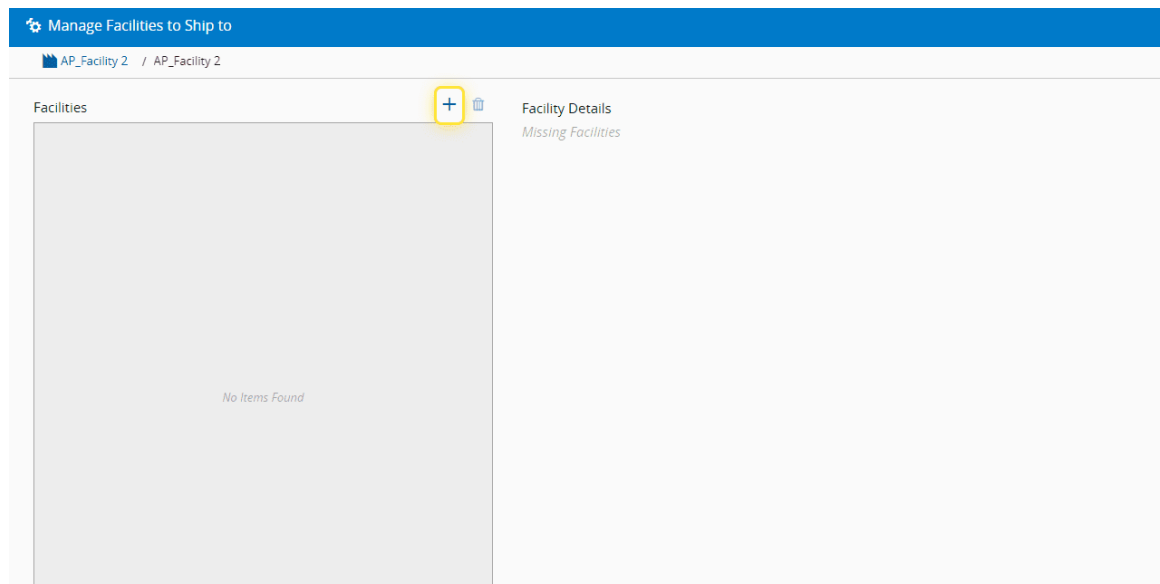
SHIPPING INFORMATION

ATTACHMENTS

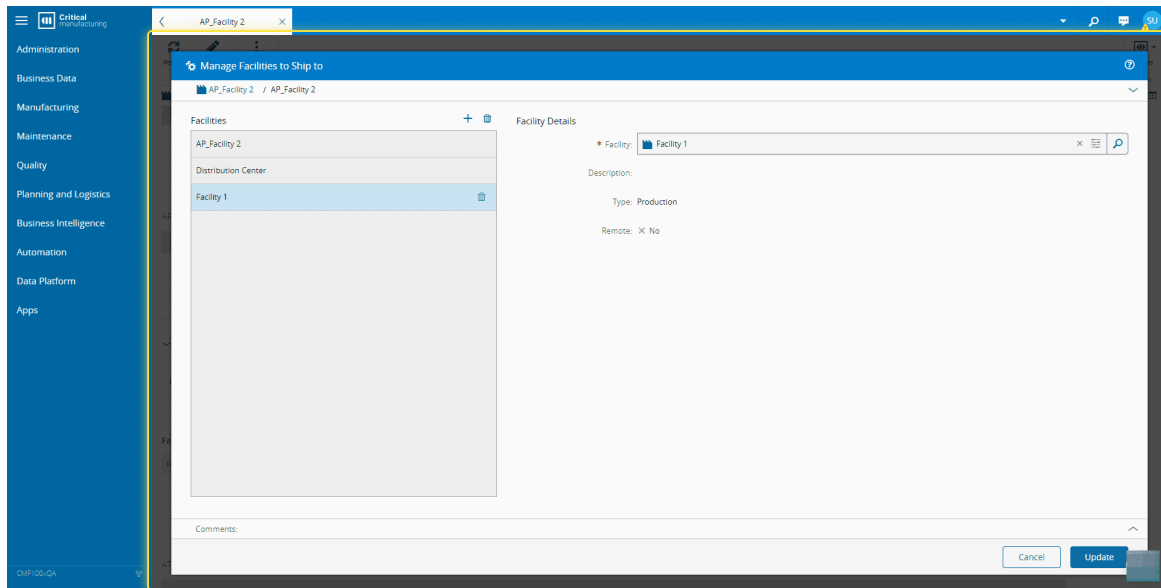
5. Select Manage.



6. Add the necessary Facilities to Ship to.



7. Select Update.





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