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Dynamics GP Shipping Methods Setup

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Go to **Microsoft Dynamics™ GP** button > **Tools** > **Setup** > **Company** > **Shipping Methods** to access the "Shipping Methods Setup" window

Shipping Method Setup

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Save Clear Delete

Shipping Method

Description

Shipping Type ☒ Pickup ☐ Delivery

Carrier

Carrier Account

Contact

Phone Number

1. Click the Lookup icon to the right of the **Shipping Method** line to open the Shipping Methods window

Shipping Methods

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Find by Shipping Method New Open

View: All Shipping Methods; by Shipping Method

Shipping Method	Description	Shipping Type
COURIER	Courier	Delivery
DROP SHIP	Drop Ship	Delivery
EXPRESS MAIL	Express Mail	Delivery
GROUND	Ground	Delivery
INTERNATIONAL	International	Delivery
LOCAL DELIVERY	Local Delivery	Delivery
MAIL	Post Office	Delivery
NEXT DAY	Next Day	Delivery
OVERNIGHT	Overnight Air	Delivery
PICKUP	Pickup	Pickup
TWO DAY	Two Day	Delivery

Select Cancel

2. Click on a shipping method and click **Select**. You will return to the Shipping Methods window, where the Shipping Method and Descriptions fields will now be populated
3. Designate the Shipping Type as either **Pickup** or **Delivery**