

The Order's Ship To Address

Last Modified on 03/30/2026 11:46 am EDT

This guide is intended for Duggal Visual Solutions general users specifically. Information herein may contain customizations and particulars specific to the Duggal aACE system. Click this [link](https://aace5.knowledgeowl.com/help) (https://aace5.knowledgeowl.com/help) for the General aACE Software aACE 5 Knowledge Base.

[Basic Information about The Order's Ship To Address](#)

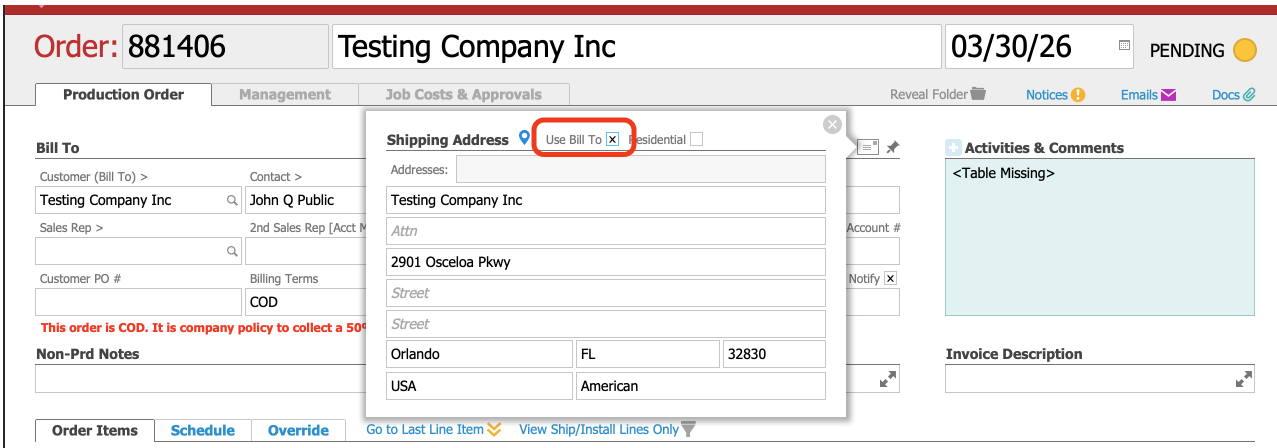
[The ShipTo Address Effect on Tax Calculations](#)

Basic Information about The Order's Ship To Address

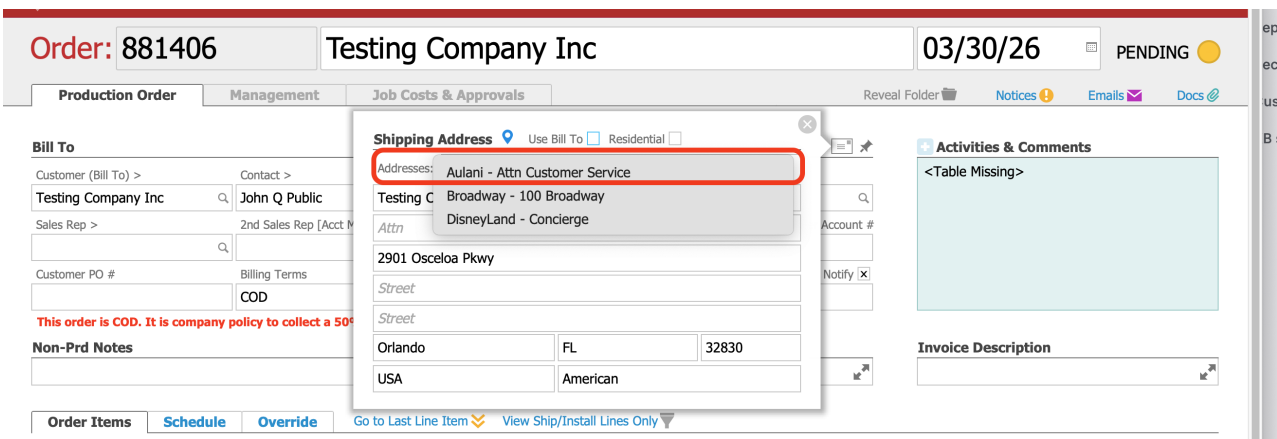
The ShipTo Address can be displayed by clicking the Envelope icon.

The screenshot shows a software interface for an order. At the top, it displays 'Order: 668230' and 'Testing Company Inc' with a page number '05/'. Below this are tabs for 'Production Order', 'Management', and 'Job Costs & Approvals'. The main area is divided into 'Bill To' and 'Ship To' sections. The 'Bill To' section includes fields for Customer (Testing Company Inc), Contact (John Q Public), Sales Rep (House Account), and Billing Terms (COD). The 'Ship To' section includes fields for Ship To Company (Testing Company Inc), Ship To Contact (John Q Public), Delivery Type (Ship Together), Shipping Terms, FOB, and Email Address (johnqpublic@testing.com). A red circle highlights the envelope icon in the 'Ship To' section, which is used to toggle the address display.

By default, the address is populated by the Company's Billing Address. By unchecking the Use Bill To checkbox, the fields become completely editable. Any address can then be entered and saved.



Alternatively, if the Company has a list of regularly used addresses, they can be placed into a drop-down list. Selecting an address title will populate the address fields. This list of addresses can be set up in the [Company record's Locations tab](https://www.google.com/url?q=https%3A%2F%2Fsites.google.com%2Fduggal.com%2Fduggal-wiki%2Fface-shipping%2Fcompany-locations-list&sa=D&sntz=1&usg=AOvVaw0nLI2TGEXulJ9VGptBRPyF) (<https://www.google.com/url?q=https%3A%2F%2Fsites.google.com%2Fduggal.com%2Fduggal-wiki%2Fface-shipping%2Fcompany-locations-list&sa=D&sntz=1&usg=AOvVaw0nLI2TGEXulJ9VGptBRPyF>).



The ShipTo Address Effect on Tax Calculations

If no shipments are created for an Order, and the Delivery Type is set to Ship Together (default), Ship Separately, or Not Applicable; then the address populating the ShipTo address fields will determine the tax rate applied to the Order, by default. (Meaning, if a NYC address populates the ShipTo, NYC tax will be applied.)

10 of 200 New + Edit ✎ Delete ✕ Print 🖨

668230 **Testing Company Inc** **05/06/19**

Order Management Job Costs & Approvals Reveal Folder 🗑 Notices 📢 Emails ✉

Shipping Address Use Bill To Residential

Addresses: Disney's Polynesian Village Resort - 1600 Seven Seas Drive

Testing Company Inc

43 W 24TH ST

New York NY 10010-3205

US American

Bill To > Company Inc Contact > John Q Public

Account 2nd Sales Rep [Acct] Billing Terms COD

Notes

Activities & Comments

Invoice Description

Items Schedule Override

Rev	Department	Line Item Code	Description	Originals	Each	Sq Ft	Unit Price	Unit Adj	Total	Tax	
Submit	310-2	DCP14	Digital C Print 11X14	10	1	1.07	10.00	0.00	100.00	DEF	
<p>Message</p> <p>DCP14: 8.88</p> <p>Shipping: 0.00 [The item total is 0.00.]</p> <p>Adjustment: 0.00 [The item total is 0.00.]</p> <p>OK</p>											
									Subtotal	100.00	10
									Adjustment	0.00	
									Total	100.00	10
									Shipping	0.00	0.00
									Tax	DEF	8.88
									Grand Total	108.88	9
									Payment Due	108.88	

Sales Priority: Normal Likely Value: 100.00% Ffmt Priority: Normal Start Date: 05/06/19 Ship Date: 05/07/19 Ship Time: 12:00 PM

Type: Route: Source: Job: 5/8/2019 Suggested

The tax applied to individual line items can be viewed by clicking the AvaTax icon, next to the Grand Total (while in Edit mode).

Record: 10 of 200 New Edit Delete Print Act

Order: 668230 Testing Company Inc 05/06/19 OPEN

Production Order Management Job Costs & Approvals Reveal Folder Notices Emails

Ship To

Customer (Bill To) > Contact >
 Testing Company Inc John Q Public

Sales Rep > 2nd Sales Rep [Acct]
 House Account

Customer PO # Billing Terms
 COD

Shipping Address Use Bill To Residential

Addresses: Disney's Animal Kingdom - 2901 Osceola Parkway
 Testing Company Inc
 2901 Osceola Parkway

Lake Buena Vista FL 32830-8410

USA American

Activities & Comments

Invoice Description

Order Items Schedule Override

Rev	Department	Line Item Code	Description	Originals	Each	Sq Ft	Unit Price	Unit Adj	Total	Tax
1	310-2	DCP14	Digital C Print 11X14	10	1	1.07	10.00	0.00	100.00	DEF

Summary

Subtotal	100.00	100%
Adjustment	0.00	
Total	100.00	100%
Shipping	0.00	0.00
Tax	DEF	6.50
Grand Total	106.50	94%
Payment Due	106.50	

Files

Sales Priority	Likely Value
Normal	100.00%

Fulfillment

Ffmt. Priority	Start Date	Ship Date	Ship Time
Normal	05/06/19	05/07/19	12:00 PM

Job > 5/8/2019 Suggested

The **Adjustment** field under the Subtotal is taxed using the rate derived from the ShipTo address.

If the **Shipment** field, under the Subtotal, is overwritten, rather than summed from related shipments, it is taxed using the rate derived from the ShipTo address.

If the **Delivery Type** is changed to **Pick Up**, the address of the order-writer's office is used to determine the appropriate tax-rate.

NOTE: If the tax profile is changed at the Line Item, or for the order, as a whole, to a Profile that specifies a PARTICULAR rate, the tax profile's rate will overwrite any address-related tax calculations. [\[See Explanation of Tax Profiles in this Sales Tax Set Up article.\]](#)

<https://aace5.knowledgeowl.com/help/-duggal-aace-5-knowledge-base-sales-tax-set-up>

Order: 668230 Testing Company Inc 05/06/19

Production Order Management Job Costs & Approvals Reveal Folder Notices Emails

Order (Bill To) > Contact >

Company Inc John Q Public

2nd Sales Rep [Acct Mgr] >

Account Billing Terms Disc %

COD

Order Notes

Ship To Validate

Ship To Company > Use Bill To Ship To Contact >

Testing Company Inc John Q Public

Delivery Type Courier Service Courier Account

Pick Up Pick Up

Ship Together

Ship Separately

Not Applicable

Email Address Notify

johnqpublic@testing.com

Notes for Invoice

Activities & Comments

Invoice Description

Order Items Schedule Override

Rev	Department	Line	Item Code	Description	Originals	Each	Sq Ft	Unit Price	Unit Adj	Total
Submit	310-2	>	DCP14	Digital C Print 11X14	10	1	1.07	10.00	0.00	100.00

Sales Priority Likely Value

Normal 100.00%

Type Route Source

Fulfillment

Ffmit Priority Start Date Ship Date Ship Time

Normal 05/06/19 05/07/19 12:00 PM

Job > 5/8/2019 Suggested

Subtotal 100.00

Adjustment 0.00

Total 100.00

Shipping 0.00 0.00

Tax DEF 8.88

Grand Total 108.88

Payment Due 108.88