

The Order's Ship To Address

Last Modified on 08/13/2025 7:51 pm 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](#)

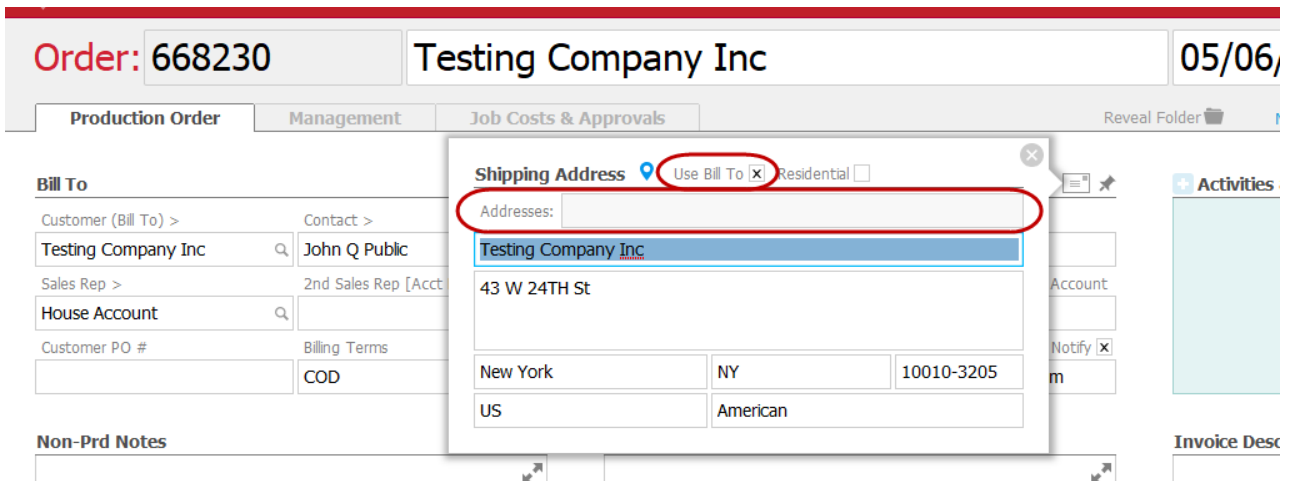
Basic Information about The Order's Ship To Address

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

The screenshot displays the aACE software interface for an order. At the top, the order number is 668230 and the company is Testing Company Inc. Below this, there are tabs for Production Order, Management, and Job Costs & Approvals. The 'Ship To' section is highlighted, and the 'Use Bill To' checkbox is circled in red. The 'Ship To' section contains fields for Ship To Company, Ship To Contact, Delivery Type, Courier Service, Courier Account, Shipping Terms, FOB, Email Address, and Notify. The 'Bill To' section contains fields for Customer (Bill To), Contact, Sales Rep, 2nd Sales Rep [Acct Mgr], House Account, Customer PO #, Billing Terms, and Disc %.

Bill To		Ship To	
Customer (Bill To) >	Contact >	Ship To Company >	Ship To Contact >
Testing Company Inc	John Q Public	Testing Company Inc	John Q Public
Sales Rep >	2nd Sales Rep [Acct Mgr] >	Delivery Type	Courier Service
House Account		Ship Together	
Customer PO #	Billing Terms	Shipping Terms	FOB
	COD		
		Email Address	Notify
		johnqpublic@testing.com	

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.



Order: 668230 Testing Company Inc 05/06/19

Production Order Management Job Costs & Approvals Reveal Folder

Bill To

Customer (Bill To) > Contact >

Testing Company Inc John Q Public

Sales Rep > 2nd Sales Rep [Acct]

House Account

Customer PO # Billing Terms

 COD

Non-Prd Notes

Shipping Address Use Bill To ☒ Residential ☐

Addresses:

Testing Company Inc

43 W 24TH St

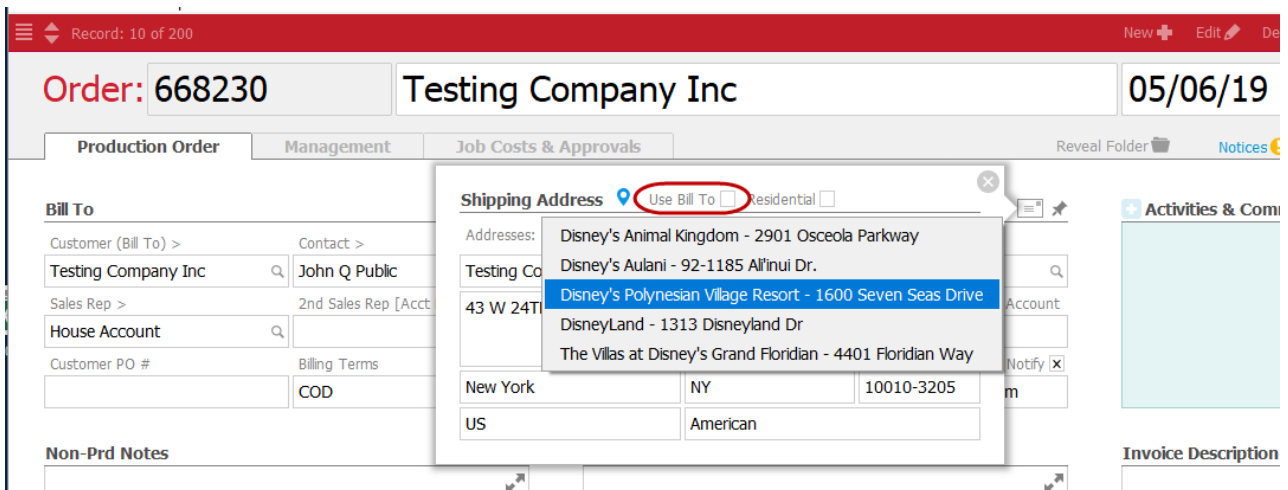
New York NY 10010-3205

US American

Activities

Invoice Desc

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%2Faace-shipping%2Fcompany-locations-list&sa=D&sntz=1&usg=AOvVawOnLI2TGEXuIJ9VGptBRPyF) (<https://www.google.com/url?q=https%3A%2F%2Fsites.google.com%2Fduggal.com%2Fduggal-wiki%2Faace-shipping%2Fcompany-locations-list&sa=D&sntz=1&usg=AOvVawOnLI2TGEXuIJ9VGptBRPyF>).



Record: 10 of 200 New + Edit De

Order: 668230 Testing Company Inc 05/06/19

Production Order Management Job Costs & Approvals Reveal Folder Notices

Bill To

Customer (Bill To) > Contact >

Testing Company Inc John Q Public

Sales Rep > 2nd Sales Rep [Acct]

House Account

Customer PO # Billing Terms

 COD

Non-Prd Notes

Shipping Address Use Bill To ☒ Residential ☐

Addresses:

Disney's Animal Kingdom - 2901 Osceola Parkway

Disney's Aulani - 92-1185 Ali'i Dr.

Disney's Polynesian Village Resort - 1600 Seven Seas Drive

DisneyLand - 1313 Disneyland Dr

The Villas at Disney's Grand Floridian - 4401 Floridian Way

43 W 24TH St

New York NY 10010-3205

US American

Activities & Com

Invoice Description

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

ction 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

Activities & Comments

Invoice Description

Notes

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

AvaTax icon (circled in red) next to Grand Total

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

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 Billing Terms

Customer PO # 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

Subtotal 100.00 100%

Adjustment 0.00

Total 100.00 100%

Shipping 0.00 0.00 **PSO**

Tax DEF 6.50 **Exempt**

Grand Total 106.50 94%

Payment Due 106.50

Fulfillment

Ffmit 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

p >

2nd Sales Rep [Acct Mgr] >

Account

PO #

Billing Terms

Disc %

COD

Notes

Ship To

Validate

Ship To Company > Use Bill To Ship To Contact >

Testing Company Inc John Q Public

Delivery Type

Pick Up

Ship Together

Ship Separately

Not Applicable

Courier Service

Courier Account

Pick Up

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%

n >

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

Shipping

Tax

DEF

Grand Total

Payment Due

Subtotal

Adjustment

Total

0.00

0.00

100.00

8.88

108.88

108.88