

Create New Shipments

Last Modified on 08/13/2025 10:58 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.

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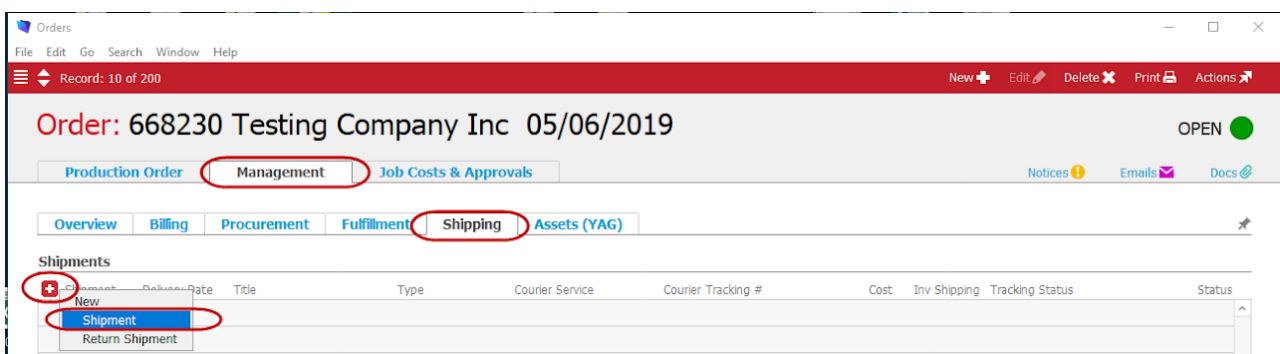
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Create New Shipment

To create a Shipment, in the Order, go to the Management tab. Select the Shipping subtab.

In the upper left corner of the Shipments list, click the **[+]** icon. Select New Shipment.



A new Shipment window appears.

Record: 1 of 1

New Edit Delete Print Actions

Shipment: 89857 **Testing Company Inc** **5/6/2019** **PENDING**

Outgoing Shipment Notices Emails Docs

Shipped To

Company > Testing Company Inc Contact > John Q Public

Shipping Terms FOB Tax Value 0.00

Order > 668230 Purchase Order > Invoice >

Shipment Info Purchased

Courier Service Courier Account # Shipping Cost 0.00

Package Type L W H Weight 0 x 0 x 0 0

Courier Tracking # Delivery Date 05/06/19

Description

Package IDs

Packing List

Line	Item Code	Description	Order	Purchase Order	Exp Qty	Quantity	Weight	Ref #s
1	DCP14	Digital C Print 11X14 GLOSSY	668230		10	10	0	

Dept: 910-1 Assigned By: Matthew Pelfrey Assigned To: Matthew Pelfrey Tracking Status Cancel Save

The Shipped To Address

The Shipped To address defaults to the order's selected ShipTo address.

The ShippedTo address may be viewed and edited by clicking on the Envelope icon. In Edit mode all fields are completely editable.

Outgoing Shipment

Shipped To

Company > Testing Company Inc Contact > John Q Public

Shipping Terms FOB Tax Value 0.00

Order > 668230 Purchase Order > Invoice >

Shipping Address

Addresses:

Testing Company Inc

2901 Osceola Pkwy

Lk Buena Vis FL 32830-8410

US American

Packing List

Also, the Company's Shipping Address List can be selected from in the Address drop down.

[\[See Creating Company Locations\]](https://aace5.knowledgeowl.com/help/company-locations-list/)

The screenshot shows the 'Outgoing Shipment' form. The 'Shipped To' section includes fields for Company (Testing Company Inc), Contact (John Q Public), Shipping Terms (FOB), and Value (0.00). Below these are links for Order (668230), Purchase Order, and Invoice. A 'Shipping Address' dropdown menu is open, showing a list of addresses: Disney's Animal Kingdom - 2901 Osceola Parkway, Disney's Aulani - 92-1185 Ali'i Dr. (highlighted), Disney's Polynesian Village Resort - 1600 Seven Seas Drive, Disneyland - 1313 Disneyland Dr, and The Villas at Disney's Grand Floridian - 4401 Floridian Way. The address fields below the dropdown show Lake Buena Vista, FL, 32830-8410, USA, and American.

Packing List

The Packing List is populated by all currently unshipped Order Line Items.

Undesired Line Items can be deleted by clicking the [x] on the far right of the Line. Quantities may be edited.

The screenshot shows the 'Outgoing Shipment' form for Shipment 89857, Testing Company Inc, dated 5/6/2019, with a status of PENDING. The 'Shipped To' section is the same as in the previous image. The 'Shipment Info' section includes fields for Courier Service (Duggal VanSmall- Manh), Courier Account #, Shipping Cost (0.00), Package Type, L, W, H, Weight, Courier Tracking #, and Delivery Date (05/06/19). The 'Description' section is empty. The 'Packing List' section shows a table with one line item:

Line Item Code	Description	Order	Purchase Order	Exp Qty	Quantity	Weight	Ref #(s)
1 > DCP14	Digital C Print 11X14 GLOSSY	> 668230		10 >>	1	0	#s

At the bottom of the form, there are fields for Dept (910-1), Assigned By (Matthew Pelfrey), Assigned To (Matthew Pelfrey), and Tracking Status, along with Cancel and Save buttons.

Courier Selection

Select the desired Courier Service. [\[See Courier Service Setup for more on Courier Services\]](https://aace5.knowledgeowl.com/help/shipping-preferences-and-configuration)

If FedEx or UPS Courier Service is selected, the NRG icon appears.

[\[See NRG Integration for more on FedEx and UPS systems integration\]](https://aace5.knowledgeowl.com/help/nrg-shipping-fedex-ups-integration)

[See Transmitting to NRG for more on creating and managing FedEx and UPS shipments]

(<https://aace5.knowledgeowl.com/help/transmit-to-fedex-ups-via-nrg>)

Shipment Info Purchased ☐

Courier Service Courier Account # Shipping Cost

Duggal VanSmall- Manh Brooklyn 0.00

L **W** **H** **Weight**

Duggal TruckFull- SI NewJersey Westchester Nassau

Duggal TruckPartial- Bronx Queens

Duggal TruckPartial- Manh Brooklyn

Duggal TruckPartial- SI NewJersey Westchester Nassau

Duggal VanLarge- Bronx Queens

Duggal VanLarge- Manh Brooklyn

Duggal VanLarge- SI NewJersey Westchester Nassau

Duggal VanSmall- Bronx Queens

Duggal VanSmall- Manh Brooklyn

Duggal VanSmall- SI NewJersey Westchester Nassau

Setting the desired Shipping Dept at the bottom of the window will place the Shipment record in the correct department's queue.

Shipment: 89837 **Disney's Aulani** **5/6/2019** **PENDING**

Outgoing Shipment Notices Emails

Shipped To Company > Contact >

Matthew Pelfrey Matthew Pelfrey

Shipping Terms FOB Tax Value

8227 Purchase Order > Invoice >

Shipment Info Purchased ☐

Courier Service Courier Account # Shipping Cost

FedEx Ground 0.00

Package Type L W H Weight

0 x 0 x 0 0

Courier Tracking # Delivery Date

05/06/19

Description

Package IDs

Shipping List

Line Item Code	Description	Order	Purchase Order	Exp Qty	Quantity	Weight	Ref #(s)
> 10P	Prototype	> 668227		10	1	0	#s
410-2	FULFILLMENT-10W24						
410-5	FULFILLMENT-BLDG25						

Dept: 410-5 Assigned By: Matthew Pelfrey Assigned To: George Wright Tracking Status Cancel

The Shipping Cost Field

The Shipping Cost field will be populated by the NRG FedEx/UPS engine, if the Shipment is transmitted to NRG. For other couriers, a quoted freight shipment for example, the Cost field may be populated manually. Based on how the Courier Service was set up, [\[See Courier](#)

[Service Setup for more on Courier Services\]](https://aace5.knowledgeowl.com/help/shipping-preferences-and-configuration) (<https://aace5.knowledgeowl.com/help/shipping-preferences-and-configuration>), the price of the Shipment that is passed on to the order's Shipping line is populated as:

1. A % Mark-up on the Cost field (ex. FedEd and UPS)
2. A % Margin on the Cost field (not currently in use)
3. A set Fixed Price, regardless the entry in the Cost field (Duggal Trucks and Vans)

Shipment: 89857 Testing Company Inc 5/6/2019 PENDING

Outgoing Shipment Notices | Emails | Docs

Shipped To
 Company > Testing Company Inc
 Contact > John Q Public
 Shipping Terms: FOB Value: 0.00
 Order > 668230 Purchase Order > Invoice >

Shipment Info
 Courier Service: Duggal VanSmall- Manh
 Courier Account #:
 Package Type: Package L: 10 W: 10 H: 10 Weight: 5
 Courier Tracking #:
 Delivery Date: 05/06/19

Purchased ☐
 Shipping Cost: 0.00

Description
 Package IDs:

Packing List

Line Item Code	Description	Base Order	Quantity	Weight	Ref #(s)
1 > DCP14	Digital C Print 11X14		1	0	#s

Message: Mark this shipment as shipped?
 Not Yet Yes

Dept: 910-1 Assigned By: Matthew Pelfrey Assigned To: Matthew Pelfrey Tracking Status:
 i ⚙

The Order's Management Tab

The Shipping Tab View

The Price and Cost is displayed per Shipment in the Order's Shipment List.

Order: 668230 Testing Company Inc 05/06/2019 OPEN

Production Order **Management** **Job Costs & Approvals** Notices | Emails | Docs

Overview **Billing** **Procurement** **Fulfillment** **Shipping** **Assets (YAG)**

Shipments

Shipment	Delivery Date	Title	Type	Courier Service	Courier Tracking #	Cost	Inv Shipping	Tracking Status	Status
> 89857	05/06/19	Testing Company Inc	OUT	Duggal VanSmall- Manh		0.00	125.00		

The Overview Tab View

In the Management tab > Overview subtab, the user can view the Line Item Quantities Shipped as well as the Values Shipped.

[illegible]

The Shipment Value Field

By default, the value will equal the quantity x line item unit price, but the value of a Shipment can be overwritten using the Shipment's Declared Value field.

Shipment: 89829 Matthew Pelfrey 5/10/2019

SHIPPED ☐

Outgoing Shipment

Notices

Emails

Docs

Shipped To

Residential ☒

Company > Contact >

Matthew Pelfrey

Shipping Terms FOB

Value

40.00

Order > Purchase Order >

668227

Shipment Info

Purchased ☐

Courier Service Courier Account # Shipping Cost

FedEx Ground 0.00

Package Type L W H Weight

0 x 0 x 0 0

Courier Tracking # Delivery Date

05/10/19

Description

Package IDs

Packing List

Line Item Code	Description	Order	Purchase Order	Quantity	Weight	Ref #(s)
1 > 10P	Prototype	> 668227		5	0	#s

Shipping Log - 2

File Edit Go Search Window Help

Record: 1 of 1

New

Edit

Delete

Print

Actions

Shipment: 89830 Matthew Pelfrey 5/10/2019

SHIPPED

Outgoing Shipment

Notices

Emails

Doc

Shipped To

Residential ☐

Company > Contact >

Matthew Pelfrey

Shipping Terms FOB

Value

0.00

Order > Purchase Order >

668227

Shipment Info

Purchased ☐

Courier Service Courier Account # Shipping Cost

FedEx Ground 0.00

Package Type L W H Weight

0 x 0 x 0 0

Courier Tracking # Delivery Date

05/10/19

Description

Package IDs

Packing List

Line Item Code	Description	Order	Purchase Order	Quantity	Weight	Ref #(s)
1 > 10P	Prototype	> 668227		5	0	#s

By populating the Value field, the value of the Shipment that is used as the base for tax calculations is changed from the default of a sum of the Packing Slip Line Item Values, to the new value.

This feature can be used for more complicated distributions that are difficult to accurately break apart from the way an Order's Line Items were written. The user can assign a single line item for the packing List and populate the Value field, even if several line items are actually shipped.

Order: **Shipment: 89858** **Testing Company Inc** **5/6/2019** **PENDING**

Overview **Outgoing Shipment** **Notices** **Emails** **Docs**

Shipments

- Shipment
- > 89857
- > 89858

Shipped To

Company > **Testing Company Inc** Contact > **John Q Public**

Shipping Terms **FOB** Value **25.00**

Order > **668230** Purchase Order > Invoice >

Shipment Info

Courier Service **FedEx Ground** Courier Account # Shipping Cost **0.00**

Package Type **L** **W** **H** Weight **0** **0** **0** **0**

Courier Tracking # Delivery Date **05/06/19**

Description

Package IDs

Packing List

Line	Item Code	Description	Order	Purchase Order	Exp Qty	Quantity	Weight	Ref #s
1	DCP14	Digital C Print 11X14 GLOSSY	> 668230		9	1	0	#s

Shipment effects on Tax Calculations

Shipment records can be used to determine sales tax liability. But they are not the only determinant of rates and amounts. The article [Sales Tax Scenarios](https://aace5.knowledgeowl.com/help/sales-tax-scenarios-2025) (<https://aace5.knowledgeowl.com/help/sales-tax-scenarios-2025>) details fifteen different Order and Shipping Scenarios having different effects on the Sales Tax calculation.

Order Items **Schedule** **Override**

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

Sales

Lead > Sales Priority **Normal** Likely Value **100.00%**

Campaign > Type **Production** Route **---** Source **---**

Fulfillment

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

Job > **668230**

Subtotal **100.00** 100%

Adjustment **0.00**

Total **100.00** 100%

Shipping **0.00** 125.00 **PSO**

Tax **DEF** **14.82** **Exempt** 94%

Grand Total **239.82**

Payment Due **239.82**

Sales Approved to Invoice ☐