

Create New Shipments

Last Modified on 11/24/2025 10:48 pm EST

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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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 Shipment.

Record: 5 of 55

New + Edit ✎ Delete ✕ Print 🖨 Actions ⚙

Order: 861660 Testing Company Inc 11/24/2025

OPEN

Production Order

Management

Job Costs & Approvals

Notices ⚠

Emails ✉

Docs 📄

Overview

Billing

Procurement

Fulfillment

Shipping

Assets

Shipments

+

Shipment

Ship Date

Title

Type

PO

Courier Service

Courier Tracking #

Cost

Invoice

Value

Installation

Status

>

111887

11/24/25

Testing Company

OUT

Duggal Truck

0.00

340.00

0.00

0.00

⬆

⬇

⬆

Shipments

New

Shipment

Return Shipment

Ship Date	Title	Type	PO	Courier Service	Courier Tracking #	Cost	Invoice	Value	Installation	Status
11/24/25	Testing Company	OUT		Duggal Truck		0.00	340.00	0.00	0.00	

A new Shipment window appears.

Record: 5 of 45

New Edit Delete Print Actions

Shipment: 111853 PROJECT: 20/26th St. Construction 11/12/2025 PENDING

Outgoing Shipment Build Packing List Notices Emails Docs

Shipped To

Company > Friends of the High Line Contact > Taylor Zakarin

Order > 861575 Packing Requirements Wood crate FOB Brooklyn

Description Shipment description

Value 1,814.56 Packing 0.00 Ship Cost 0.00 Invoice 0.00 Install 0.00

Shipment Info

Courier Account # Courier Service FedEx Ground Saturday Delivery Yes No

Package Type Your Packaging L 45 W 30 H 5 Weight 50

Courier Tracking # Ship Time 14:00:00 Ship Date 11/12/25

Package IDs Ref 01 10288432 Ref 02 235-457 Ref 03 1345

Shipping Address

Friends of the High Line 820 Washington Street - 4th Floor New York, NY 10014

Phone

Duties Payer Duties Payer Account #

Packing List

Line Item	Line Item Code	Description	Order	Purchase Order	Exp Qty	Quantity	Weight	Ref # (s)
1	> WFSV	Stair Construction _HL_20th &	> 861575		4	4	0	#s
2	> WFSV	Area Closed_HL_20 & 26thSt_12x18"	> 861575		4	4	0	#s
3	> WFBMT	Stairs closed, detour sign closest	> 861575		4	4	0	#s
4	> FLB	White Dibond 12" x 18"	> 861575		4	4	0	#s
5	> BRCRB	Packing	> 861575		1	1	0	#s
6	> BVAN1	Manhattan Small Van Delivery	> 861575		1	1	0	#s
7	> DSI	Installation	> 861575		1	1	0	#s

Dept 710-5 Assigned By Matthew Pelfrey Assigned To George Wright Tracking Status Ready To Ship Cancel Save

The Shipped To Address

The Shipping Address defaults to the order’s selected ShipTo address.

The ShippedTo address may be viewed and edited by clicking into the Address field. In Edit mode all fields are completely editable.

Record: 5 of 45

New Edit Delete Print Actions

Shipment: 111853 PROJECT: 20/26th St. Construction 11/12/2025 PENDING

Outgoing Shipment Build Packing List Notices Emails Docs

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Courier Tracking # Ship Time 14:00:00 Ship Date 11/12/25

Package IDs Ref 01 10288432 Ref 02 235-457 Ref 03 1345

Shipping Address

Addresses: Friends of the High Line 820 Washington Street - 4th Floor New York, NY 10014 USA American

Friends of the High Line 820 Washington Street - 4th Floor New York, NY 10014

Phone

Duties Payer Duties Payer Account #

Also, the Company’s Shipping Address Location List can be selected from in the Addresses

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

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.

Packing List

Line Item	Line Item Code	Description	Order	Purchase Order	Exp Qty	Quantity	Weight	Ref # (s)	
1	1	> WFSV	Stair Construction _HL_20th &	> 861575	4	4	0	#s	✖
2	2	> WFSV	Area Closed_HL_20 & 26thSt_12x18"	> 861575	4	4	0	#s	✖
3	3	> WFBMT	Stairs closed, detour sign closest	> 861575	4	4	0	#s	✖
4	4	> FLB	White Dibond 12" x 18"	> 861575	4	4	0	#s	✖
5	5	> BRCRB	Packing	> 861575	1	1	0	#s	✖
6	6	> BVAN1	Manhattan Small Van Delivery	> 861575	1	1	0	#s	✖
7	7	> DSI	Installation	> 861575	1	1	0	#s	✖

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 Account #

Courier Service

FedEx Ground

Saturday Delivery

☐ Yes ☒ No

Package Type

Your Packaging

Always Express Van

Duggal Truck

Duggal Van

Weight

50

Courier Tracking #

FedEx 1 Day Freight

FedEx 2 Day

FedEx 2 Day Freight

FedEx 3 Day Freight

FedEx Express Saver

FedEx Ground

First Overnight

Ground Home Delivery

International Economy

NeedItNow Van

Priority Overnight

Standard Overnight

Package IDs

ID 123

Ref C

102

Address Line 1

.20th &

Address Line 2

76th St 12x18"

City

State

Zip

Ex

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

Dept

710-5

Assigned By

Matthew Pelfrey

Assigned To

George Wright

Tracking Status

Ready To Ship

710-0

SHIPPING - HAMPTONS 200

710-1

SHIPPING-SHARED

710-10

SHIPPING - HAMPTONS 230

710-303

SHIPPING - BLDG303

710-5

SHIPPING - BLDG25

710-7

SHIPPING-BLDG500

710-8

SHIPPING - PNW

710-850

SHIPPING - CALI

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 to be charged to the customer is populated in the "Invoice" field 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)

Shipped To

Company >

Testing Company Inc

Contact >

John Q Public

Order >

861575

Packing Requirements


Wood crate

FOB

Brooklyn

Description

Shipment description

	Value	Packing	Ship Cost	Invoice	Install
	1,814.56	0.00	12.00	15.00	0.00

The Order's Management Tab

The Shipping Tab View

The Price ("Invoice") and Cost are displayed per Shipment in the Order's Shipment List.

Record: 1 of 1

New + Edit Delete X Print Actions

Order: 861575 PROJECT: 20/26th St. Construction Closure Signage 08/05/2025

OPEN

Production Order

Management

Job Costs & Approvals

Notices !

Emails

Docs

Overview

Billing

Procurement

Fulfillment

Shipping

Assets

Shipments

+ Shipment

Ship Date

Title

Type

PO

Courier Service

Courier Tracking #

Cost

Invoice

Value

Installation

Status

> 111853 11/12/25 PROJECT: 20/26th OUT FedEx Ground 12.00 15.00 1,814.56 0.00

Shipments 12.00 15.00 1,814.56 0.00

Non-Receiving POs (e.g. drop shipments)

PO

Date

Title

Vendor

Req By

Act Shipping Cost

Inv Shipping

Tracking Status

Status

POs 0.00
Total Cost 12.00

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.

Record: 1 of 1

New+EditDeletePrintActions

Order: 861575 PROJECT: 20/26th St. Construction Closure Signage 08/05/2025

OPEN

Production OrderManagementJob Costs & Approvals

NoticesEmailsDocs

Overview	Billing	Procurement	Fulfillment	Shipping	Assets	<input type="checkbox"/> Exclude Order from Commissions (EC)								
Order Item Description	EC	BO	DS	SO	Ord	Proc	Prd	Invoiced	Shipped	Ordered	Shipped	Invoiced	Remain	
Stair Construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4		0/4	0/4	4/4	554.56	554.56	0.00	554.56	
Area Closed_HL_20 &	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4		0/4	0/4	4/4	150.00	150.00	0.00	150.00	
Stairs closed, detour sign	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4		0/4	0/4	4/4	180.00	180.00	0.00	180.00	
White Dibond 12" x 18"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4		0/4	0/4	4/4	360.00	360.00	0.00	360.00	
Packing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1		0/1	0/1	1/1	25.00	25.00	0.00	25.00	
Manhattan Small Van	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1		0/1	0/1	1/1	95.00	95.00	0.00	95.00	
Installation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1		0/1	0/1	1/1	450.00	450.00	0.00	450.00	
										Subtotal	1,814.56	1,814.56	0.00	1,814.56
										Adjustment	0.00		0.00	0.00
										Total	1,814.56	0.00	0.00	1,814.56
										Tax	0.00		0.00	0.00
										Grand Total	1,814.56	0.00	0.00	1,814.56
										Order Balance				1,814.56
										A/R Balance				0.00
										Payment Due				1,814.56

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. Packing and Installation activity may have different tax treatment, so their values are summed separately from "all other" charges.

Shipped To

Company >

Testing Company Inc

Contact >

John Q Public

Order >

861575

Packing Requirements

Wood crate

FOB

Brooklyn

Description

Shipment description

Value

1,814.56

Packing

0.00

Ship Cost

12.00

Invoice

15.00

Install

0.00

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.

Shipment effects on Tax Calculations

Shipment records are used to 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) (<https://aace5.knowledgeowl.com/help/sales-tax-scenarios>) details fifteen different Order and Shipping Scenarios having different effects on the Sales Tax calculation.

Order Items

Schedule

Override

Go to Last Line Item

View Ship/Install Lines Only

#s	Line Item	Rev	Dept	Line Item Code	Desc.	Final Width	Height	Print	Originals	Each	Sq Ft	Unit Price	Unit Adj	Total	Tax
1	1	Submit	310-5	> DCP14	Digit	11 x 14		X	1	2	1.07	50.00	0.00	100.00	DEF
2	2	Submit	710-1	> FEDEX	Fede			X	1	1		12.50	0.00	12.50	DEF

Estimate Provided?

Yes

No

Sales

Lead

Sales Priority

Likely Value

Normal

100.00%

Campaign

Type

Route

Source

Production

Fulfillment

Ffmt Priority

Start Date

Ship Date

Ship Time

Normal

11/24/25

11/28/25

10:00 PM

Job

Sales Approved to Invoice

Order Needs Estimate

861656

Subtotal

Adjustment

Total

Tax

Grand Total

Payment Due

112.50

0.00

112.50

DEF 9.05

121.55

121.55

100%

100%

Exempt 84%