

Elements of an NRG Shipping Record [DRAFT]

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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.

[Elements of an NRG Shipment Record](#)

[Additional Options](#)

[Rates and Transit](#)

[Tracking Shipments in NRG Ship Connect](#)

[International Shipping with NRG Ship Connect](#)

[Creating Return Labels in NRG Ship Connect](#)

Elements of an NRG Shipment Record

The main window is straight-forward and easy to use.

The screenshot shows the 'Parcel View' window in aACE Software. The window title is 'Parcel View' and it displays '1 of 2402' parcels. The main heading is 'NEW SHIPMENT TO NRG SOFTWARE - ORDER # 7463'. Below this, there are two main sections: 'Shipment Addresses' and 'Shipment Information'.

Shipment Addresses:

- Receiver:** Company: NRG SOFTWARE, Name: CHRIS LARSON, Address: 179 N BROADWAY, City, State, Zip: MILWAUKEE WI 53202-6014, Country: United States. A 'Validate' button is present.
- Sender:** Phone: 262-432-0934, Email: clarson@nrgsoft.com. An 'Email Notifications' checkbox is also shown.

Shipment Information:

- Carrier/Service:** UPS, UPS Ground. An 'Additional Options' link is available.
- Package Detail:** 1 Pkg - 1 lb - \$199 value. A 'Scale' button is present.
- Package List:**

Package	Description	Value
#1	Package	1 lb \$199.00
- Order Details:** Order Date: 1/9/2013, Order #: 7463, Ref #: 7453, PO #: 4362, Label Date: [blank].
- Pay Method:** Sender. Account: NRG Software.
- Status:** New Shipment. A 'Ship' button is present.

Rates & Transit Times:

Service	Transit	Published	Discounted	Use
UPS Ground		8.83	8.83	Use
UPS 3 Day Select®	3	10.88	10.88	Use
UPS 2nd Day Air®	2	16.59	16.59	Use
UPS 2nd Day Air A.M.®	2	18.70	18.70	Use

At the bottom, there is a 'View Details' link, an 'All Carriers' checkbox, and a 'Get Rates' button. The user is identified as 'Chris Larson' and the user location is 'NRG Software'.

Sender address and default shipment preferences will be populated based on the Assigned To field in aACE. This field can be edited based on the accounts set up in the software.

Below you'll find an overview of each of the main window components.

SHIPMENT ADDRESSES

Sender Address - The sender info is pre-populated with the location address from the workstation preference.

An alternate sender address can be populated in the Alternate Address fields. You can select from the drop down menu to auto-populate addresses for your drop shippers (these are setup in your addresses section) or you can just add an address manually.

When rating a shipment, rates will be based on your account ZIP code, not the drop ship location.

Receiver Address - Simply add the address by typing in the fields or selecting from the address book.

Shipment Addresses

Receiver

Sender

NRG Software LLC

Chris Larson Paperless

10437 Innovation Drive

Milwaukee, WI 53226 UNITED STATES

Alternate Address (Prints on Labels)

Company

Name

Address

City, State, Zip

Country

Phone

Crystal Clear Cleaning Service

NRG Headquarters

NRG International

Shipment Addresses

Receiver

Sender

Company

Name

Address

City, State, Zip

Country

Phone

Email

Crystal Clear Cleaning Service

Mr. Clear

555 Main Street

College Park MD 20742

United States

301.258.6985

Clear@CCCleaning.com

Residential Address

Email Notifications

Email Notifications - Clicking this link allows you to setup the preferences for this specific shipment. You can also send a message along with the notification.

The default settings can be configured by simply clicking the Configure Default Settings link or under Preferences and the New Shipment tab.

Shipment Addresses

Custom Email Notifications

Receiver

Sender

Message

Thank You!!!

Configure Default Settings

Done

RATES & TRANSIT TIMES

By clicking on "Get Rates" you can bring in a summary of the rates and options available. To use a certain service click on the Use link located on the right hand side of the Rates & Transit Times box. More details about rates and transit times can be found by selecting the Rate Tab.

Rates & Transit Times				
Service	Transit	Published	Discounted	
FedEx Ground Home Delivery	1	9.53	9.53	Use
FedEx Ground	1	6.59	6.35	Use
FedEx Priority Overnight		26.07	12.24	Use
FedEx 2 Day		12.57	7.40	Use
View Details <input type="checkbox"/> All Carriers Get Rates				

SHIPMENT INFORMATION

The Shipment Information window displays all of the details of the current shipment.

Carrier/Service

UPS

UPS Ground

Additional Options

Delivery Confirm

Package Detail

Package List

1 Pkg - 4 lbs - \$50 value

Scale

Package

Multi

PACKAGE 1 of 1

Package Type

Package

Weight

4

Pounds

Box Size

Large Box

Ins. Value

50

Dimensions

L 30 W 12 H 12

Order Date

12/12/2013

Order #

Order123456789

Ref #

Ref837393

PO #

Label Date

Pay Method

Sender

Account: NRG Software

Status: Shipped

Tracking Number:

1ZE7R7544296178253

Ship Date:

3/3/2012

Billed Weight:

4.00

Published Rate:

10.03

Discounted Rate:

10.03

Adjusted Rate:

2

Third Party Ins:

Re-Print

Void

Track

Carrier/Service - When you select a carrier, the appropriate related services will be displayed. These are managed in the carriers preferences.

Additional Options

Delivery Confirmation - Verify that your shipment was delivered with your choice of signature or adult signature options. Cannot be used with COD.

C.O.D. - Rely on carrier to collect payment for your shipment at the time of delivery.

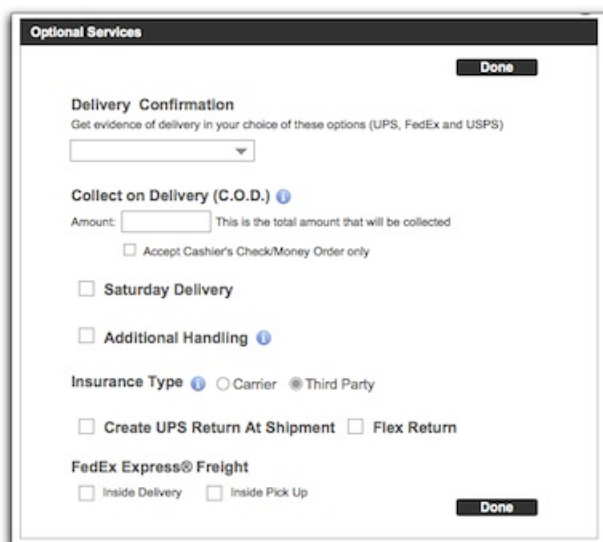
Saturday Delivery - Stretch your business week with Saturday Delivery.

Additional Handling - Select the check box if your package meets the following conditions

- Any article that is encased in an outside shipping container made of metal or wood
- Any cylindrical item, such as a barrel, drum, pail, or tire, that is not fully encased in a corrugated cardboard shipping container
- Any package with the longest side exceeding 60 inches or its second-longest side exceeding 30 inches
- Any package with an actual weight greater than 70 pounds

Insurance Type - You can select either carrier or third-party insurance for each shipment. The default selection and third-party rules are filled out on the Preferences > Insurance Tab.

Create UPS Return at Shipment - With this box checked, a return shipment will automatically be created once you ship.



SINGLE PACKAGE SHIPMENTS

Click on the Package icon in the Shipment info area. A new package will be added to the shipment with the default values defined on the NRG Ship Connect Preferences > New Shipment Tab.

MULTI-PACKAGE SHIPMENTS

If you have shipments with multiple packages, simply click on the Multi icon in the Shipment info area. A pop-up window (see below) will come up and you can enter the number of packages, total or per box weight, and then add dimensions if the boxes are all the same size, along with the insurance value. Click "OK" and the boxes will be added to the shipment

records.

Package Details

Create Multi-Package Items

Multi Box Specs

of Packages: 5

Weight: 5 Pounds

Weight Type: ☒ Package Weight ☐ Total Weight

Package Details

Package Type: Package

Box Size: Large Box

Dimensions: L 30 W 12 H 12

Insurance Value: 75

Cancel OK

Now that the boxes are added to the shipment record, you can view them by simply clicking on the Package located on the Package List. Here you can modify the details of the package.

The package list view displays all of the information for the multi-package shipment. If you would like to delete a package simply click the minus sign under the value header for any package you would like to delete.

Package Detail **Package List** 1 Pkg - 1 lbs - \$199 value Scale Package Multi

PACKAGE 1 of 1

Package Type: Package

Box Size: Large Box

Dimensions: L 30 W 12 H 12

Weight: 1 Pounds

Ins. Value: 199

Signature:

Package Detail **Package List** 3 Pkgs - 12 lbs - \$150 value Scale Package Multi

Package	Description	Dimensions	Weight	Value
#1	Package	30 x 12 x 12	1 lb	\$50.00
#2	Package	30 x 12 x 12	1 lb	\$50.00
#3	Package	24 x 8 x 6	10 lb	\$50.00

PAY METHODS

Default Pay Method is **Sender**, you can set payment to receiver, consignee or third party by selecting from the drop down menu.

Pay Method: Sender Account: NRG Software LLC

Payment via Receiver or Third Party

You must know the account number, the postal code it is billed to and the country.

Pay Method	Third Party	Carrier Acct		Postal Code	
Account		Country			

Pay Method	Receiver	Carrier Acct		Postal Code	
Account		Country			

Payment via Consignee

A consignee is a UPS customer who has agreed to pay your shipping charges. This will typically be the receiver.

Pay Method:	Consignee
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SHIPMENTS RESULTS

Once you've shipped a package, the "ship" button is removed from the main layout and the Status area will be displayed. The shipment status will be shown as shipped. You can reprint your label, void your shipment or track your shipment from this area.

Status: Shipped	
Tracking Number:	1ZE7R7541294931971
Ship Date:	1/3/2011
Billed Weight:	27
Published Rate:	27.63
Discounted Rate:	27.63
Adjusted Rate:	29.73
Third Party Ins:	2.1
	Re-Print
	Void
	Track

Rates and Transit

The Rates tab is a more detailed view of the different carrier options available for a specific shipment.

Parcel View

764 of 969

Parcel Return Repeat Delete Pack List Invoice Parcel Shipments Addresses Preferences Main Menu

NEW SHIPMENT TO NRG SOFTWARE - ORDER # 14528INV

Complete Shipment Rates & Schedule Details - Use: UPS Ground as Service

Service	Weight	Transit Time	Date	Time	Base	Options	Published	Discounted	Adjusted	
FedEx First Overnight	5.0		6/14/2011		51.70	8.53	60.23	60.23	62.23	Use
FedEx Priority Overnight	5.0		6/14/2011		26.70	2.33	29.03	16.48	18.48	Use
FedEx Standard Overnight	5.0		6/14/2011		22.60	1.98	24.58	13.96	15.96	Use
FedEx 2 Day	5.0		6/15/2011		12.25	1.09	13.34	7.70	9.70	Use
FedEx Express Saver	5.0		6/15/2011		11.15	0.99	12.14	7.01	9.01	Use
UPS Ground	5.0				6.34	0.00	6.34	6.34	8.34	Use
UPS 3 Day Select®	5.0	3			9.80	0.00	9.80	9.80	11.80	Use
UPS 2nd Day Air A.M.®	5.0	2		10:30 AM	15.72	0.00	15.72	15.72	11.00	Use
UPS 2nd Day Air®	5.0	2			13.51	0.00	13.51	13.51	9.46	Use
UPS Next Day Air Saver®	5.0	1		3:00 PM	25.17	0.00	25.17	25.17	17.62	Use
UPS Next Day Air® Early A.M.®	5.0	1		8:00 AM	65.08	0.00	65.08	65.08	45.56	Use
UPS Next Day Air®	5.0	1		10:30 AM	29.12	0.00	29.12	29.12	20.38	Use
UPS Basic							5.37	5.37	7.37	Use
USPS Express Mail							19.60	19.60	21.60	Use
USPS Express Mail Flat Rate Envelope							18.30	18.30	20.30	Use
USPS Express Mail Legal Flat Rate Envelope							18.30	18.30	20.30	Use

User: Eric Buchman Location: NRG Software

100% Browse

All Carriers **Update Rates**

Tracking Shipments in NRG Ship Connect

The Results Tab in NRG Ship Connect shows the carrier tracking detail of the shipment.

Parcel View

115 of 122

Parcel Return Repeat Delete Pack List Invoice Parcel Shipments Addresses Preferences Main Menu

SHIPMENT TO TEST CO

United States Log-In

My UPS Shipping Tracking Freight Locations Support Business Solutions

Tracking Number **Track** Log-In for additional tracking details. Other Tracking C

Tracking Detail Print Help

1ZE7R7540390659255 Updated: 06/13/2011 10:29 A.M. E

Order Processed: Ready for UPS

A UPS shipping label has been created. Once the shipment arrives at our facility, the tracking status—including the scheduled delivery date—will be updated.

Label Created On: 03/10/2011 **Change Delivery**

Shipping Information

To: MILWAUKEE, WI

Shipped By

UPS Ground

Reload Back

User: Eric Buchman Location: NRG Software

100% Browse

International Shipping with NRG Ship Connect

NRG Ship Connect supports international shipping and the creation of international customs forms.

SHIPPING DOCUMENTS ONLY

If you are shipping documents in a UPS or FedEx Letter envelope, International documentation is not required. The description field and the checkbox "Documents Only" will be visible for shipments set to be delivered outside of the US. Add a brief description and check the box as shown below to prepare your shipping label.

PROVIDING YOUR OWN INTERNATIONAL DOCUMENTS

You can prepare your own international documents and still generate shipping labels. Enter in the declared value and description on the main shipment page. Then check the box on the International Tab that indicates you will preparing your own documents.

PREPARING INTERNATIONAL DOCUMENTS WITH NRG SHIP CONNECT

If you choose to use NRG Ship Connect to produce your documentation - the software will print out Commercial Invoices, NAFTA certificates of origin, SED and Certificate of origin statements.

COMMERCIAL INVOICE

A Commercial Invoice is used for all shipments containing non-documents. The Invoice is the primary document used for importation control, valuation, and duty determination. This document identifies the products being shipped.

Invoice should include:

- Complete name and address information for both shipper and consignee.
- Phone numbers for both shipper and consignee.
- Terms of Sale (Incoterm).
- Reason for Export.

- Include a complete description of the item.
- What is the item?
- What is the item used for?
- Harmonized Tariff Codes, if known.
- Country of origin (where manufactured) for each commodity.
- Number of units, unit value, and total value (purchase price) of each item.
- Number of packages and total weight.
- Shipper's signature and date.
- A nominal or fair market value must be stated for items of no commercial value.

NAFTA CERTIFICATE

The screenshot shows a software interface for a NAFTA Certificate of Origin. It has four tabs: 'COMMERCIAL INVOICE', 'NAFTA CERTIFICATE' (which is selected and highlighted in blue), 'SED / CERTIFICATE OF ORIGIN', and 'ADDITIONAL INT'L'. Below the tabs, a header line reads: 'NAFTA Certificate of Origin is used by Canada, Mexico, and the US, including Puerto Rico, to determine if goods imported into their countries receive reduced or eliminated duty.' The form is divided into two main sections: 'SOLD TO:' and 'PRODUCER:'. The 'SOLD TO:' section includes fields for Company, Address, City/Prov/Postal, Country (a dropdown menu), Shipper Tax ID, Preference, and Net Cost. There is a 'Set from Ship To' link above the Company field and an 'Applies to NAFTA:' checkbox at the bottom. The 'PRODUCER:' section includes a dropdown menu for the Producer, a 'Blanket Period:' field with date pickers, Company, Address, City/Prov/Postal, Country (a dropdown menu), and Tax ID. There is a 'Set from Shipper' link above the Company field.

The NAFTA Certificate of Origin is used by Canada, Mexico, and the United States, including Puerto Rico, to determine if goods imported into their countries receive reduced or eliminated duty as specified by the North American Free Trade Agreement (NAFTA).

The NRG Ship Connect application is designed for goods whose origin is the U.S. or Puerto Rico only.

The NAFTA Certificate of Origin must be attached to an Invoice if the shipment is valued at greater than:

- \$1,000 USD and is being sent to a Mexican destination from Canada or the U.S.
- \$1,600 (Canadian dollars) and is being sent to a Canadian destination from Mexico or the U.S.
- \$2,500 USD and is being sent to a U.S. destination from Canada or Mexico.

Shipments valued at less than the above amounts do not require a NAFTA Certificate of Origin. Instead, the customer should type the following statement on the shipment's invoice:

"I hereby certify that the good covered by this shipment qualifies as an originating good for purposes of preferential tariff treatment under the NAFTA."

SED AND US CERTIFICATE OF ORIGIN - CO

COMMERCIAL INVOICE NAFTA CERTIFICATE **SED / CERTIFICATE OF ORIGIN** ADD'L INTERNATIONAL

SED is used for developing export stats & controls and is required for shipping single commodities valued over \$2,500 or commodities requiring license or license exemption.

Electronic Export Information (EEI)

1. File SED/EEI [File with AES/Ship?](#)

2. Enter SED/EEI Exemption or Proof of Filing

AES Citation or FTR Exemption #

Sender TIN or DUNS ☐ SSN ☐ EIN ☐ DUNS

Recipient TIN

Shipper's Export Declaration (SED) filing is generally required by the U.S. Census Bureau for U.S. exports that contain a single commodity's value exceeding US\$2,500.00. All SED information is provided to the U.S. Census Bureau and is used for export compliance and governmental reporting.

ADDITIONAL INTERNATIONAL

COMMERCIAL INVOICE NAFTA CERTIFICATE SED / CERTIFICATE OF ORIGIN **ADD'L INTERNATIONAL**

Duties and Tax

Enter duties payment information below:

Payor Type ☒ Sender ☐ Recipient ☐ Third Party

Account Number 123456789

Country Code United States

FedEx Express® Freight

These fields are required for International Freight Shipping:

Freight Shippers Load and Count:

Freight Booking Confirmation #:

Ultimate Consignee Forward Agent Intermediate Consignee Broker

The ultimate consignee is person/company who receives goods for end-use or the person/company listed on the export license.

Set from Ship To

Company

Address

City/Prov/Postal

Country

The Additional International tab provides an area for additional information such as Ultimate Consignee, Forward Agent, Intermediate Consignee, Broker and such things as Ship Tax ID's and Payor Type, if different than the sender.

ADDING GOODS

In addition to the information required for each form, you'll have to add product information. You can add products using the "Add Goods" popup window. There are tabs on the window that outline what details you will need for each product based on the form(s) that you are preparing. For descriptions, simply roll over the labels of each field on the form to if you need assistance on what to enter. (see picture below).

You can save recurring product information in many of the fields so you don't have to look up the same information over and over again. An example would be saving the tariff codes you use most frequently to the tariff code pulldown menu.

Item Editor

Create Parcel Item

Packing Slip | Comm Invoice | **NAFTA** | Ship Export Dec | Cert Origin

Description*

Part Number

Quantity* Unit Weight* Pounds Units* ☐ Ea ☐ Pcs

Unit Price* Total*

Harmonized Code* Country of Mfg* United States

SKU

* Required for Commercial Invoice or US Postal Int'l Forms

Cancel OK

Once you've added the product detail - the product will be displayed in the list view on the main international page. At any time you can edit it by clicking on the row.

Goods / Commodities in Shipment					
Description	Tariff Code	Origin Country	Qty	Unit Value	Total
▶ E-Cigar Blank Cartridge (Pack of 5)			3	3.29	9.87
▶ Johnson Creek Sample Pack v2			2	19.95	39.90
▶ Johnson Creek Sweet Strawberry Smoke Juice			3	9.95	29.85
▶ Johnson Creek Vanilla Ice Cream Smoke Juice			1	19.95	19.95
▶ Long 6" Straight Tweezers			1	3.49	3.49

Add Goods Ship

Creating Return Labels in NRG Ship Connect

Creating a return shipment is similar to creating a shipment. You can create a return label or request from a "shipped" shipment or "new shipment" by clicking on the "Return" icon on the main menu of the Main Shipping screen. After doing this, it will duplicate that shipment and then take you to the returns input screen.

Complete the shipment details as you would on a regular shipment to create your return label.

Return Label

☒ Generate Return Label

Back to Main

Description

RETURN

Carrier/Service

UPS

UPS Ground

Items: 1 total - 5 lbs - \$500 value

☒ Package

Package	Packaging	Dimensions	Weight	Value
#1	Package	30 x 12 x 12	5 lb	\$500.00

Order Date

Invoice #

Ref #

PO #

Label Date

Pay Method: Sender

Postal Code:

Acct #:

Country:

Status: New Shipment

Return