

Packing List Methods [Draft]

Last Modified on 08/20/2025 12:28 pm EDT

A distribution list of addresses can be imported into an aACE Order by using a related Shipment’s [Duplicate to Import Action](https://aace5.knowledgeowl.com/help/duplicate-to-import) (<https://aace5.knowledgeowl.com/help/duplicate-to-import>).
See [Preparing Excel for Import](https://aace5.knowledgeowl.com/help/preparing-excel-for-import) (<https://aace5.knowledgeowl.com/help/preparing-excel-for-import>) for instructions on formatting an Excel Sheet for importing to aACE Shipments.

First, create a Shipment from the Order (If using an address from the distribution list, remember to remove it from the import list, else you will have a duplicate created. If not using an address from the distribution list, remember to delete the original shipment after the import.)

Packing List Methods

The Shipment’s Packing List will automatically be populated by all currently un-shipped order line items (if the underlying codes were set to have “shipping enabled”). Remove Line items from the List by clicking the X on the far right of each row. The Quantities shipped may also be edited.

Order: 668252 EILEEN FISHER

Production Order

Management

Shipment: 89921

EILEEN FISHER

PENDING

Overview

Billing

Procurement

Full

Shipments

New

Shipment

Return Shipment

Shipment	Ship Date	Title
		EILEEN FISHER

Shipping Address

Addresses:

EILEEN FISHER

2 Bridge Street

Suite 230

Irvington

NY

10533

USA

American

Description

Package IDs

Shipped To

Company >

EILEEN FISHER

Contact >

Jesse Whiting

Shipping Terms

FOB

Value

0.00

Order >

668252

Purchase Order >

Invoice >

Packing List

Line Item Code	Description	Order	Purchase Order	Exp Qty	Quantity	Weight	Ref # (s)	
1 > BNFRETPP	Prep files, show PDFs for approval	> 668252		1 >>	1	0	#s	X
2 > POC	Print on 2nd surface cling - 30 x 3.3208	> 668252		8 >>	8	0	#s	X
3 > POC	Print on 2nd surface cling - 40 x 4.277	> 668252		5 >>	5	0	#s	X
4 > POC	Print on 2nd surface cling - 50 x 5.233	> 668252		32 >>	32	0	#s	X
5 > POC	Print on 2nd surface cling - 60 x 6.189	> 668252		14 >>	14	0	#s	X
6 > POC	Print on 2nd surface cling - 80 x 8.101	> 668252		5 >>	5	0	#s	X
7 > WFI	Print on insight heavy canvas - 39.35 x 29.25	> 668252		3 >>	3	0	#s	X
8 > WFI	Duo - Print on insight heavy canvas - 29.35 x 39.25	> 668252		10 >>	10	0	#s	X
9 > WFI	Single - Print on insight heavy canvas - 29.35 x 39.25	> 668252		3 >>	3	0	#s	X
10 > WFI	Duo - Print on insight heavy canvas - 40.875 x 57.75	> 668252		36 >>	36	0	#s	X
11 > WFI	Single - Print on insight heavy canvas - 40.875 x 57.75	> 668252		9 >>	9	0	#s	X
12 > WFI	Duo - Print on insight heavy canvas - 50 x 67	> 668252		11 >>	11	0	#s	X
13 > WFI	Single - Print on insight heavy canvas - 50 x 67	> 668252		4 >>	4	0	#s	X
14 > WFI	Print on insight heavy canvas - 50 x 38	> 668252		2 >>	2	0	#s	X
15 > 10CAF	1" diameter dowels w. eyehooks - 50" long	> 668252		17 >>	17	0	#s	X
16 > BFL-TRK24	Packing and Handling - 57 Locations	> 668252		57 >>	57	0	#s	X
17 > DIST	Distribution Code	> 668252		57 >>	57	0	#s	X

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

PO	Date	Title
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Shipping Log

Record: 1 of 1

New Edit Delete Print Actions

Shipment: 89921 EILEEN FISHER 6/25/2019

PENDING

Outgoing Shipment

Notices Emails Docs

Shipped To Residential ☐

Company > EILEEN FISHER Contact > Jesse Whiting

Shipping Terms FOB Value 0.00

Order > 668252 Purchase Order > Invoice >

Shipment Info Purchased ☐

Courier Service FedEx Ground Courier Account # Shipping Cost 0.00

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

Courier Tracking # Ship Date 06/25/19

Description

Package IDs

Packing List

Line Item Code	Description	Order	Purchase Order	Quantity	Weight	Ref #(s)
1 > DIST	Distribution Code	668252		1	0	#s

Dept 715-1 Assigned By Matthew Pelfrey Assigned To Matthew Pelfrey Tracking Status

There are two methods in how to set up aACE Shipment Packing Lists.

1. Assign the Actual Line Items that are in the package.
2. Assign a “dummy” line item (see the code DIST used below) to the Packing List and enter a value (representing the value of the entire shipment) in the Declared Value field. Tax calculations will use this value rather than the sum of the Packing List Line Item Values.

Record: 3 of 213

New Edit Delete Print Actions

Order: 668252 EILEEN FISHER 06/24/2019

OPEN

Production Order Management Job Costs & Approvals

Overview Billing Procurement Fulfillment Shipping Assets (YAG)

Shipments

Shipment	Ship Date	Title
> 89922	06/25/19	NORTHAMPTON
> 89923	06/25/19	HINGHAM
> 89924	06/25/19	BOSTON
> 89925	06/25/19	CHESTNUT HILL
> 89926	06/25/19	WELLESLEY
> 89927	06/25/19	GREENWICH
> 89928	06/25/19	WESTPORT
> 89929	06/25/19	FIFTH AVENUE
> 89930	06/25/19	WEST BROADWAY
> 89931	06/25/19	COLUMBUS CIRCLE
> 89932	06/25/19	MADISON AVENUE
> 89933	06/25/19	COLUMBUS AVE
> 89934	06/25/19	IRVINGTON
> 89935	06/25/19	WHITE PLAINS
> 89936	06/25/19	BROOKLYN
> 89937	06/25/19	EAST HAMPTON

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

Shipping Log

Record: 1 of 57

New Edit Delete Print Actions

Shipment: 89922 NORTHAMPTON 6/25/2019

PENDING

Outgoing Shipment

Notices Emails Docs

Shipped To Residential ☐

Company > EILEEN FISHER Contact > Jesse Whiting

Shipping Terms FOB Value 165.00

Order > Purchase Order > Invoice >

Shipment Info Purchased ☐

Courier Service FedEx Ground Courier Account # Shipping Cost 0.00

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

Courier Tracking # Ship Date 06/25/19

Description

Package IDs

Packing List

Line Item Code	Description	Order	Purchase Order	Quantity	Weight	Ref #(s)
1 > DIST	Distribution Code	668252		1	0	#s

