Packing List Methods [Draft]

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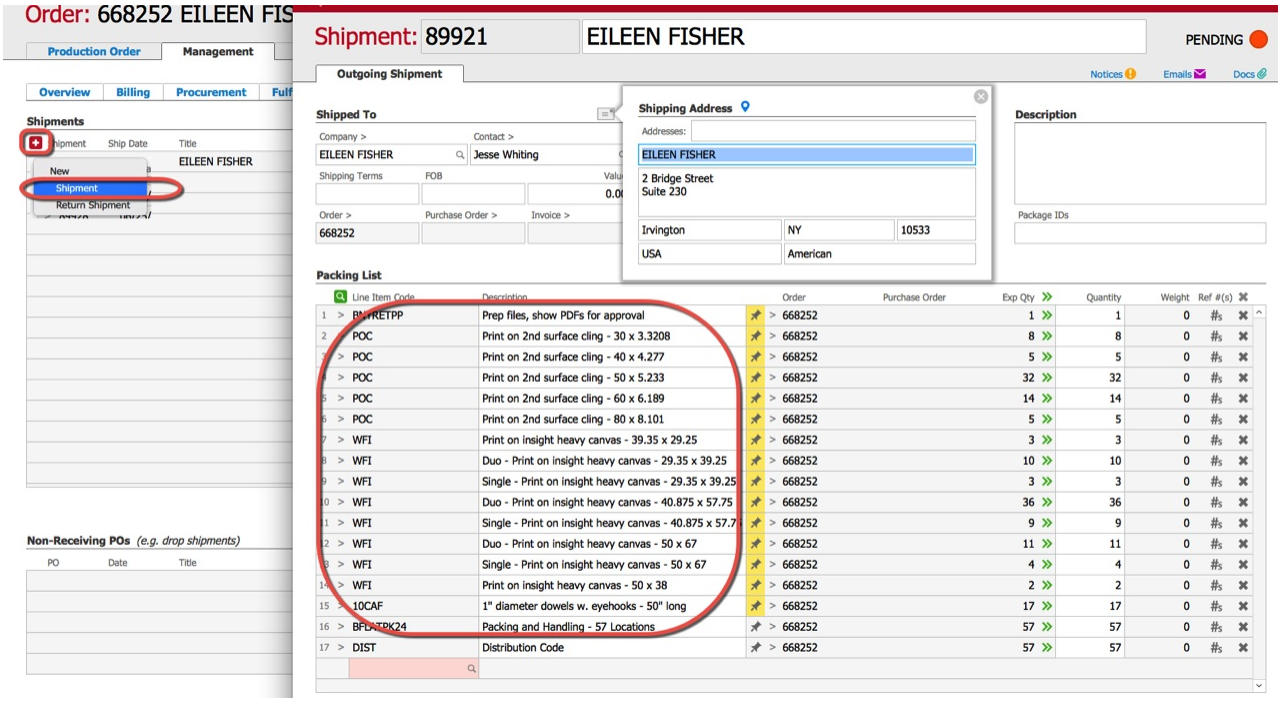
A distribution list of addresses can be imported into an aACE Order by using a related Shipment's Duplicate to Import Action (https://aace5.knowledgeowl.com/help/duplicate-to-import).

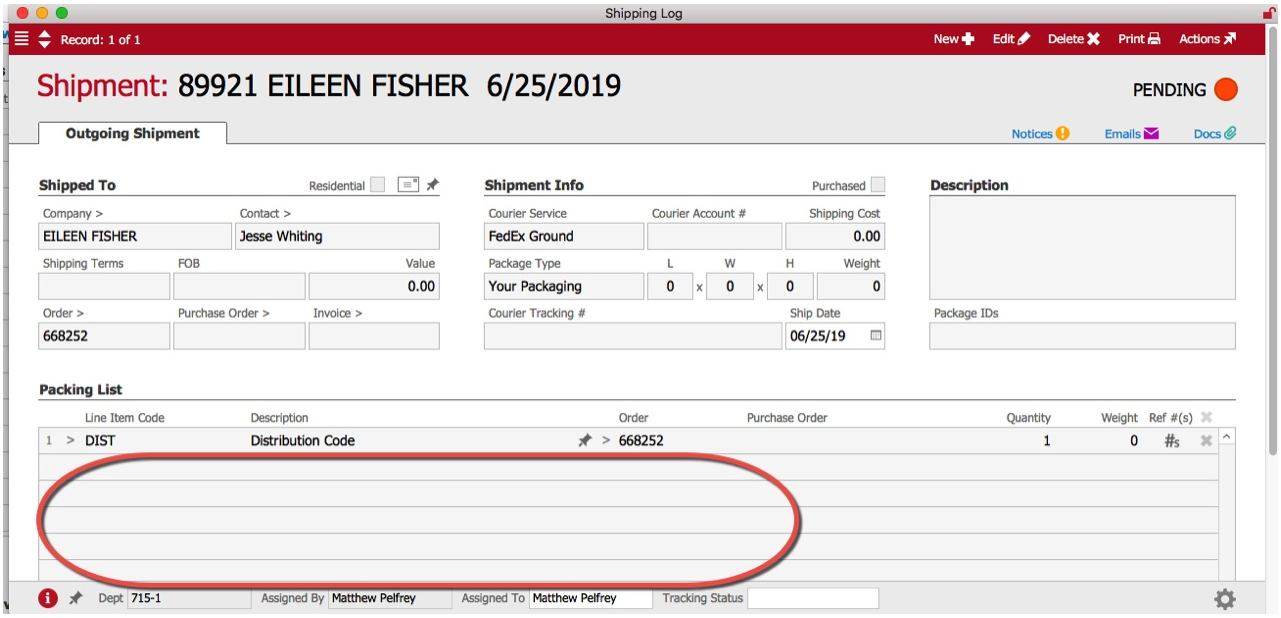
See Preparing Excel for Import (https://aace5.knowledgeowl.com/help/preparing-excel-for-import) for instructions on formatting an Excel Sheet for importing to aACE Shipments.

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.)

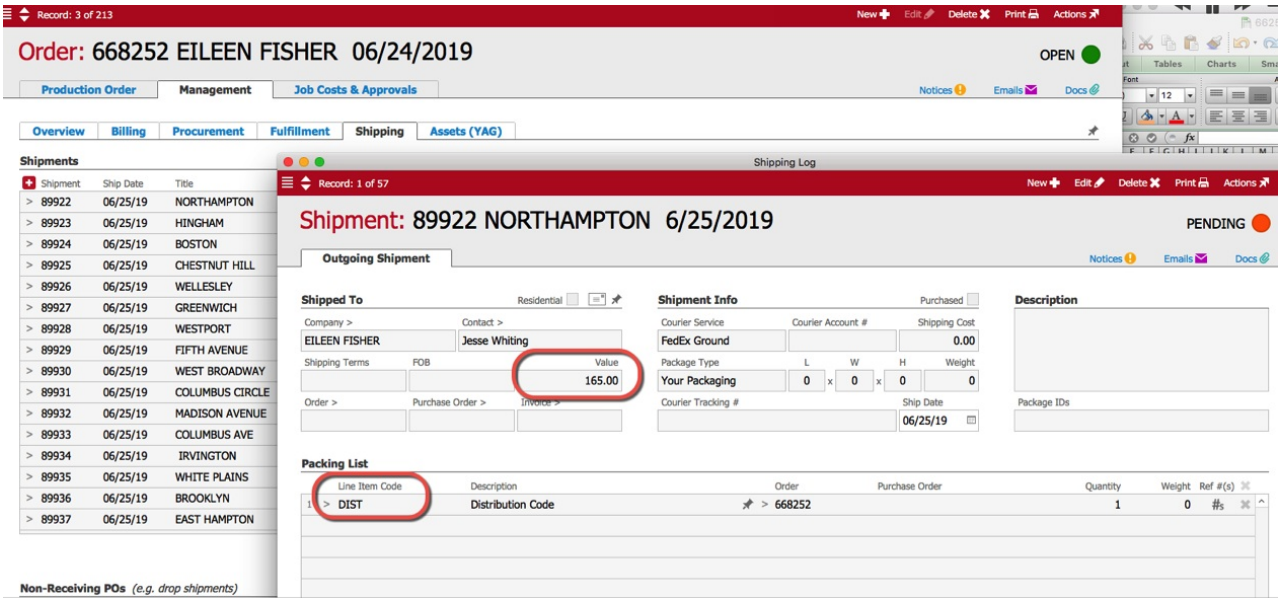
Packing List Methods

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.





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.