

Packing List Methods

Last Modified on 04/02/2026 9:06 am EDT

The Shipment's Packing List can be populated as detailed in the [Create New Shipments](https://aace5.knowledgeowl.com/help/create-new-shipments#PackingList) (<https://aace5.knowledgeowl.com/help/create-new-shipments#PackingList>) article.

There are three ways to import shipments into aACE: [Import Packing Lists](https://aace5.knowledgeowl.com/help/import-a-distribution-list) (<https://aace5.knowledgeowl.com/help/import-a-distribution-list>), **Import Outgoing Shipments [inactive: do not use]**, and [Duplicate to Import Action](https://aace5.knowledgeowl.com/help/duplicate-to-import) (<https://aace5.knowledgeowl.com/help/duplicate-to-import>).

The **Duplicate to Import** process allows you to import multiple shipment addresses that will share a pre-configured packing list.

Importing Packing Lists allows you to import multiple shipment items (connected to order line items) into multiple shipments at once.

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 single "consolidation" line item to the Packing List and enter override values (representing the values of the entire shipment to be taxed) in the Prod Value, Install Value, and Pack Value fields.

Packing List Methods

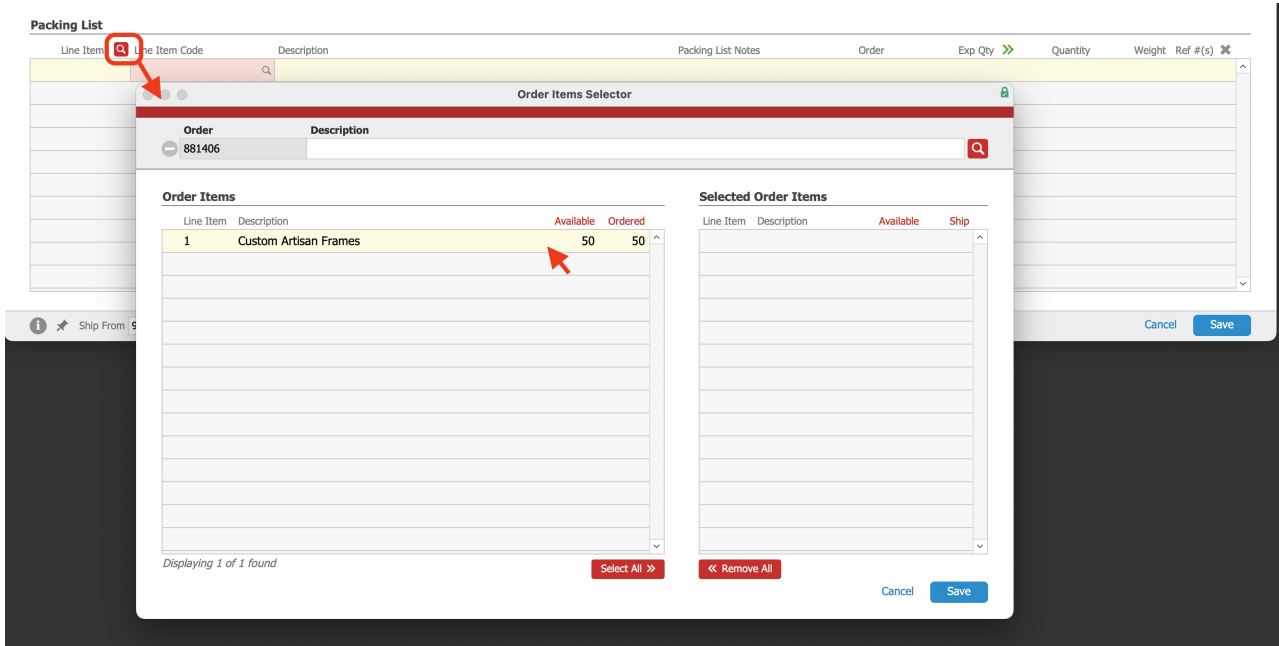
Assign Actual Order Items

The Packing List is initially empty when a Shipment is created. Clicking on the red magnifying glass icon will display the Order Items Selector.

Here you can see the available Order Items.

NOTE: Shipping Line Items from the order cannot be put into a Shipment record. The costs associated to the Shipment should be managed using the Ship Cost and SugShipPrice fields.

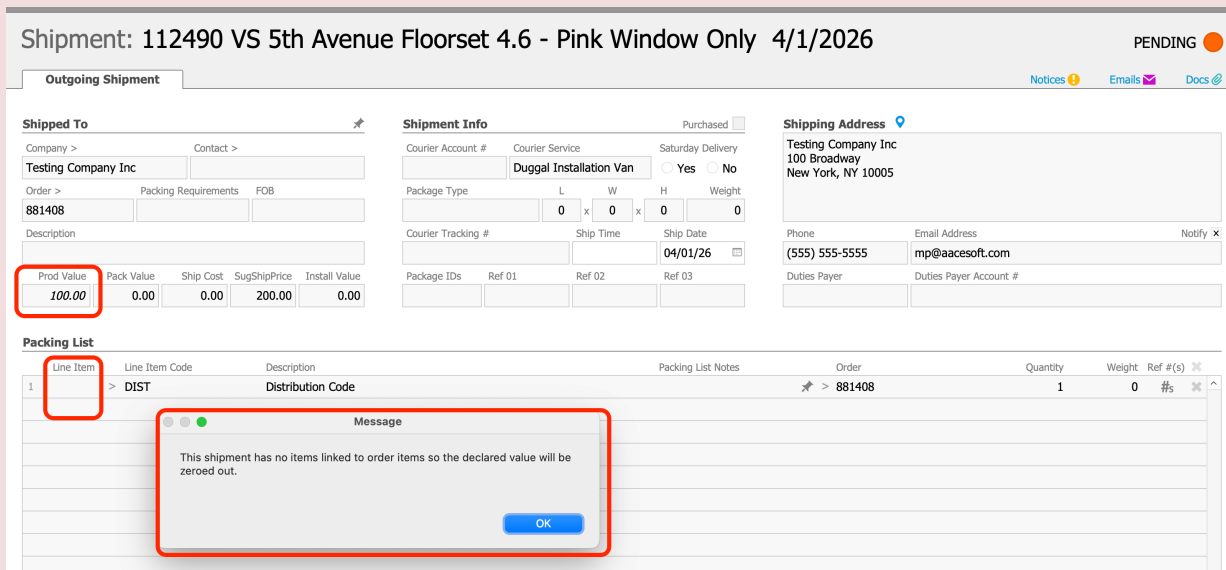
The Order Items Selector will automatically be populated by all order line items (if the underlying codes were set to have "shipping enabled"). The quantity ordered and available (not yet assigned to a shipment) are displayed.



Using Consolidation Items and Value Overrides

You can assign a single “consolidation” line item (see the code DIST for example used below) to the Packing List and enter override values (representing the values of the entire shipment to be taxed) in the Prod Value, Install Value, and Pack Value fields.

It is important that this dummy line should first be in the Order. Adding an item code directly into the Shipment's Packing List and entering a Prod Value will break the connection to the Order required for proper tax calculations. Upon Save, an error will appear and the Prod Value will be zeroed out.



<https://dyzz9obi78pm5.cloudfront.net/app/image/id/69cd574eeb2ed635e001455e/n/packing-list-connection-to-order-values.png>

Once the "dummy" line item is added and the value fields are overwritten, tax calculations will use these "override" values rather than the sum of the Packing List Line Item Values. *Note: overwritten values display in italics.*

In the below example, we are anticipating 5 different deliveries. In the first, we only add the WF item to the Packing List and assign Qty=3. In the Prod Value field, we add 1/5 of the BNYRETPP items' values. In the Install Value field, we enter 1/5 of the \$500, and in the Pack Value field, we enter 1/5 of the \$75. This equally distributes the total value of \$13,325 across five shipments once we duplicate to Import the other 4 addresses.

Order: 881408
VS 5th Avenue Floorset 4.6 - Pink Window Only
04/01/26
OPEN ●

Production Order
Management
Job Costs & Approvals
Reveal Folder
Notices
Emails
Docs

Bill To

Customer (Bill To) > **Testing Company Inc**

Contact > **John Q Public**

Sales Rep > 2nd Sales Rep [Acct Mgr] >

Customer PO #

Billing Terms: **COD**

Ship To

Ship To Company > **Testing Company Inc**

Use Bill To Ship To Contact >

Delivery Type: **Ship Together**

Courier Service: **mp@aacesoft.com**

Shipping Terms: **FOB**

Email Address: **mp@aacesoft.com**

Activities & Comments

<Table Missing>

Non-Prd Notes

Notes for Invoice

This order is COD. It is company policy to collect a 50% deposit before beginning work and full payment before final delivery.

Invoice Description

| Order Items | Schedule | Override | Go to Last Line Item | View Ship/Install Lines Only | Line Item | Rev | Dept | Item Code | Description | Final Width | Height | Originals | Each | Sq Ft | Unit Price | Unit Adj | Total | Tax |
|-------------|----------|----------|----------------------|------------------------------|-----------|-------|------|-----------|---------------------------------------|-------------|--------|-----------|------|-------|------------|----------|-----------|-----|
| 1 | Submit | | | | 1 | 320-2 | | WF | W1 Pink Backlit SEG | 86.704 | 78.704 | 15 | 1 | 47.39 | 745.00 | 0.00 | 11,175.00 | AVA |
| 2 | Submit | | | | 2 | 205-2 | | BNYRETPP | Color Testing | | | 1 | 1 | | 250.00 | 0.00 | 250.00 | AVA |
| 3 | Submit | | | | 3 | 205-2 | | BNYRETPP | File Prep Gracols | | | 1 | 1 | | 100.00 | 0.00 | 100.00 | AVA |
| 4 | Submit | | | | 4 | 205-2 | | BNYRETPP | Color Correction | | | 1 | 4 | | 125.00 | 0.00 | 500.00 | AVA |
| 5 | Submit | | | | 5 | 410-2 | | BRCRB | Packing | | | 1 | 1 | | 75.00 | 0.00 | 75.00 | AVA |
| 6 | Submit | | | | 6 | 490-1 | | VI | Installation 4/6 @ 7pm | | | 1 | 1 | | 500.00 | 0.00 | 500.00 | AVA |
| 7 | Submit | | | | 7 | 710-1 | | VAN1 | Brooklyn/Manhattan Small Van Delivery | | | 5 | 1 | | 145.00 | 0.00 | 725.00 | AVA |

Estimate Provided?

Yes No

Sales

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

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

Fulfillment

Frmt Priority: **Normal** Start Date: **04/01/26** Ship Date: **04/01/26** Ship Time: **10:30 PM**

Job > 881408

Sales Approved to Invoice: 4/6/2026

Order Needs Estimate: Suggested

No Charge:

| | | |
|--------------------|------------------|-------------|
| Subtotal | 13,325.00 | 100% |
| Adjustment | 0.00 | |
| Total | 13,325.00 | 100% |
| Tax | 1,182.63 | Exempt |
| Grand Total | 14,507.63 | 92% |
| Payment Due | 14,507.63 | |

| | |
|--------------------|-----------|
| Packing [410] | 75.00 |
| Shipping [710] | 725.00 |
| Installation [490] | 500.00 |
| Everything Else | 12,025.00 |

Shipping Log

Record: 1 of 1

Shipment: 112489
VS 5th Avenue Floorset 4.6 - Pink Window Only
4/1/2026
PENDING ●

Outgoing Shipment
Notices
Emails
Docs

Shipped To

Company > **Testing Company Inc**

Contact >

Order > **881408** Packing Requirements: **Brick pack** FOB:

Description:

| | | | | |
|-----------------|--------------|-------------|---------------|---------------|
| Prod Value | Pack Value | Ship Cost | SugShipPrice | Install Value |
| 2,405.00 | 15.00 | 0.00 | 145.00 | 100.00 |

Shipment Info

Courier Account # **Duggal Van Small-** Saturday Delivery: Yes No

Package Type: **Oversized Package** L: 5 x W: 45 x H: 56 Weight: 10

Courier Tracking #

Ship Time: **04/01/26**

Package IDs: Ref 01 Ref 02 Ref 03

Shipping Address

Testing Company Inc
100 Broadway
New York, NY 10005

Phone: **(555) 555-5555** Email Address: **mp@aacesoft.com**

Duties Payer

Packing List

| Line Item | Line Item Code | Description | Packing List Notes | Order | Exp Qty | Quantity | Weight | Ref # (s) |
|-----------|----------------|---------------------|--------------------|--------|---------|----------|--------|-----------|
| 1 | WF | W1 Pink Backlit SEG | | 881408 | 15 | 3 | 0 | # |

<https://dyzz9obi78pm5.cloudfront.net/app/image/id/69cd587ef60432c6ee0c1b86/n/screenshot-2026-04-01-at-12531-pm.png>

