

Duplicate to Import

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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.

[Step 1: Download Template](#)

[Step 2: Populate Data in Template](#)

[Step 3: Import the Worksheet](#)

There are three ways to import shipments into aACE: **Import Packing Lists**, **Import Outgoing Shipments [inactive: do not use]**, and **Duplicate to Import** - the method described below .

The **Duplicate to Import** process allows you to import multiple shipment addresses that will share a pre-configured packing list. The import process follows the same three step process as for other areas of aACE.

Duplicate to Import

[Packing List Methods](https://sites.google.com/duggal.com/duggal-wiki/aace-shipping/distribution-lists/duplicate-to-import#h.ddvn0ax8d04m) (https://sites.google.com/duggal.com/duggal-wiki/aace-shipping/distribution-lists/duplicate-to-import#h.ddvn0ax8d04m)

[Duplicate to Import](https://sites.google.com/duggal.com/duggal-wiki/aace-shipping/distribution-lists/duplicate-to-import#h.9qplxka1ohi1) (https://sites.google.com/duggal.com/duggal-wiki/aace-shipping/distribution-lists/duplicate-to-import#h.9qplxka1ohi1)

[Shipments List Views](https://sites.google.com/duggal.com/duggal-wiki/aace-shipping/distribution-lists/duplicate-to-import#h.ivihvr2fv8a9) (https://sites.google.com/duggal.com/duggal-wiki/aace-shipping/distribution-lists/duplicate-to-import#h.ivihvr2fv8a9)

[Validations for Shipment Declared Value](https://sites.google.com/duggal.com/duggal-wiki/aace-shipping/distribution-lists/duplicate-to-import#h.xy3vu446w4oe) (https://sites.google.com/duggal.com/duggal-wiki/aace-shipping/distribution-lists/duplicate-to-import#h.xy3vu446w4oe)

A distribution list of addresses can be imported into an aACE Order by using a related Shipment's Duplicate to Import Action.

Create a Set-Up Shipment

First, create a [Shipment from the Order](https://aace5.knowledgeowl.com/help/create-new-shipments) (If using an address from the distribution list, remember to remove it from the subsequent import list, else you will have a duplicate. If not using an address from the distribution list for the original/set-up Shipment, remember to delete the original shipment after the import.)

Packing List Methods

The Shipment's Packing List can be populated as detailed [here](https://aace5.knowledgeowl.com/help/create-new-shipments).

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 (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.

Shipment: 112490 VS 5th Avenue Floorset 4.6 - Pink Window Only 4/1/2026 PENDING

Shipped To
Company: Testing Company Inc
Order #: 881408
Description: [Empty]

Shipment Info
Courier Account #: [Empty] Courier Service: Duggal Installation Van Saturday Delivery: Yes No
Package Type: [Empty] L: 0 x W: 0 x H: 0 Weight: 0
Ship Time: 04/01/26

Shipping Address
Testing Company Inc
100 Broadway
New York, NY 10005
Phone: (555) 555-5555 Email Address: mp@aacesoft.com

Prod Value	Pack Value	Ship Cost	SugShipPrice	Install Value
100.00	0.00	0.00	200.00	0.00

Packing List

Line Item	Line Item Code	Description	Packing List Notes	Order	Quantity	Weight	Ref #(s)
1	DIST	Distribution Code		881408	1	0	#s

Message
This shipment has no items linked to order items so the declared value will be zeroed out.

Once the "consolidation" 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

Bill To: Testing Company Inc, John Q Public

Ship To: Testing Company Inc, mp@aacesoft.com

Activities & Comments: <Table Missing>

Order Items:

Line Item	Rev	Dept	Item Code	Description	Final Width	Height	Originals	Each	Sq Ft	Unit Price	Unit Adj	Total	Tax
1	Submit	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	205-2	BNYRETPP	Color Testing			1	1		250.00	0.00	250.00	AVA
3	Submit	205-2	BNYRETPP	File Prep Gracols			1	1		100.00	0.00	100.00	AVA
4	Submit	205-2	BNYRETPP	Color Correction			1	4		125.00	0.00	500.00	AVA
5	Submit	410-2	BRCRB	Packing			1	1		75.00	0.00	75.00	AVA
6	Submit	490-1	VI	Installation 4/6 @ 7pm			1	1		500.00	0.00	500.00	AVA
7	Submit	710-1	VAN1	Brooklyn/Manhattan Small Van Delivery			5	1		145.00	0.00	725.00	AVA

Estimate Provided? Yes No

Sales: Normal, 100.00%

Fulfillment: Normal, 04/01/26, 04/01/26, 10:30 PM

Summary: Subtotal 13,325.00, Total 13,325.00, Grand Total 14,507.63

Payment Due: 14,507.63

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

Shipment Log

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

Outgoing Shipment

Shipped To: Testing Company Inc

Shipment Info: Courier Account #, Duggal Van Small- (Yes/No), Package Type: Oversized Package (5 x 45 x 56), Weight: 10

Shipping Address: Testing Company Inc, 100 Broadway, New York, NY 10005

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

Packing List:

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

Regardless which Packing List method used, we need to populate the Shipment's other fields. Fill in the Courier Service and other relevant Shipment Info fields. Be sure to clear the Shipped To Contact field.

Shipment: 112487 Testing Company Inc 3/30/2026 PENDING

Outgoing Shipment

Shipped To

Company > Testing Company Inc

Order > 881406 Packing Requirements: Brick pack

Description: Shipment Description ABC

Prod Value	Pack Value	Ship Cost	SugShipPrice	Install Value
20.00	0.00	0.00	0.00	0.00

Shipment Info

Courier Account # Courier Service: FedEx Ground Saturday Delivery: No

Package Type: Package L: 5 x W: 5 x H: 15 Weight: 1

Courier Tracking # Ship Time: 14:00:00 Ship Date: 03/30/26

Package IDs	Ref 01	Ref 02	Ref 03
ID ABC	Ref 1	Ref 2	Ref 3

Shipping Address

Testing Company Inc
John Smith
2901 Osceola Pkwy
Orlando, FL 32830

Phone: (555) 555-5555 Email Address: ship@ship.com

Duties Payer Duties Payer Account #

Packing List

Line Item	Line Item Code	Description	Packing List Notes	Order	Exp Qty	Quantity	Weight	Ref # (s)
1	10CAF	Custom Artisan Frames	Image 2	881406	50	2	0	#s

Duplicate to Import

Once the Shipment is populated and saved, go to the Actions drop down menu and select Duplicate to Import.

(You may also select Duplicate Shipment to duplicate a single shipment once. Note you will need to re-enter/confirm the Value fields if you use Duplicate Shipment.)

Shipping Log

Record: 1 of 2

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

Outgoing Shipment

Shipped To

Company > Testing Company Inc

Order > 881408 Packing Requirements: Brick pack

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 # Courier Service: Duggal Van Small- Saturday Delivery: No

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

Courier Tracking # Ship Time Ship Date: 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@acesoft.com

Duties Payer Duties Payer Account #

Actions

- View Logs
- Mark Shipment as Shipped
- Mark Shipment as Void
- Duplicate Shipment
- Duplicate to Import**
- Transmit Shipment
- Update Transmitted Shipment

Packing List

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

In the pop-up Message window, select Step 1 to download the template.

Populate the template and save the file.

Message

Duplicating to import shipments requires the following steps:

- 1) Download the template worksheet
- 2) Populate your worksheet with data to import
- 3) Import the saved worksheet

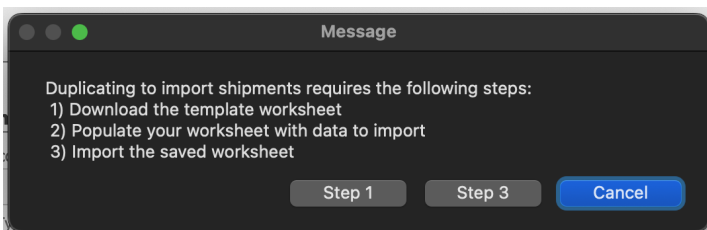
Step 1 Step 3 Cancel

Fields to be populated in the template are:

- Shipment Title
- Shipping Addr Company Name
- Shipping Addr Contact
- Shipping Addr Line 1
- Shipping Addr Line 2
- Shipping Addr Line 3
- Shipping Addr City
- Shipping Addr State
- Shipping Addr Postal Code
- Shipping Addr Country
- Shipping Phone
- Notify By Email
- Notification Email
- Package IDs
- Ref 01
- Ref 02
- Declared Value
- Shipping Cost
- Installation Value
- Packing Value (*currently missing)

Next, go back to the Actions drop down menu in the Shipment and select Duplicate to Import again.

In the pop-up Message window, select Step 3 this time to import the address file.

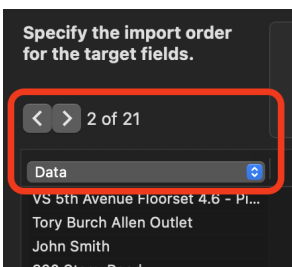
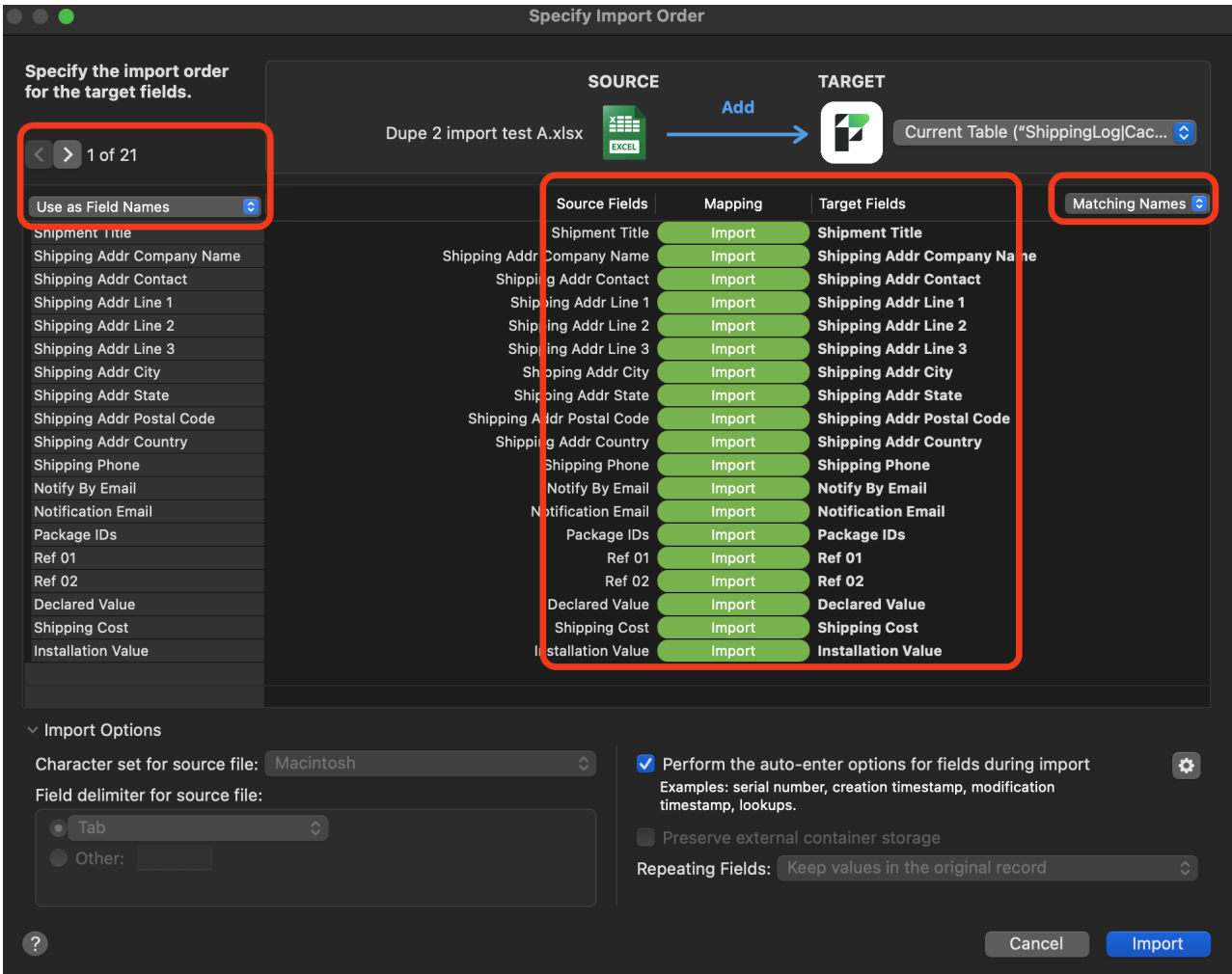


In the Import Field Mapping window, check **Don't import first record (contains field names)**

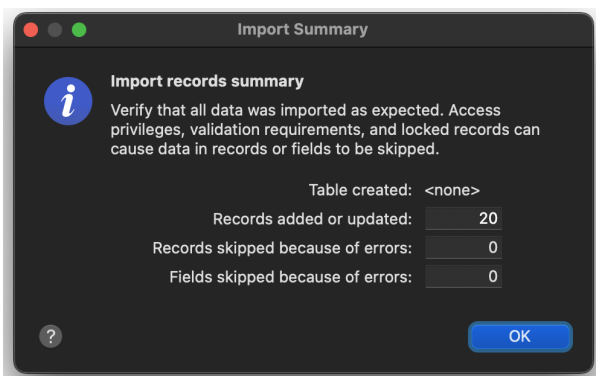
Select **Arrange By: Matching Names**

Review that Fields are matched.

Click OK.

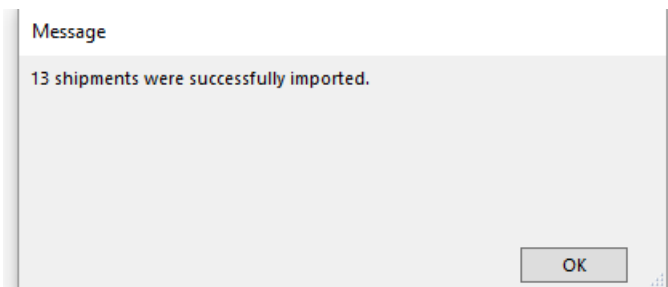
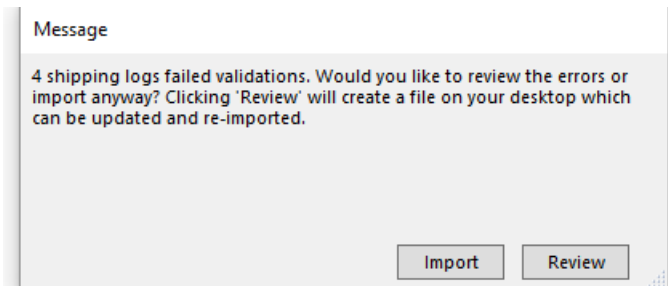


If no validation problems are discovered, a successful message window will appear.



If validation errors are encountered, an error message appears with an option to ignore and Import anyway, or to Review.

Clicking review will download another file to the user’s desktop with an error column at the far right detailing the validation issue.



Shipments List Views

Upon successful import, the Shipments will populate the window.

Note: the Shipment Address, Title, and Value can be imported. All other fields are duplicated from the original or cleared.

Order	Shipment	Company	Title	Rec Type	Packing Reqs	Asgn	Courier Service	Tracking #	Date	Time	Tracking Status	Status
> 881408	> 112489	Testing Company Inc	VS 5th Avenue	OUT	Brick pack	SHBK	Duggal Van Small-		04/01/26			PENDING
> 881408	> 112491	Testing Company Inc	VS 5th Avenue	OUT	Brick pack	SHBK	Duggal Van Small-		04/01/26			PENDING
> 881408	> 112492	Testing Company Inc	VS 5th Avenue	OUT	Brick pack	SHBK	Duggal Van Small-		04/01/26			PENDING
> 881408	> 112493	Testing Company Inc	VS 5th Avenue	OUT	Brick pack	SHBK	Duggal Van Small-		04/01/26			PENDING
> 881408	> 112494	Testing Company Inc	VS 5th Avenue	OUT	Brick pack	SHBK	Duggal Van Small-		04/01/26			PENDING

If the original set-up shipment uses an address from the imported 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.

After importing the distribution list, Shipments may be deleted while they are in a Pending status. Once Shipped, they need to be Voided instead.

Shipping Log

Record: 1 of 5

New Edit Delete Print

Shipments *Unsorted*

Order	Shipment	Company	Title	Rec Type	Packing Reqs	Asgn	Courier Service	Tracking #	Date	Time	Tracking Status	Status
> 881408	> 112489	Testing Company Inc	VS 5th Avenue	OUT	Brick pack	SHBK	Duggal Van Small-		04/01/26			PENDING
> 881408	> 112491	Testing Company Inc	VS 5th Avenue	OUT	Brick pack	SHBK	Duggal Van Small-		04/01/26			PENDING
> 881408	> 112492	Testing Company Inc	VS 5th Avenue	OUT	Brick pack	SHBK	Duggal Van Small-		04/01/26			PENDING
> 881408	> 112493	Testing Company Inc	VS 5th Avenue	OUT	Brick pack	SHBK	Duggal Van Small-		04/01/26			PENDING
> 881408	> 112494	Testing Company Inc	VS 5th Avenue	OUT	Brick pack	SHBK	Duggal Van Small-		04/01/26			PENDING

List Totals

- Send Notice Re: List
- Master Ship List Sort
- Dispatch Ship List Sort
- Fulfillment Ship List Sort
- Mark Shipments in List as Shipped/Received
- Mark Shipments in List as Void
- Delete Shipments in List**
- Reassign Shipments in List
- Update Tracking Status for List
- Update Purchased Flag for List
- Transmit Shipments in List
- Import Outgoing Shipments
- Import Packing Lists

Validations for Shipment Declared Value

The user must be careful in using the Declared Value field. Upon marking a Shipment “Shipped”, a validation occurs that checks if the total value assigned to the Shipments is greater than the sum of values of the underlying Order’s Line Items.

Also, if values are assigned to Shipped Shipments, the Order’s Line Item value Subtotal will not be allowed to be reduced below the Total Shipped Shipment value.

