Duplicate to Import [Draft]

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Duplicate to Import

Packing List Methods (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)

Shipments List Views (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)

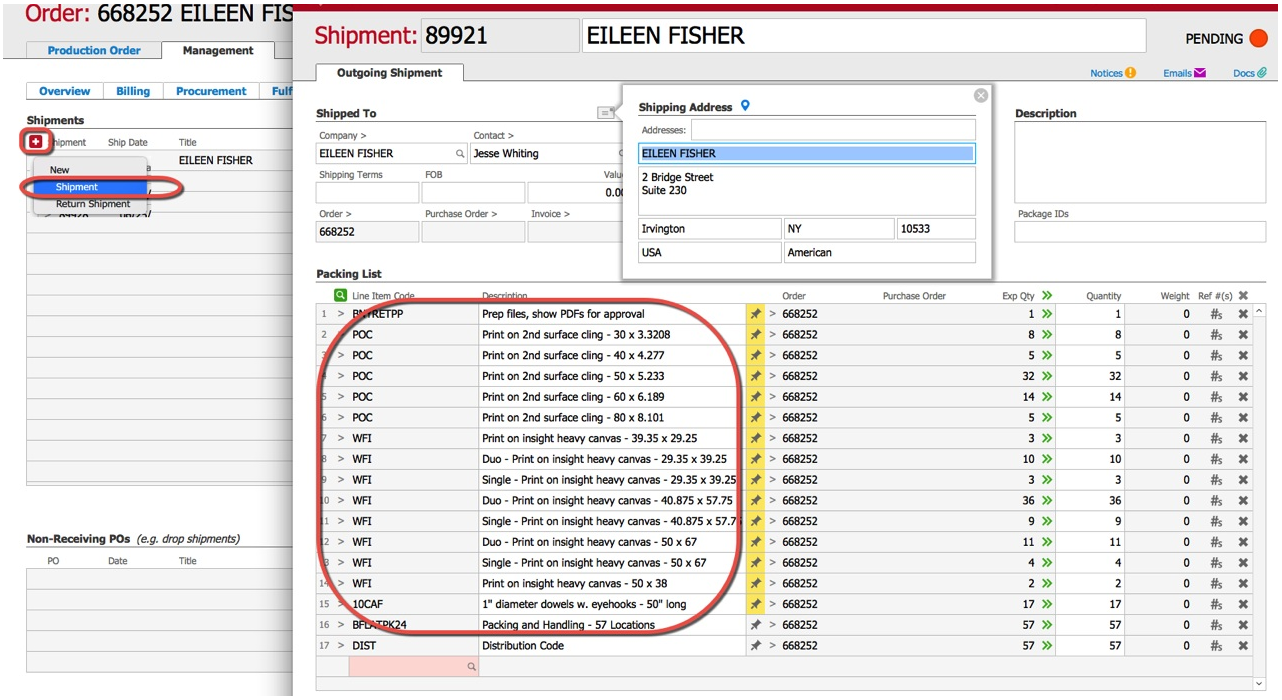
A distribution list of addresses can be imported into an aACE Order by using a related Shipment's Duplicate to Import Action.

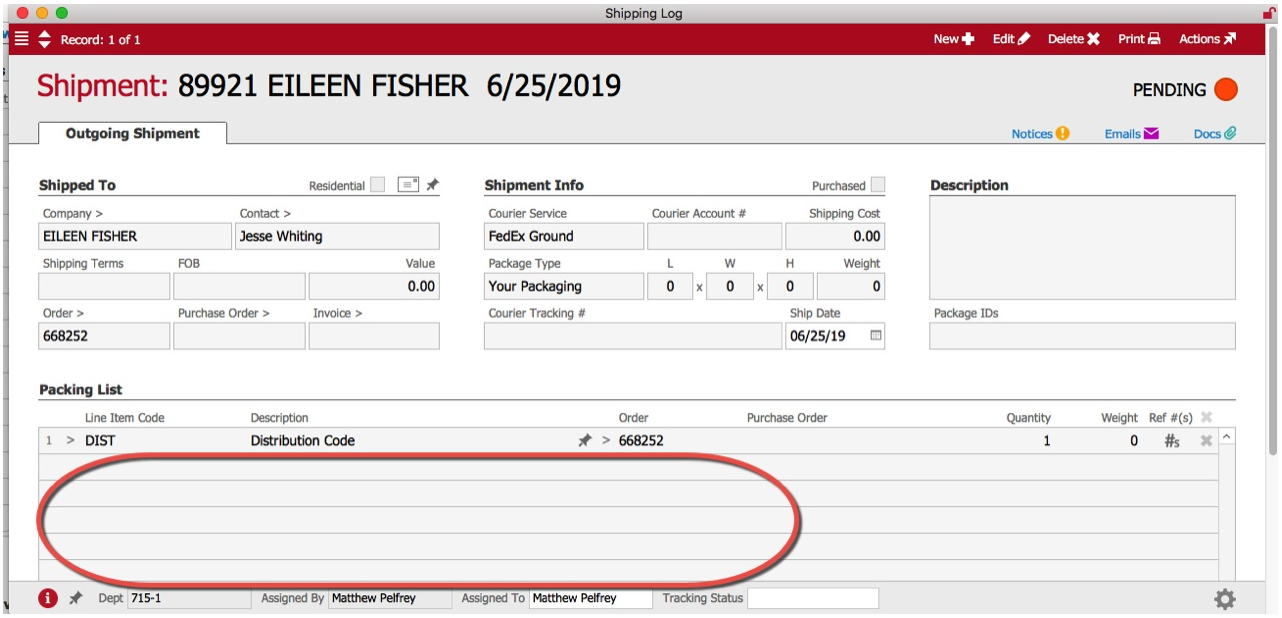
See Preparing Excel for Import (https://www.google.com/url?q=https%3A%2F%2Fsites.google.com%2Fduggal.com%2Fduggal-wiki%2Faace-shipping%2Fdistribution-lists%2Fpreparing-excel-for-import&sa=D&sntz=1&usg=AOvVaw1cL1Bj58eFm4bGrJ_b9-ic) for instructions on formatting an Excel Sheet for importing to aACE Shipments.

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.

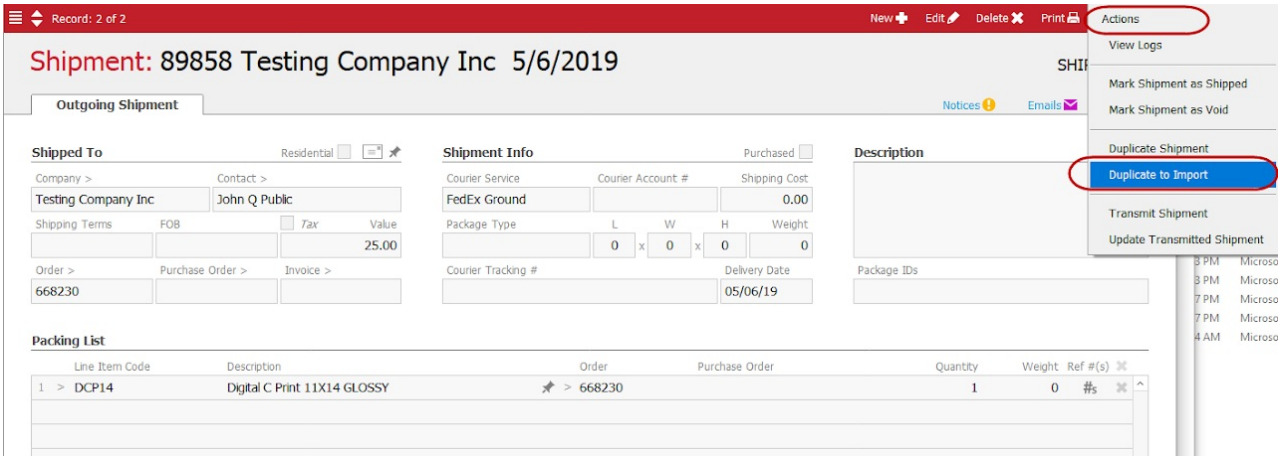
1. Assign the Actual Line Items that are in the package.

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.

Duplicate to Import

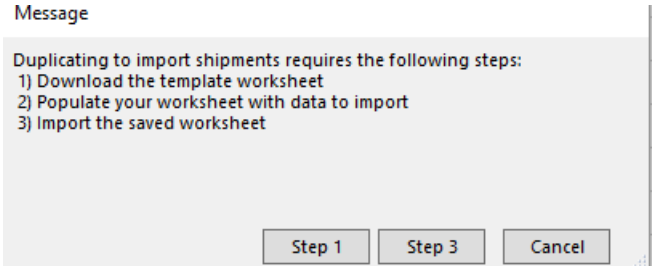
Regardless which Packing List method used, next populate the Shipment's other fields. Fill in the Courier Service and other relevant Shipment Info fields.

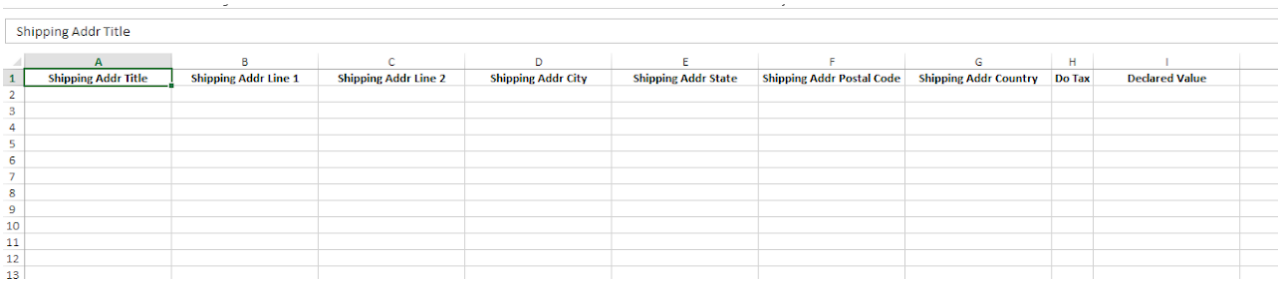
Once the Shipment is populated and saved, go to the Actions drop down menu and select Duplicate to Import.



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

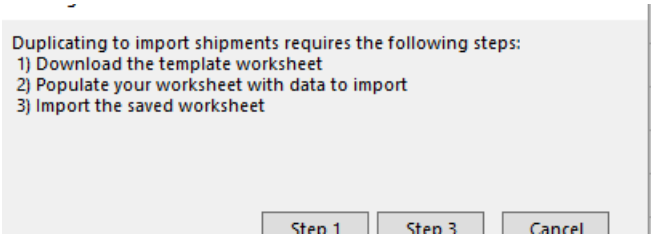
Populate the template and save the file.





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.

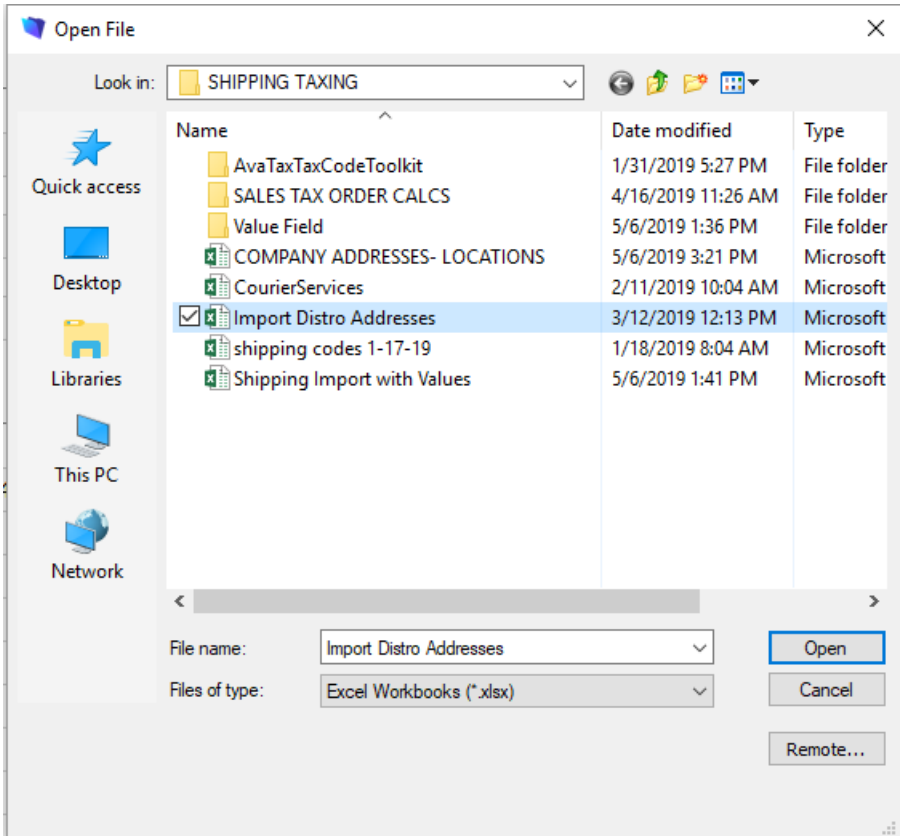


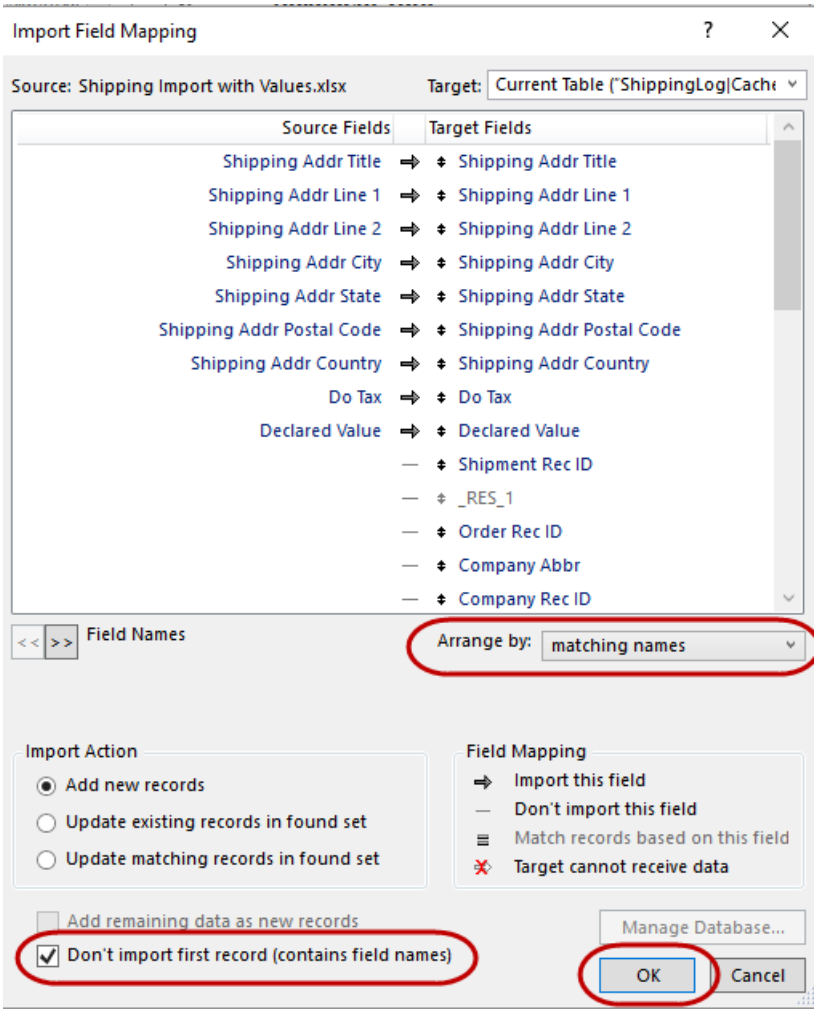
In the Import Field Mapping window, check **Don't import first record (contains field names)**

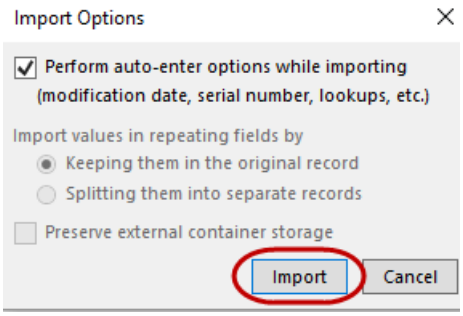
Select **Arrange By: Matching Names**

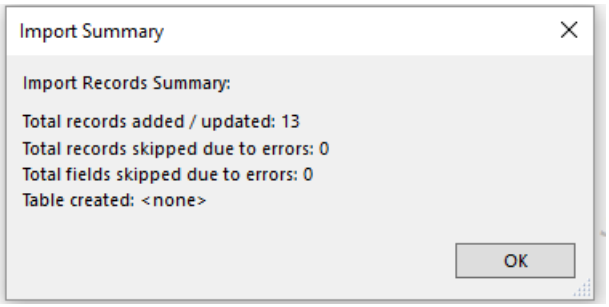
Review that Fields are matched.

Click OK.



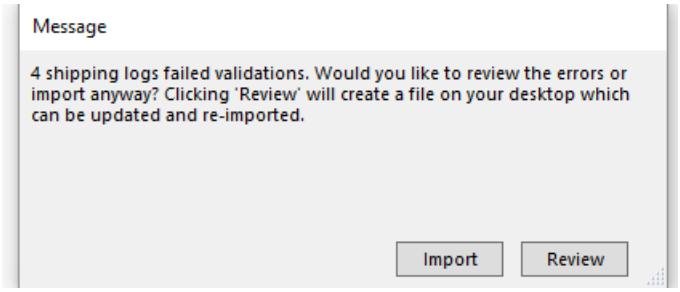


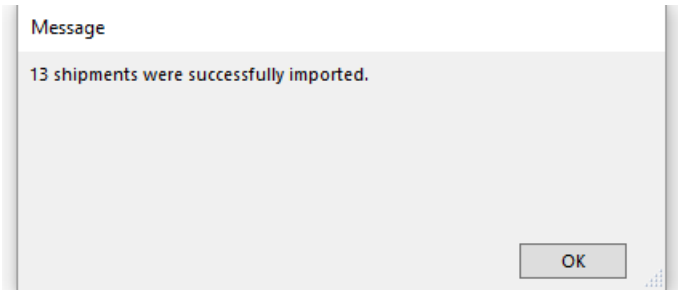




If no validation problems are discovered, a successful message window will appear. If validation errors are encountered, an error message appears with an option to ignore and Import anyway, or to Review.

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

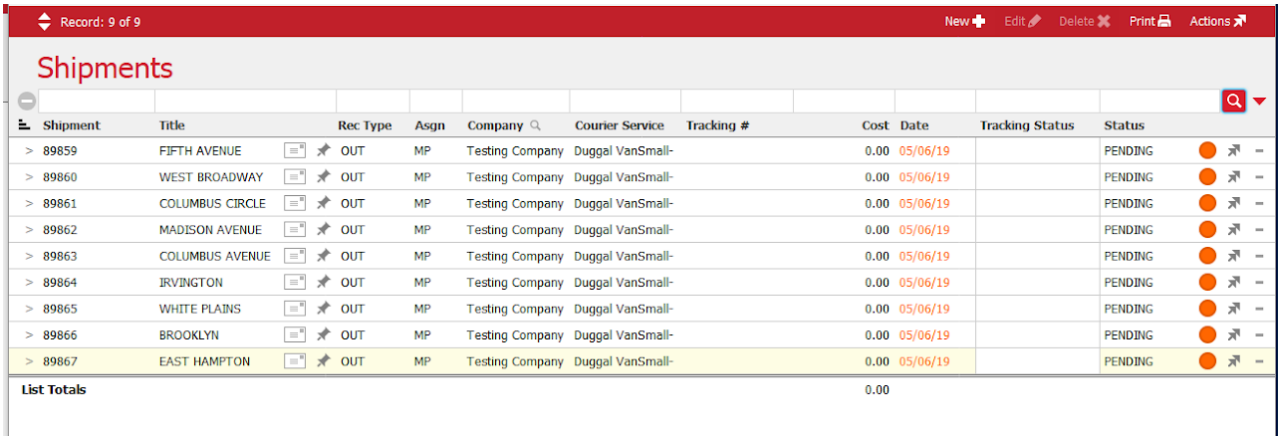




Shipments List Views

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.



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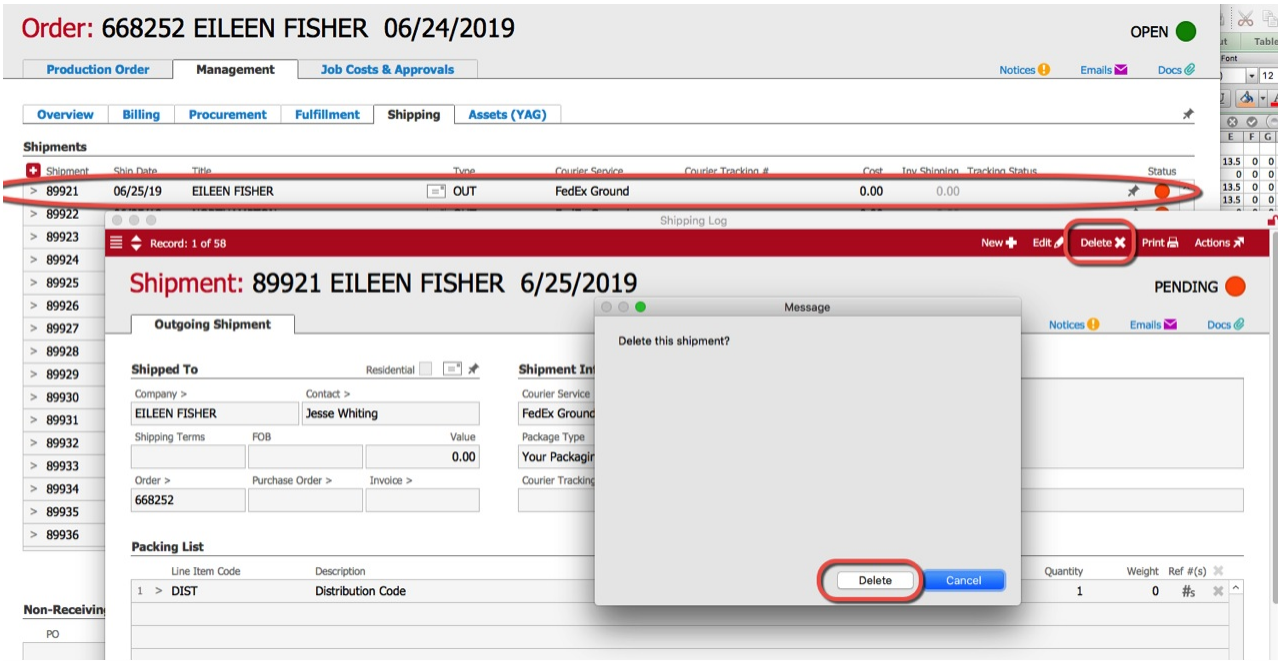
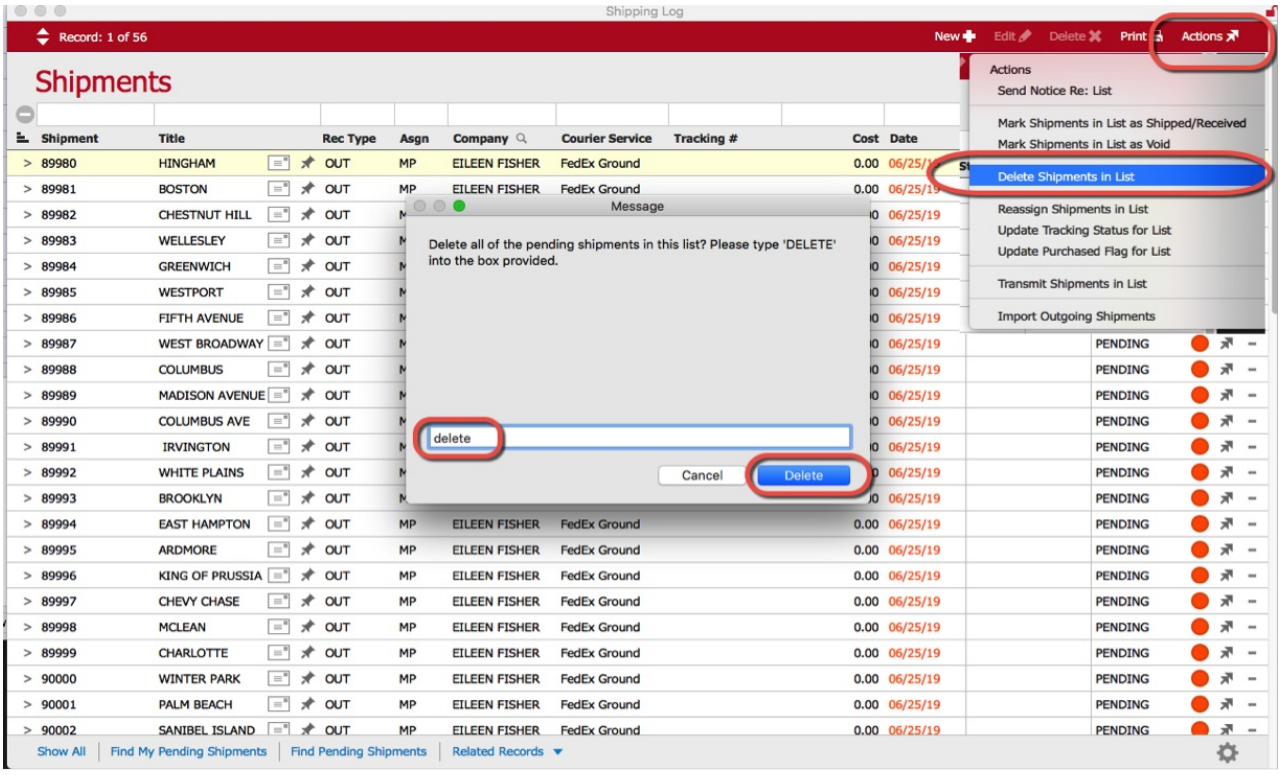
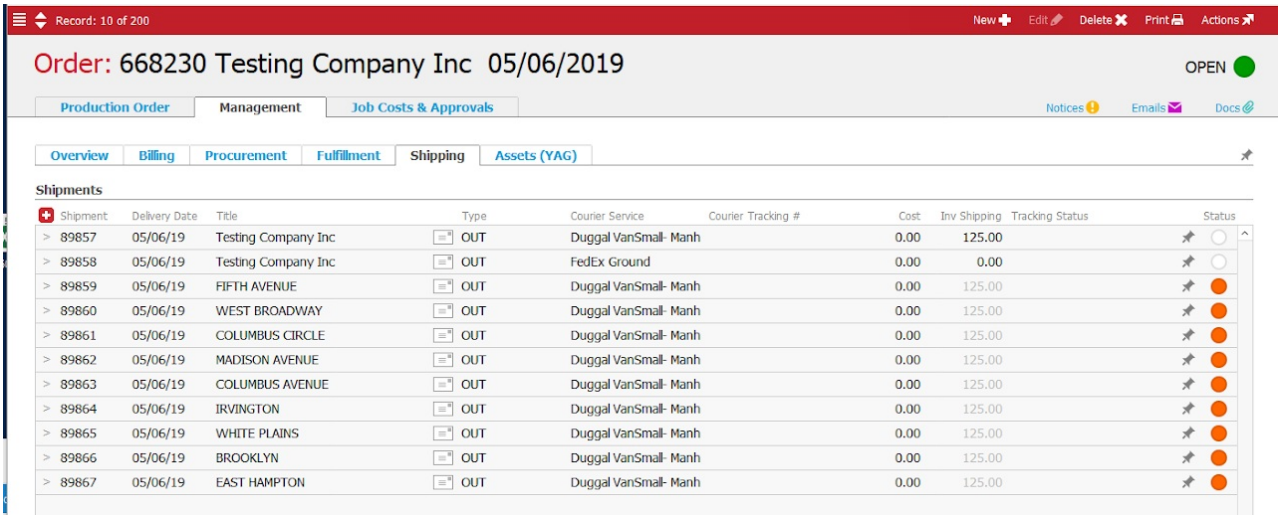
If not using an address from the distribution list, remember to delete the original shipment after the import.

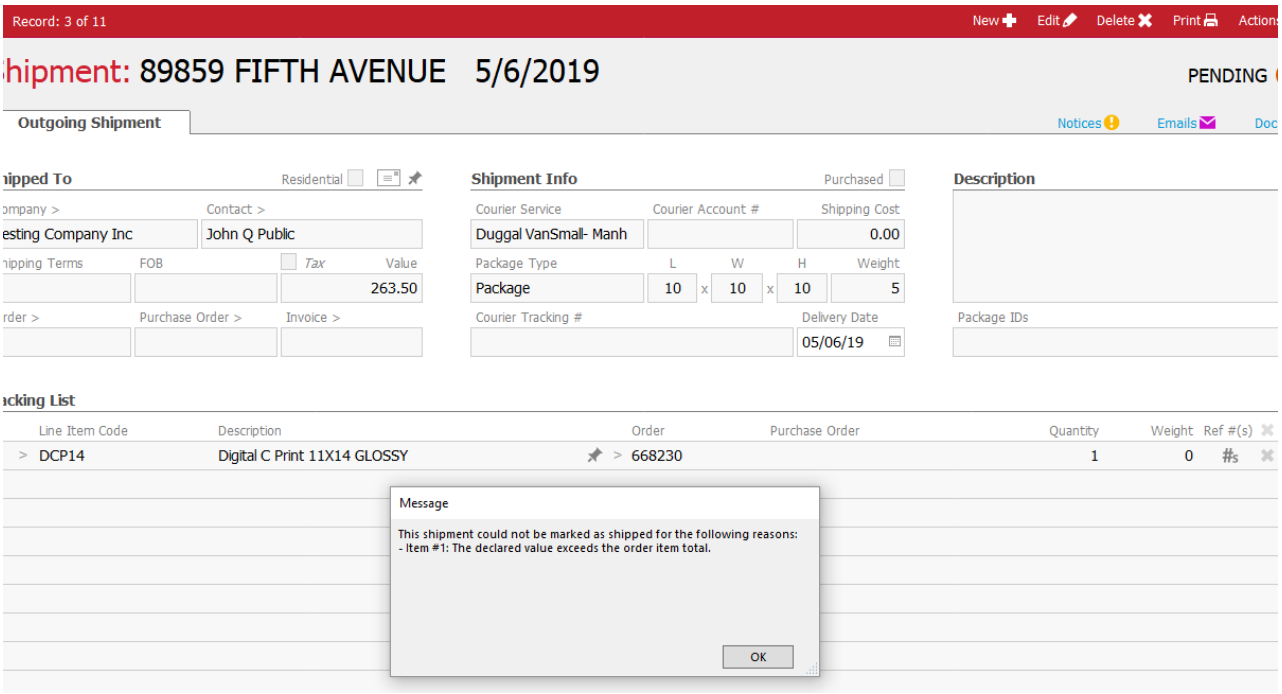


After importing the distribution list, Shipments may be deleted while they are in a Pending status. Once Shipped, they need to be Voided instead.





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.