

Shipping Preferences and Configuration

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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.

Shipping Preferences and Setup

To enable Shipping functionality in aACE, several settings and preferences need to be set.

Couriers, Package Types, and Courier Services

Couriers, related **Package Types**, and **Courier Services** need to be populated. These entries will, in turn, populate the drop-down lists in the Orders and Shipments modules.

These can be set up by selecting **System Admin** from the **Main Menu**, then **Preferences**. In the **Preferences** window, select **Shipping Setup**.

Shipping Setup Enter Couriers and Courier Services below to establish the values that appear in Orders and Shipping Log.

Couriers

FedEx

Package Types

FedEx Box
FedEx Envelope
FedEx Pak
FedEx Tube
FedEx Small Box
FedEx Medium Box
FedEx Large Box
FedEx Extra Large Box
FedEx 10kg Box

UPS

Package Types

UPS 10 KG Box
UPS 25 KG Box
UPS Express Box Small
UPS Express Box Medium
UPS Express Box Large
UPS Letter
UPS PAK
UPS Tube
Package

Courier Services Import Courier Services

Courier	Courier Service	Ship Rate Type	Rate Value	
UPS	UPS 2nd Day Air A.M.®			✕ ^
UPS	UPS 2nd Day Air®			✕
UPS	UPS 3 Day Select®			✕
UPS	UPS Freight LTL			✕
UPS	UPS Freight LTL (less than			✕
UPS	UPS Ground			✕
UPS	UPS Ground Saturday			✕
UPS	UPS Next Day Air®			✕
UPS	UPS Next Day Air® Early			✕
UPS	UPS Saver®			✕
UPS	UPS Standard			✕
UPS	UPS Worldwide			✕
UPS	UPS Worldwide Express			✕
UPS	UPS Worldwide Express®			✕
N/A	Will Call			✕

In the **Courier Services** table, each Service should be assigned a **Ship Rate Type** and a **Rate Value**.

There are 4 Ship Rate Types:

1. **Fixed Price** - delivers a price to the client of a fixed dollar amount.
2. **Fixed Mark Up** - delivers a price to the client of a fixed dollar amount over and above

the Cost assigned to the Shipment.

3. **Mark Up %** - delivers a price to the client of a percentage mark-up over and above the Cost assigned to the Shipment.
4. **Margin %** - delivers a price to the client of a percentage margin based off the Cost assigned to the Shipment.

Courier Services		Import Courier Services		
Courier	Courier Service	Ship Rate Type	Rate Value	
UPS	UPS 2nd Day Air A.M.®	Mark Up %	30%	✕ ^
UPS	UPS 2nd Day Air®	Margin %	50%	✕
UPS	UPS 3 Day Select®	Fixed Mark	20.00	✕
UPS	UPS Freight LTL	Fixed Price	100.00	✕
UPS	UPS Freight LTL (less than	Fixed Price		✕
UPS	UPS Ground	Fixed Mark Up		✕
UPS	UPS Ground Saturday	Mark Up %		✕
UPS	UPS Next Day Air®	Margin %		✕

If a large number of Courier Services need to be populated at once, they may be imported using the Import Courier Services link. Follow the prompts to download a template, populate it, then import it into the table.

The Couriers and Package Types all need to be entered manually.

Courier Services

[Import Courier Services](#)

Courier	Courier Service	Ship Rate Type	Rate Value	
UPS	UPS 2nd Day Air A.M.®	Mark Up %	30%	✕ ^
UPS				
UPS				
UPS				
UPS				
UPS				
UPS				
UPS	UPS Next Day Air®			✕
UPS	UPS Next Day Air® Early			✕

Message

Importing courier services 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

Couriers

FedEx

Package Types

FedEx Box
FedEx Envelope
FedEx Pak
FedEx Tube
FedEx Small Box
FedEx Medium Box
FedEx Large Box
FedEx Extra Large Box
FedEx 10kg Box

UPS

Package Types

UPS 10 KG Box
UPS 25 KG Box
UPS Express Box Small
UPS Express Box Medium
UPS Express Box Large
UPS Letter
UPS PAK
UPS Tube
Package

Shipping Department Designation

Departments need to be set as a "Shipping" type department in the Office module. Also, a Traffic Manager needs to be assigned for each.

Record: 6 of 10

New Edit Delete Print Actions

Office: Duggal Visual Solutions - BNY 25 (5)

ACTIVE

Office Details

Notices Emails Docs

General Info

Tax ID

AvaTax Co Code

13-1980892

Company

Company >

Duggal Visual Solutions

Office Info

Address Title (Company Name)

Duggal Visual Solutions

Address

63 Flushing Ave, Building 25
The Brooklyn Navy Yard

City

Brooklyn

State / Prov

NY

Postal Code

11205

Country

USA

Postal Format

American

Payment Address

Use Office Info

Payment Title (Company Name)

Duggal Visual Solutions

Address

63 Flushing Ave, Building 25
The Brooklyn Navy Yard

City

Brooklyn

State / Prov

NY

Postal Code

11205

Country

USA

Postal Format

American

Contact Info

Phone

Alt Phone

Fax

Phone / Fax

(###) ###-####

Email

Web Address

Email Format (using "John Q Public")

Departments

Team Members

Inventory Bins

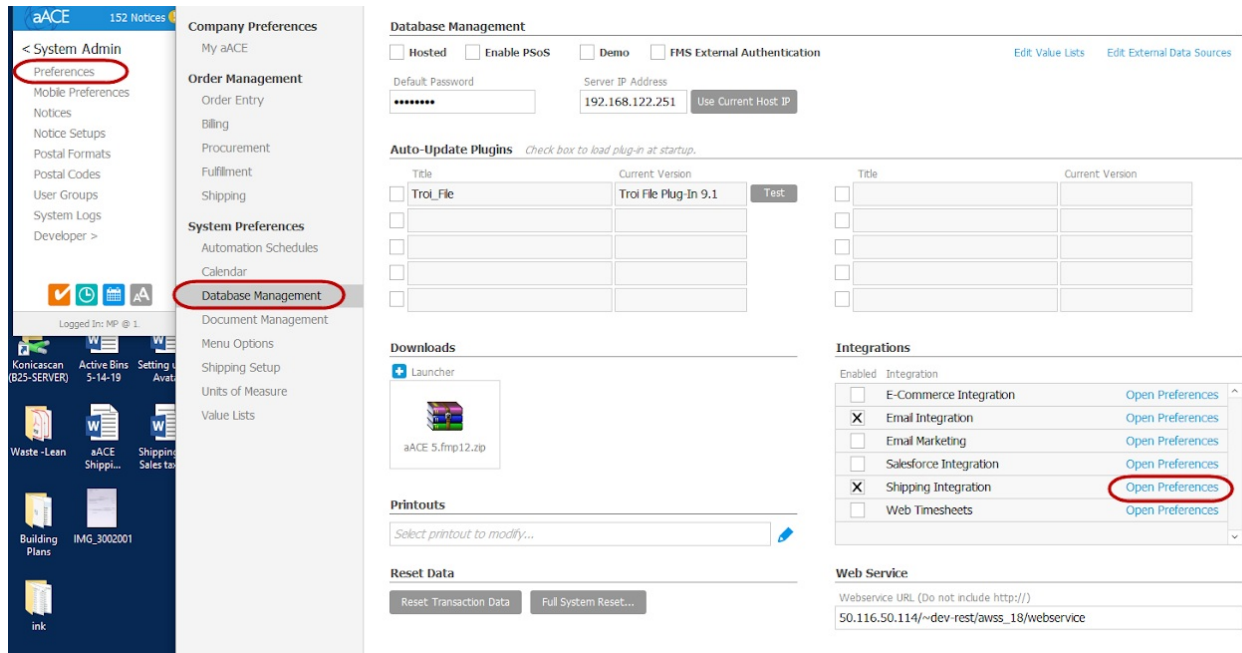
Reporting

Third Party Software Integration - Enable NRG

Shipping Integration needs to be enabled.

This can be done by selecting **System Admin** from the **Main Menu**, then **Preferences**. In the **Preferences** window, select **Database Management**.

Check the checkbox next to Shipping Integration.



Once enabled, the **Open Preferences** link is activated. Clicking the link will open a new **Shipping Integration** window.

Select **NRG**.

