

Import a Distribution List

Last Modified on 04/01/2026 10:07 am EDT

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](#)

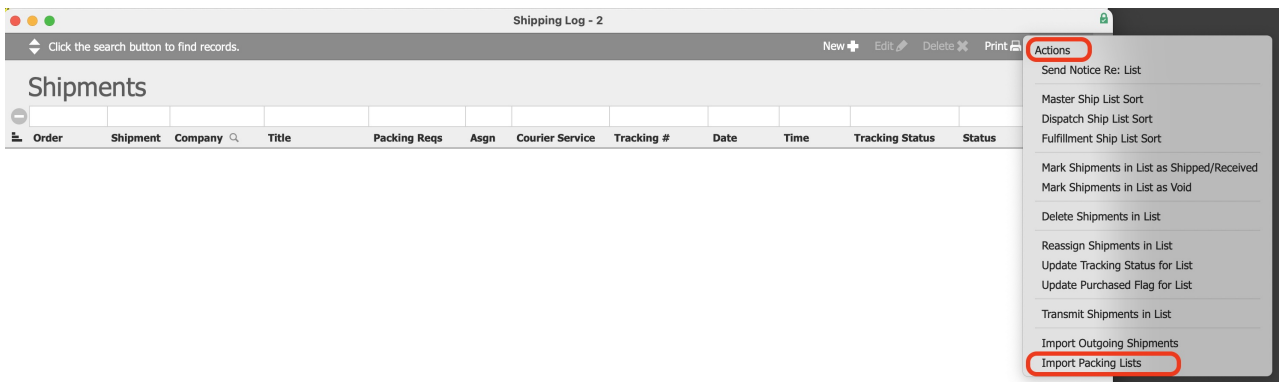
[Step 3: Import the Worksheet](#)

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

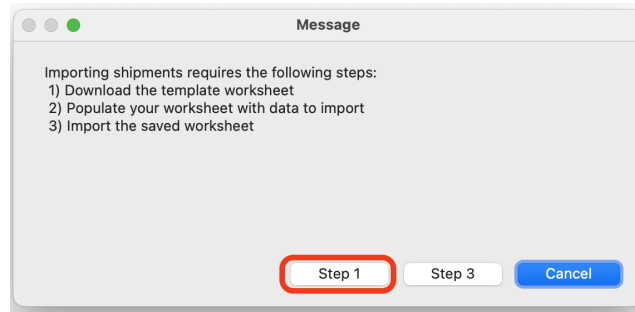
Importing Packing Lists allows you to import multiple shipment items (connected to order line items) into multiple shipments. The import process follows the same three step process as for other areas of aACE.

Step 1: Download the Template Worksheet

A distribution list of addresses can be imported into an aACE Order by Selecting **Actions>Import Packing Lists** in the Shipping Module's List View.



Clicking the Step 1 button will download the excel workbook template.



The headers in the template include the below.

1	Shipment Title	Shipment Date	Department Abbr	Company Abbr	Contact Initials	Packing Requirements	FOB	Shipment Description	Company Location	Shipping Addr Title	Shipping Addr Line 1	Shipping Addr Line 2	Shipping Addr City	Shipping Addr State	Shipping Addr Postal Code	Shipping Addr Country	Phone	Courier Account Number				
2	Courier Service	Saturday Delivery	Value	Shipping Cost	Installation Value	Packing Value	Package Type	Package Length	Package Width	Package Height	Package Weight	Courier Tracking Number	Package IDs	Ref 01	Ref 02	Ref 03	Duties Payer	Duties Payer Account Number	Order ID	Order Item Line	Shipment Item Quantity	Shipment Key

The fields in the import file include the Shipment level fields [highlighted in blue below], located in the upper area of the Shipment window), and the Packing List level fields [highlighted in green below](located in the Packing List portal of the Shipment window).

Shipment Level fields

- Shipment Title
- Shipment Date
- Department Abbr
- Company Abbr
- Contact Initials
- Packing Requirements
- FOB
- Shipment Description
- Company Location
- 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
Courier Account Number
Courier Service
Saturday Delivery
Value
Shipping Cost
Installation Value
Packing Value
Package Type
Package Length
Package Width
Package Height
Package Weight
Courier Tracking Number
Package IDs
Ref 01
Ref 02
Ref 03
Duties Payer
Duties Payer Account Number

Packing List Level Fields

Order ID
Order Item Line
Shipment Item Quantity
Shipment Key

Step 2: Populate the Worksheet with Data to Import

Format and populate the necessary data. Notes on suggested best practices for each field

are below.

Shipment Level Fields

Shipment Title

Shipment Date

The Title and Date are listed in the Shipment List View and the Order's Shipments tab, so the Title should include identifying language:

Order: 861631 Fall 2025 Refresh OUTLETS 10/08/2025

Production Order Management Job Costs & Approvals

Overview Billing Procurement Fulfillment Shipping Assets

Shipments

Shipment	Ship Date	Title	Type	PO	Courier Service	Courier Tracking #	Cost	Invoice	Value	Installation	Status
> 111829	10/10/25	Fall 2025 Refresh OUTLETS	OUT		FedEx Ground		10.00	12.50	1,122.25	0.00	🚚
> 111830	10/10/25	Fall 2025 Refresh OUTLETS	OUT		FedEx Ground		10.00	12.50	723.25	0.00	🚚
> 111831	10/10/25	Fall 2025 Refresh OUTLETS	OUT		FedEx Ground		10.00	12.50	842.25	0.00	🚚
> 111832	10/10/25	Fall 2025 Refresh OUTLETS	OUT		FedEx Ground		10.00	12.50	1,360.78	0.00	🚚
> 111833	10/10/25	Fall 2025 Refresh OUTLETS	OUT		FedEx Ground		10.00	12.50	745.00	0.00	🚚
> 111834	10/10/25	Fall 2025 Refresh OUTLETS	OUT		FedEx Ground		25.00	31.25	1,370.75	0.00	🚚
> 111835	10/10/25	Fall 2025 Refresh OUTLETS	OUT		FedEx Ground		50.00	62.50	762.48	0.00	🚚
> 111836	10/10/25	Fall 2025 Refresh OUTLETS	OUT		FedEx Ground		10.00	12.50	692.75	0.00	🚚
> 111837	10/10/25	Fall 2025 Refresh OUTLETS	OUT		FedEx Ground				692.75	0.00	🚚
> 111838	10/10/25	Fall 2025 Refresh OUTLETS	OUT		FedEx Ground				692.75	0.00	🚚

Record: 2 of 2

Shipments

Order	Shipment	Company	Title	Packing Reqs	Asgn	Courier Service	Tracking #	Date	Time	Tracking Status	Status
> 861631	> 111829	Tory Burch	Fall 2025 Refresh OUTLETS	🚚 Roll on core	MP	FedEx Ground		10/10/25	2:00 PM	Ready To Ship	PENDING
> 861631	> 111830	Tory Burch	Fall 2025 Refresh OUTLETS	🚚 Roll on core	GW1	FedEx Ground		10/10/25	2:00 PM	Ready To Ship	PENDING
> 861631	> 111831	Tory Burch	Fall 2025 Refresh OUTLETS	🚚 Roll on core	GW1	FedEx Ground		10/10/25	2:00 PM	Ready To Ship	PENDING
> 861631	> 111832	Tory Burch	Fall 2025 Refresh OUTLETS	🚚 Roll on core	GW1	FedEx Ground		10/10/25	2:00 PM	Ready To Ship	PENDING
> 861631	> 111833	Tory Burch	Fall 2025 Refresh OUTLETS	🚚 Roll on core	GW1	FedEx Ground		10/10/25	2:00 PM	Ready To Ship	PENDING
> 861631	> 111834	Tory Burch	Fall 2025 Refresh OUTLETS	🚚 Roll on core	GW1	FedEx Ground		10/10/25	2:00 PM	Ready To Ship	PENDING
> 861631	> 111835	Tory Burch	Fall 2025 Refresh OUTLETS	🚚 Roll on core	GW1	FedEx Ground		10/10/25	2:00 PM	Ready To Ship	PENDING
> 861631	> 111836	Tory Burch	Fall 2025 Refresh OUTLETS	🚚 Roll on core	GW1	FedEx Ground		10/10/25	2:00 PM	Ready To Ship	PENDING
> 861631	> 111837	Tory Burch	Fall 2025 Refresh OUTLETS	🚚 Roll on core	GW1	FedEx Ground		10/10/25	2:00 PM	Ready To Ship	PENDING
> 861631	> 111838	Tory Burch	Fall 2025 Refresh OUTLETS	🚚 Roll on core	GW1	FedEx Ground		10/10/25	2:00 PM	Ready To Ship	PENDING

Record: 1 of 10

Shipments

Having no location data, it is more difficult to tell which shipment is which. These Shipment Titles should rather be Fall 2025 Refresh Outlets [Location], or similar.

Department Abbr

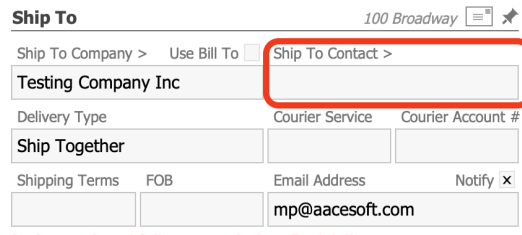
This should be the Shipping Department from which the shipment is to be sent.

710-100	SHIPPING
710-200	SHIPPING - HAMPTONS 200
710-230	SHIPPING - HAMPTONS 230
710-250	SHIPPING - B25
710-303	SHIPPING - B303
710-432	SHIPPING - 43W24
710-500	SHIPPING - B500
710-800	SHIPPING - PNW
710-850	SHIPPING - CALI

Company Abbr

Contact Initials

The Company Abbr and Contact Initials can be left blank. These fields will be populated from the associated Order. When importing Distributions, it is better to clear the Order's Ship To Contact before importing.



The screenshot shows a shipping form titled "Ship To" with the address "100 Broadway". The form includes several fields: "Ship To Company" (Testing Company Inc), "Use Bill To", "Ship To Contact" (highlighted with a red box), "Delivery Type" (Ship Together), "Courier Service", "Courier Account #", "Shipping Terms", "FOB", "Email Address" (mp@acesoft.com), and "Notify" (with an X icon).

Company Location

Either the Company Location can be used (and the shipping address fields left blank) to populate the Shipping Address, or the below fields can be populated (and the Company Location left blank).

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

Courier Account Number

The Courier Account Number should only be populated if a third party number is to be used.

Courier Service

Duties Payer

Duties Payer Account Number

FOB

Courier Tracking Number

If the shipment is already sent and this is simply recording what has already been actually completed, the tracking number can be imported by entering it here.

Saturday Delivery

Yes or No

Value

Shipping Cost

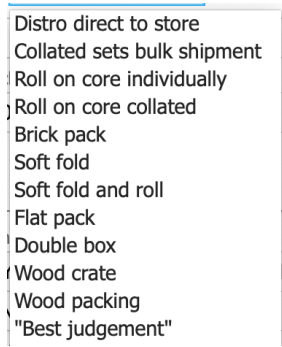
Installation Value

Packing Value

The Value Fields may be populated if the user wishes to adjust the shipment's value (for tax purposes) to something different than would be automatically calculated from the imported packing list.

Packing Requirements

The current drop-down list looks like this:



Shipment Description

Package Type

Package Length

Package Width

Package Height

Package Weight

Package IDs

Ref 01

Ref 02

Ref 03

Packing List Item Level Fields

Shipment Key

All Order Line Items *per Shipment* must share a common key number.

IMPORTANT: When populating the template, starting from the top, the first row encountered with a *new* Shipment Key will be the one aACE uses to populate the above [highlighted in blue] Shipment level fields. The rows below this first row *can* have blanks for

all Shipment level fields.

Shipment Date	Order Date	Order Item Line	Shipment Item Quantity	Shipment Key	Company Addr	Contact Name	Product Description	Y/N	Shipment Description	Company Location	Shipping Addr	Shipping Line	Shipping Addr	Shipping Line	Shipping Addr	Shipping Line	Phone	Order Account Name	Customer Name	Shipping Method
Fal 2025 Refresh OUTLETS	10/10/25	861031	1	1			Roll on core individually	Broken	Description abc	Tory Burch Aspen 1420 Olney Road	Spence 522	Alain	TX			76015 US	565-655-6555	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	2	0.1	1		Roll on core individually	Broken	Description abc								565-655-6556	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	3	2	1		Roll on core individually	Broken	Description abc								565-655-6557	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	13	1	1		Roll on core individually	Broken	Description abc								565-655-6558	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	1	0.1	1		Roll on core individually	Broken	Description abc								565-655-6559	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	2	1	2		Roll on core individually	Broken	Description abc	Tory Burch Bluff 1155 Buck Creek, Spore E 545		Simpsonville	KY			40067 US	565-655-6561	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	4	2	2		Roll on core individually	Broken	Description abc								565-655-6562	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	13	1	2		Roll on core individually	Broken	Description abc								565-655-6564	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	15	1	2		Roll on core individually	Broken	Description abc								565-655-6565	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	1	1	3		Roll on core individually	Broken	Description abc	Tory Burch Caribb 5610 Paseo Meriti Suite B1 12		Carlsbad	CA			92008 US	565-655-6568	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	2	0.1	3		Roll on core individually	Broken	Description abc								565-655-6569	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	5	1	3		Roll on core individually	Broken	Description abc								565-655-6570	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	13	1	3		Roll on core individually	Broken	Description abc								565-655-6571	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	18	1	3		Roll on core individually	Broken	Description abc								565-655-6572	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	1	1	4		Roll on core individually	Broken	Description abc	Tory Burch - Silu 10406 Emerald Ct suite 68		Destin	FL			32203 US	565-655-6574	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	2	0.1	4		Roll on core individually	Broken	Description abc								565-655-6575	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	8	1	4		Roll on core individually	Broken	Description abc								565-655-6576	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	13	1	4		Roll on core individually	Broken	Description abc								565-655-6577	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	17	1	4		Roll on core individually	Broken	Description abc								565-655-6578	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	1	1	5		Roll on core individually	Broken	Description abc	Tory Burch Jersey 651 Kipkowick R Spore 1402		Elizabeth	NI			7201 US	565-655-6580	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	2	0.1	5		Roll on core individually	Broken	Description abc								565-655-6581	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	7	1	5		Roll on core individually	Broken	Description abc								565-655-6582	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	13	1	5		Roll on core individually	Broken	Description abc								565-655-6583	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	18	1	5		Roll on core individually	Broken	Description abc								565-655-6584	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	1	1	6		Roll on core individually	Broken	Description abc	Tory Burch Las W 355 S Grand Cent Suite 3451		Las Vegas	NV			89106 US	565-655-6586	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	2	0.1	6		Roll on core individually	Broken	Description abc								565-655-6587	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	8	1	6		Roll on core individually	Broken	Description abc								565-655-6588	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	13	1	6		Roll on core individually	Broken	Description abc								565-655-6589	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	19	1	6		Roll on core individually	Broken	Description abc	Tory Burch MOAC 1120-7899 Hampton Station Row Richmond		BC				V9B 0B7 CANADA	565-655-6590	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	1	1	7		Roll on core individually	Broken	Description abc								565-655-6591	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	9	1	7		Roll on core individually	Broken	Description abc								565-655-6594	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	13	1	7		Roll on core individually	Broken	Description abc								565-655-6595	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	20	1	7		Roll on core individually	Broken	Description abc								565-655-6596	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	1	1	8		Roll on core individually	Broken	Description abc	Tory Burch Merrin 80 Premium Outlets Suite 605		Merrinack	NH			3004 US	565-655-6599	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	2	0.1	8		Roll on core individually	Broken	Description abc								565-655-6600	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	10	1	8		Roll on core individually	Broken	Description abc								565-655-6601	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	13	1	8		Roll on core individually	Broken	Description abc								565-655-6602	565555	Refresh Outlet	No
Fal 2025 Refresh OUTLETS	10/10/25	861031	21	1	8		Roll on core individually	Broken	Description abc								565-655-6603	565555	Refresh Outlet	No

Order ID

This is the related Order for which you wish to create this Distribution and from which you are selecting the Order Item Line numbers.

Order Item Line

The Order Line Item Number you wish to ship

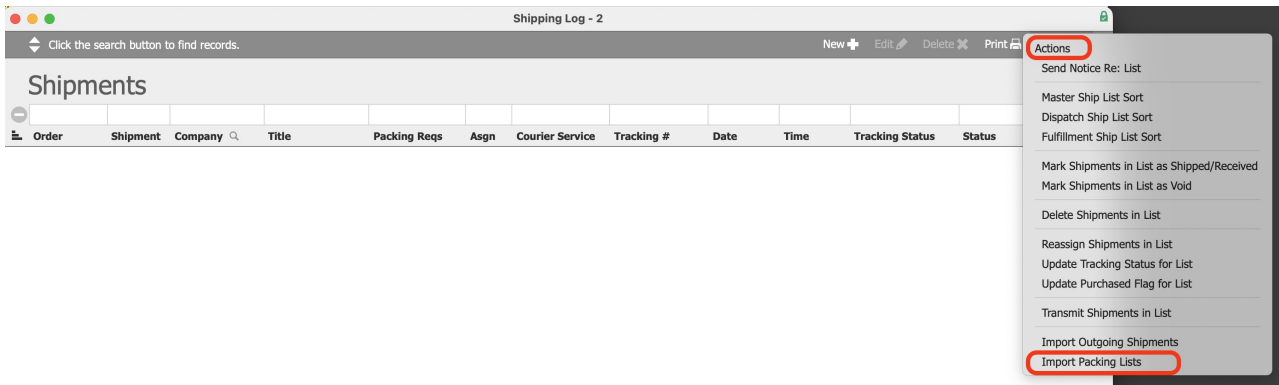
#	Line Item	Rev	Dept	Line Item Code	Desc.	Final Width	Height	Print	Originals	Each	Sq Ft	Unit Price	Unit Adj	Total	Tax
1	1	Submit	330-5	> DYESUB	FILE PREP - 33 TOTAL FILES	24	100	X	16	1	16.67	40.00	0.00	640.00	DEF
2	2	Edit	205-5	> BNYRETPP	Color Correcting Window Perf &	115.5	125.25	X	1	1	100.46	275.00	0.00	275.00	DEF
3	3	Submit	330-5	> DYESUB	Allen Outlet SEG IMAGE 1 &	58.375	70.875	X	2	1	0.00	255.00	0.00	510.00	DEF
4	4	Submit	330-5	> DYESUB	Bluegrass Outlet SEG	34.375	70.375	X	1	1	0.00	153.00	0.00	153.00	DEF
5	5	Submit	330-5	> DYESUB	Carlsbad Outlet SEG	60.75	72.75	X	1	1	0.00	272.00	0.00	272.00	DEF
6	6	Submit	330-5	> DYESUB	Destin Outlet SEG Image 1	130.375	88	X	1	1	0.00	717.03	0.00	717.03	DEF
7	7	Submit	330-5	> DYESUB	Destin Outlet SEG Image 2	36.704	54.704	X	1	1	0.00	127.50	0.00	127.50	DEF
8	8	Submit	330-5	> DYESUB	Jersey Gardens SEG	68.829	93.329	X	1	1	44.61	318.25	0.00	318.25	DEF
0	0	Submit	330-5	> DYESUB	Las Vegas Outlet SEG IMAGE 1 - 5	44.670	61.670	X	5	1	10.06	144.08	0.00	734.00	DEF

Shipment Item Quantity

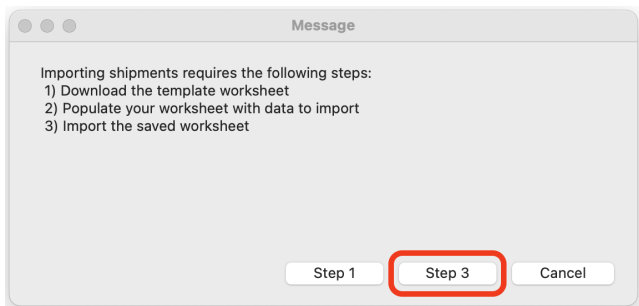
The Quantity of the Order Line Item you wish to ship

Step 3: Import the Worksheet

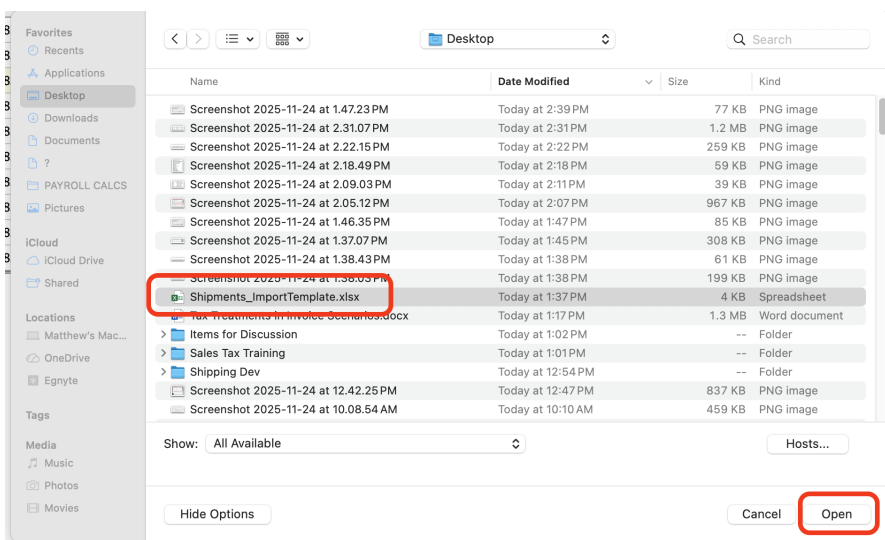
Once the data is populated in the template, the worksheet can be imported by again selecting **Actions>Import Packing Lists** in the Shipping Module's List View.



Next, select the Step 3 button.



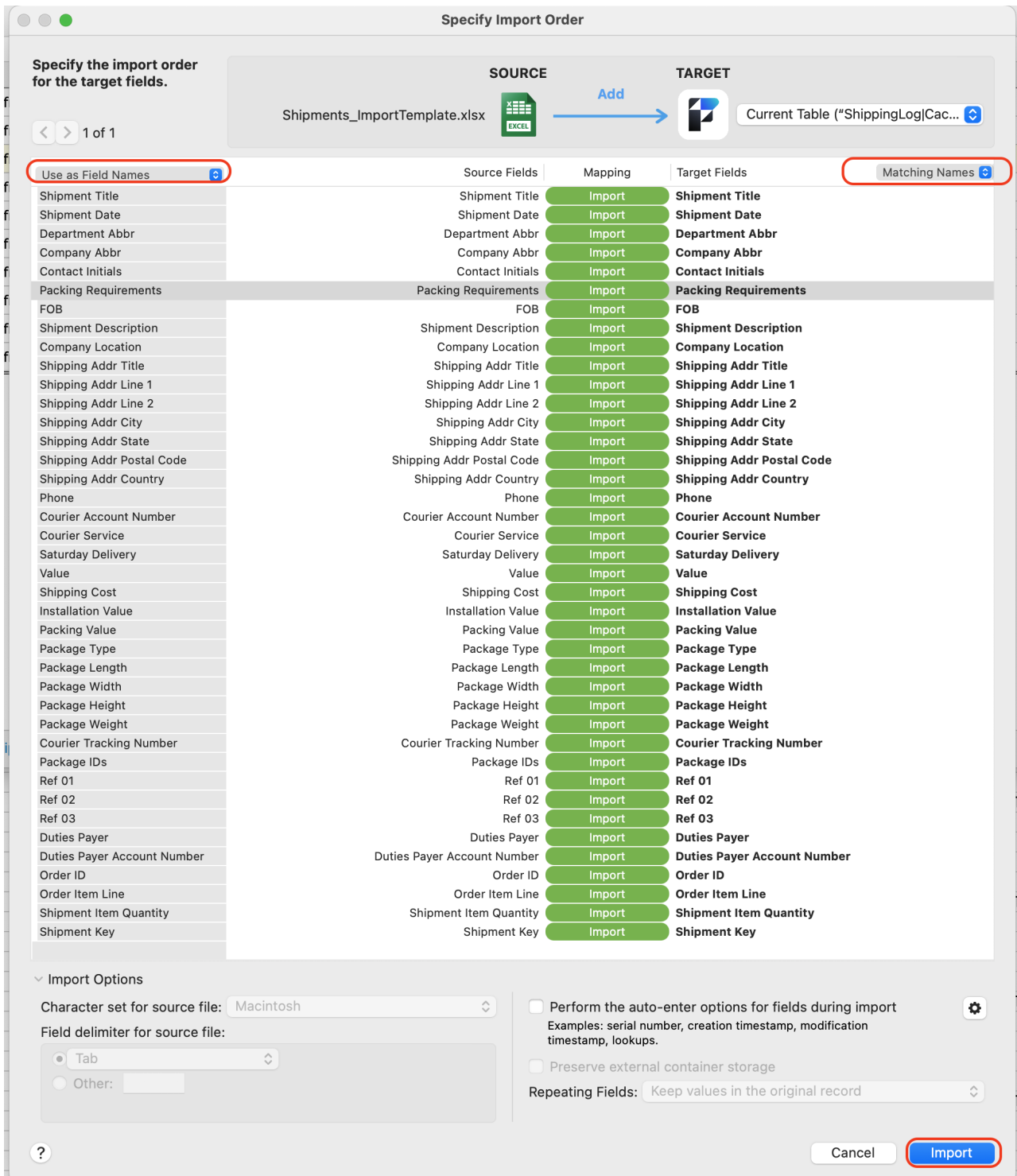
A prompt will appear to select the template file and worksheet, if there are multiple worksheets in the excel file.



Once the file is selected, the mapping of fields needs to be set.

1. Make sure to "Use as Field Names" row 1.
2. Make sure Matching Names is selected.

3. Review the Source and Target fields. If all looks ok, select the **Import** button. If something looks off, refer to the article [Importing Records](https://aace5.knowledgeowl.com/help/importing-records) (https://aace5.knowledgeowl.com/help/importing-records), or contact an administrator.



Once imported, you will see the imported Shipments in the List View.

Record: 1 of 10 New + Edit Delete Print Actions

Shipments Sorted by Shipment Title

Order	Shipment	Company	Title	Packing Reqs	Asgn	Courier Service	Tracking #	Date	Time	Tracking Status	Status
> 861661	> 111888	Tory Burch	Fall 2025 Refresh Allen Outlet	Roll on core	TP1	FedEx Ground		11/24/25	2:00 PM		PENDING
> 861661	> 111889	Tory Burch	Fall 2025 Refresh Bluegrass Outlet	Roll on core	TP1	FedEx Ground		11/24/25	2:00 PM		PENDING
> 861661	> 111890	Tory Burch	Fall 2025 Refresh Carlsbad Outlet	Roll on core	TP1	FedEx Ground		11/24/25	2:00 PM		PENDING
> 861661	> 111892	Tory Burch	Fall 2025 Refresh Jersey Gardens	Roll on core	TP1	FedEx Ground		11/24/25	2:00 PM		PENDING
> 861661	> 111893	Tory Burch	Fall 2025 Refresh Las Vegas Outlet	Roll on core	TP1	FedEx Ground		11/24/25	2:00 PM		PENDING
> 861661	> 111894	Tory Burch	Fall 2025 Refresh McArthur Glen Vancouver Outlet	Roll on core	TP1	FedEx Ground		11/24/25	2:00 PM		PENDING
> 861661	> 111895	Tory Burch	Fall 2025 Refresh Merrimack Outlet	Roll on core	TP1	FedEx Ground		11/24/25	2:00 PM		PENDING
> 861661	> 111896	Tory Burch	Fall 2025 Refresh Ontario Mills Outlet	Roll on core	TP1	FedEx Ground		11/24/25	2:00 PM		PENDING
> 861661	> 111897	Tory Burch	Fall 2025 Refresh Orlando Int'l Outlet	Roll on core	TP1	FedEx Ground		11/24/25	2:00 PM		PENDING
> 861661	> 111891	Tory Burch	Fall 2025 Refresh Silver Sands Premium Outlet (Destin)	Roll on core	TP1	FedEx Ground		11/24/25	2:00 PM		PENDING

List Totals