# Import a Distribution List

Last Modified on 11/24/2025 11:44 pm ES7

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 <a href="https://aace5.knowledgeowl.com/help">link (https://aace5.knowledgeowl.com/help</a>) 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**, and the preferred 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

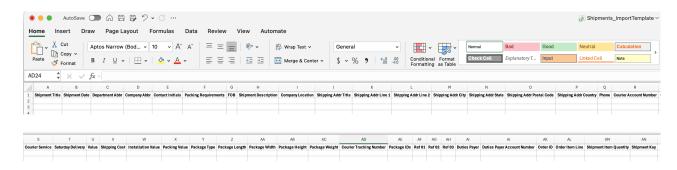
A distribution list of addresses can be imported into an aACE Order by Selecting **Actions>Import Packing Lists** in the Shipping Module's List View.



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



The headers in the template include the below.



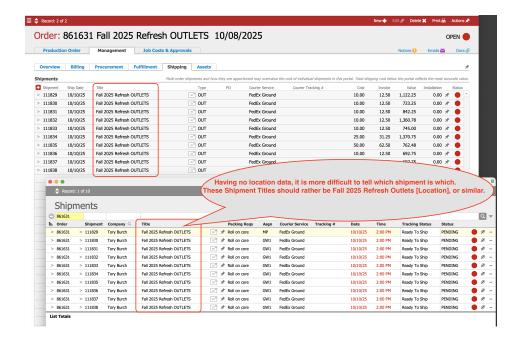
# Step 2: Populate the Worksheet with Data to Import

Format and populate the necessary data. Notes on suggested best practices are below.

## **Shipment Level Fields**

Shipment Title
Shipment Date

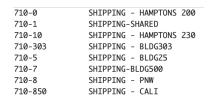
The Title and Date are listed in the Shipment List View and the Order's Shipments tab, so the Title should include identifying language:



#### **Department Abbr**

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

This list of Departments will need to be updated when we go-live. Currently in the Dev System it looks like this:



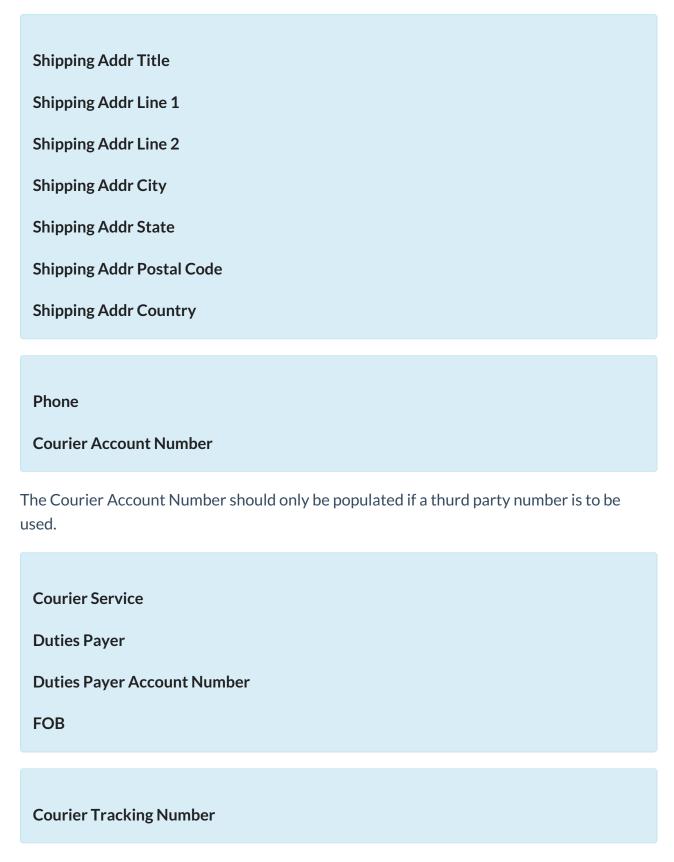
#### **Company Abbr**

#### **Contact Initials**

The Company Abbr and Contact Initials can be left blank. These fields will be populated from the associated Order.

#### **Company Location**

Either the Company Location can be used to populate the Shipping Address fields, of the fields can be populated and the Company Location left blank.



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 shipments value (for tax purposes) to something different than would be automatically calculated from the packing list.

### **Packing Requirements**

The current drop-down list looks like this:

Distro direct to store
Collated sets bulk shipment
Roll on core individually
Roll on core collated
Brick pack
Soft fold
Soft fold and roll
Flat pack
Double box
Wood crate
Wood packing
"Best judgement"

**Shipment Description** 

Package Type

**Package Length** 

Package Width

Package Height

Package Weight

Package IDs

Ref 01

Ref 02

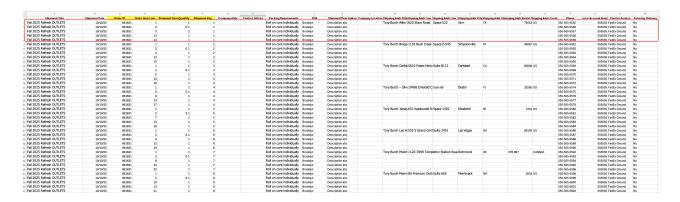
Ref 03

## **Packing List Item Level Fields**

### **Shipment Key**

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

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 Shipment Level fields.

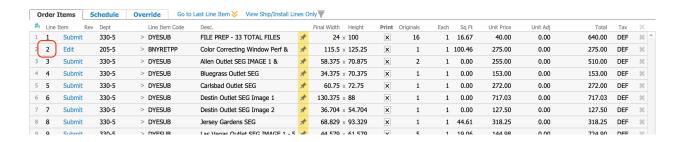


#### Order ID

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



### **Shipment Item Quantity**

The Quantity of the Order Line Items you wish to ship

## Step 3: Import the Worksheet

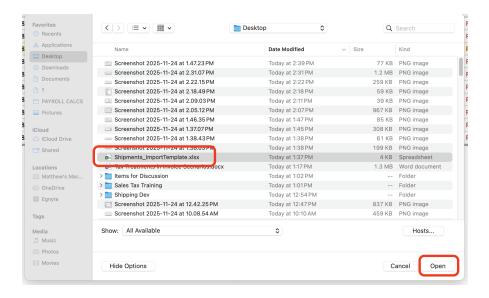
Once the data is populated in the template, the worksheet can be imported by again selecting **Actions>Import Packing Lists** in the Shipping Module's List View.



Next, select the Step 3 button.

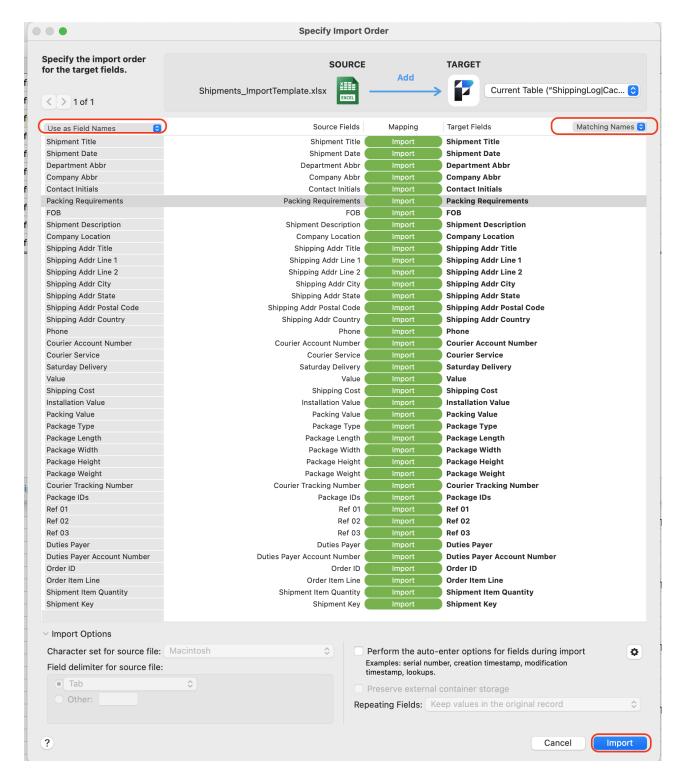


A prompt will appear to select the template file and worksheet, if there are multiple worksheets in the excel file.



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 <u>Importing Records</u> (https://aace5.knowledgeowl.com/help/importing-records), or contact an administrator.



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

#### aACE Software

