

Entering Shipments from the Shipping Log

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This guide explains the different types of shipments and how to enter a new shipment from the shipping log. It is intended for general users.

Shipment Types

Shipment types are referred to differently, based on whether they're related to [purchase orders](https://aace6.knowledgeowl.com/help/working-with-purchases) to vendors or sales/production/service [orders](https://aace6.knowledgeowl.com/help/order-management) for customers:

- Purchase Orders
 - Incoming — Logs items coming in from your vendors
 - Outgoing Return — Logs items you are returning to your vendors
- Orders
 - Outgoing — Logs items going out to your customers
 - Incoming Return — Logs item your customers are returning to you

Generating a Shipment

aACE can generate shipments automatically if your system administrator has configured your [system preferences](https://aace6.knowledgeowl.com/help/overview-of-shipping-preferences) accordingly. You can also manually create shipments from the Shipping tab of the POs module or the Orders module. From the PO or order detail view, navigate to Management > Shipping & Receiving. Then click the Actions icon () or the Shipment section Add icon ( or ) to create a shipment record.

Note: You can manually create shipments from the Shipping Log module. However, generating a shipment from this module creates a record with *no link* to existing POs or sales / production / service orders (e.g. unit and total price are not auto-populated). This can cause difficulties when aACE validates the new record.

Marking a Shipment as Shipped

After outgoing LICs have been picked, packed, and handed off to the carrier, your team members can mark the Pending shipment as Shipped. In the header bar of the shipment record, click Actions > Ship.

Shipping Log

Record: 2 of 2

Ship To: 60023 | Berkshire Magnet High School

05/11/23

Outgoing Shipment

Ship To: Berkshire Magnet High School, Jack Kincaid, 61 Berkshire Drive, Beltsville, MD 20705

Ship Type: Outgoing

Declared Value: 0.00

Carrier: USPS, Carrier Service: Express Mail

Delivery Date: 05/11/23

Weight: 50, L: 24 in, W: 24 in, H: 36 in, Shipping Cost: 0.00

Description: Outgoing shipment

Packing List

Code	Description	Order	Quantity	Value	Weight	Shipping Cost	Bin	Ref #(s)
1 > DRY-E	Dry Erase Markers		100	0.00	0	0.00	WH-3D	
2 > NTBK-011	Lab Notebooks / Journals		90	0.00	0	0.00	WH-1B	#5
			190	0.00	0	0.00		

Dept: At-Shipping, Bin, Asgn To: KH, Tracking Status

Actions: View Logs, Ship, Void, Duplicate, Duplicate to Import, Transmit, Update Transmitted Shipment, Generate Invoice(s), Generate Purchase (Carrier Invoice), Go to Related Invoices, Go to Related Purchases