Using Templates for Shipping Charges

Last Modified on 10/12/2022 12:12 pm EDT

This guide explains how to apply an existing template of shipping charges to an order. It is intended for general users.

Your system administrator (and other Team Members with the required <u>privileges</u> (https://aace6.knowledgeowl.com/help/controlling-access-to-aace-modules-with-user-groups)) can <u>build templates</u> (https://aace6.knowledgeowl.com/help/building-a-template) to store standard shipping charge setups. Those shipping charges can then be added to the order. When you enter an order, simply select the correct shipping template to pull in the standard shipping charges:

- 1. Navigate from Main Menu > Order Management > Orders.
- 2. At the Orders module, locate the desired order using the <u>Quick Search</u> (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar) bar.
- 3. At the detail view, click Edit.
- In the Totals section (bottom-right corner), click the shipping-level Actions (,) > Select Shipping Template.

Sales Order Ma	nagement Job Costs & A	pproval	S								2	Notices 😣	Tasks 🔽	Emails 🔛	Docs @
Bill To	*		Ship	То	Er	nd C	ustor	ner	Group ships	ments into as fi	w 🖈	Activitie	s & Commen	ts	
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	Billing Terms					Shipping Terms									
	Net 30														
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	Student Tablet, 9"	499	0	10	+	Ш	\mathcal{A}		1		699.9	8 0.0	00 65	99.98	3% 🛪
3 > TBLT-9															
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		ng Transa						Currenc		Ex Rate	Ad To	djustment otal hipping		0.00	

5. Select the desired shipping template and click **Save**.

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	Templates						Selected	Templates		
/	Туре	Name		Abbr	Status		Name			0
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	Displaying 1 of 1 found				Select All >		Remove	AL	Cancel	Save

6. aACE imports any template info for shipping pricing, descriptions, additional info, LICs, etc.

Note: If text fields on the order (e.g. Description) already include information, that content will remain. The template text will *not* replace text you have specifically entered for that order.

7. Finish editing the order and click **Save**.