

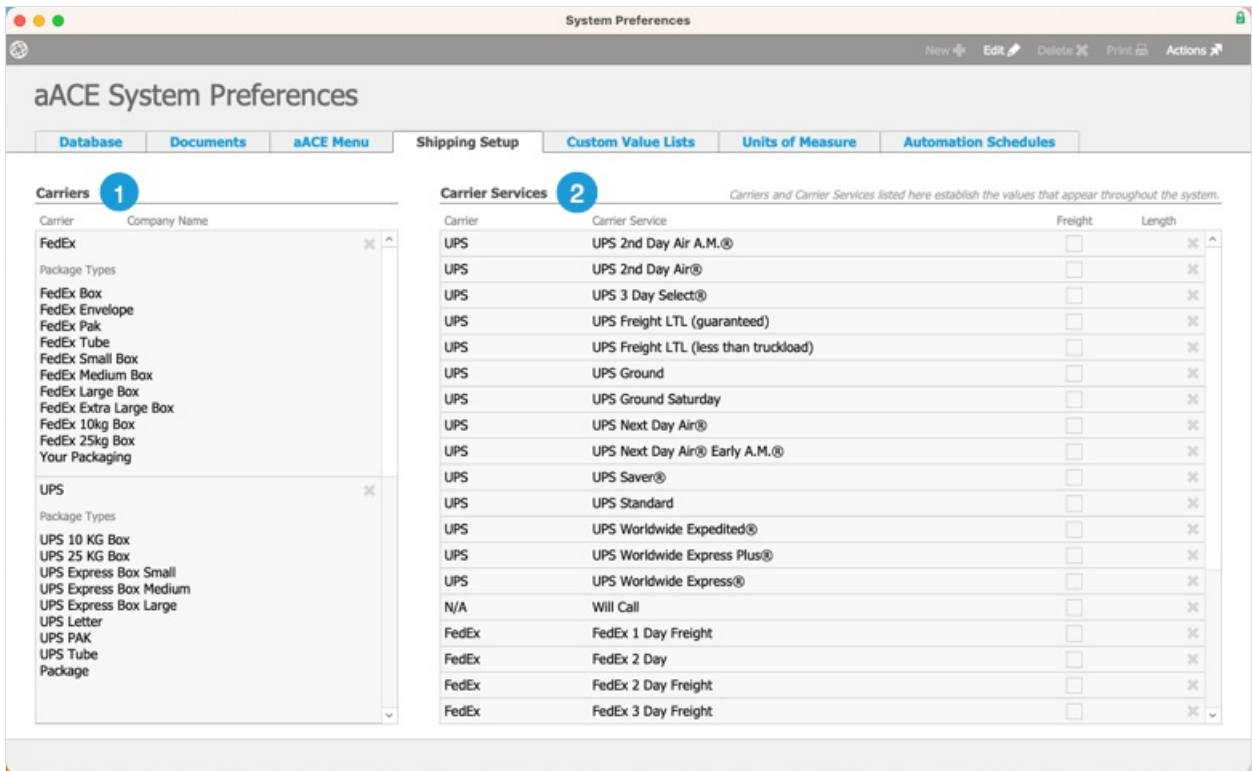
Overview of Shipping Setup Preferences

Last Modified on 08/09/2023 5:26 pm EDT

This guide describes features on the Shipping Setup tab in System Preferences. It is intended for system administrators.

System administrators can store carrier and carrier service information for quick shipping processes. To edit this information, navigate from Main Menu > System Admin > System Preferences > Shipping Setup.

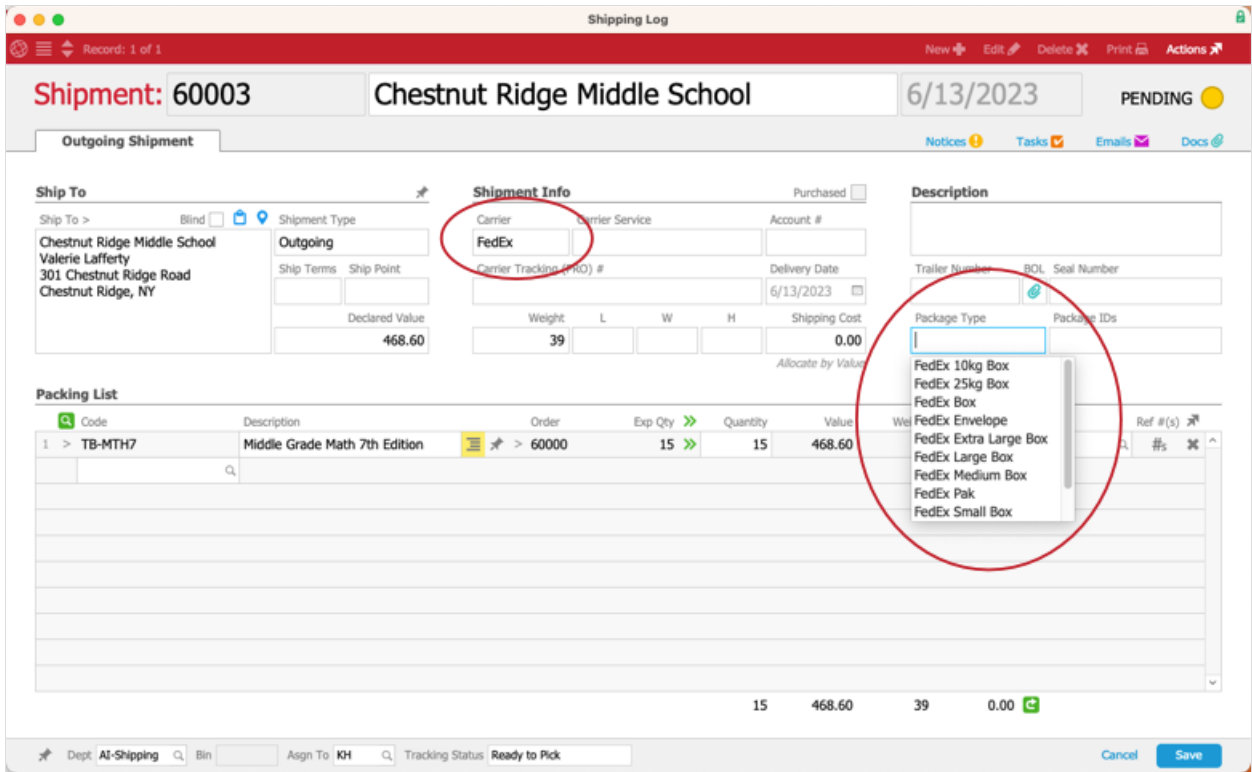
Note: You must click Edit to update these settings and preferences.



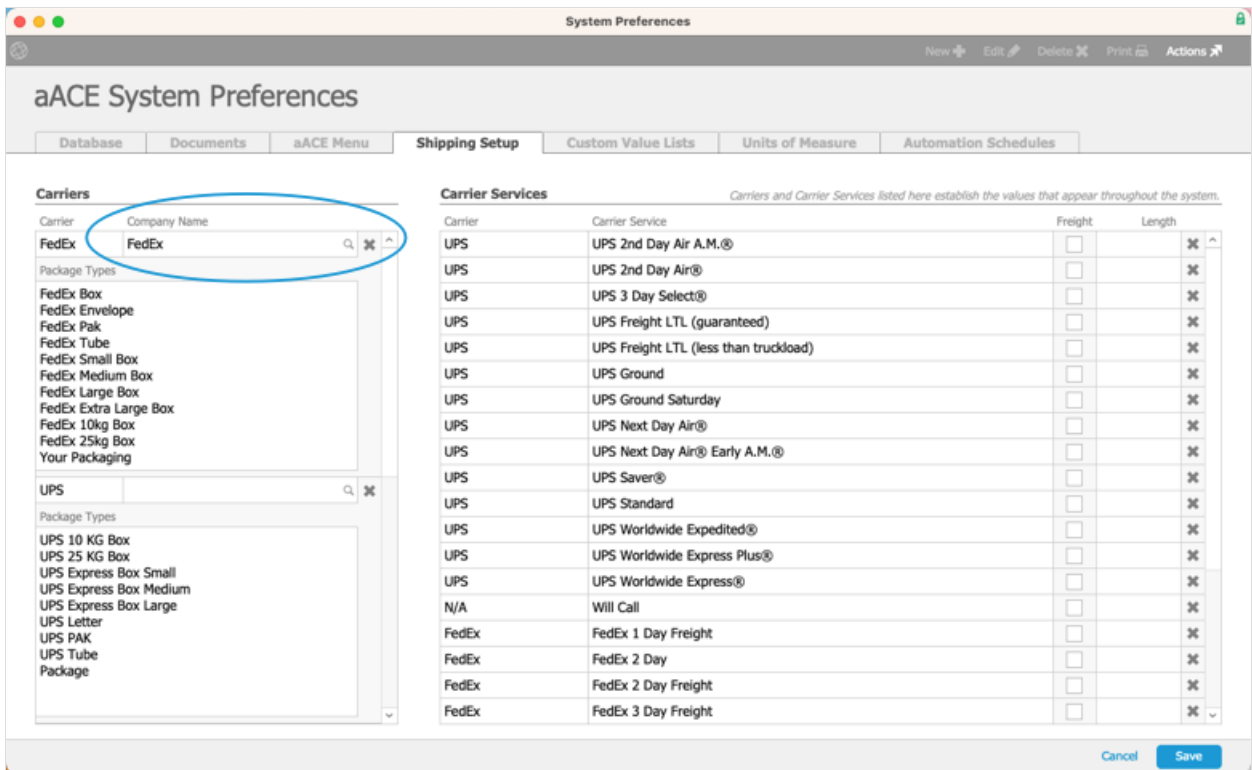
1. Carriers

In this section, you can specify the shipping carrier companies that your business uses. You can add new carriers by scrolling to the bottom of the current list, then typing the new carrier abbreviation in the blank field there.

Additionally, you can list each carrier's package types in the Package Types text box. Each line in the text box creates a different entry on a shipment record's Package Type field:



If the carrier has a company record in your aACE system, you can link the carrier info to the company using the Company Name field:



You can delete a carrier by clicking the Delete (✕) icon in the desired carrier's sub-section.

2. Carrier Services

Keeping track of a carrier's services is important, especially when your shipping values vary. Using the Carrier Services section, you can:

- Define the carrier
- Define each of the services the carrier offers
- Specify freight shipping
- Specify the length of time it takes to ship to your customer.

Carrier services will be available throughout your aACE system when shipping is involved.
