Overview of Shipping Setup Preferences

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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.

						New 🖶 Edit 🖋 Delete 🗶 P	fint 🗟 Actions 🜶
ACE Suc	tom Drofe	roncoc					
ACE Sys	tem Prefe	erences					
Database	Documents	aACE Menu	Shipping Setup	Custom Value Lists	Units of Measure	Automation Schedules	
Carriers			Carrier Services	2	Carriers and Carrier Services	listed here establish the values that appear thr	roughout the system
Carrier Company Name			Carrier	Carrier Service Freigh			Length
FedEx 2010 Anno 201			UPS	UPS 2nd Day Air A.M	UPS 2nd Day Air A.M.®		
			UPS	UPS 2nd Day Air®			×
			UPS	UPS 3 Day Select®			×
edEx Envelope edEx Pak edEx Tube edEx Small Box		UPS	UPS Freight LTL (guaranteed)			20	
		UPS	UPS Freight LTL (less than truckload)			×	
FedEx Medium Box	edEx Medium Box		UPS	UPS Ground			Н.
FedEx Large Box FedEx Extra Large	Box		UPS	UPS Ground Saturda	y		×
FedEx 10kg Box	FedEx 10kg Box		UPS	UPS Next Day Air®			×
FedEx 25kg Box Your Packaging		UPS	UPS Next Day Air® Early A.M.®			×	
UPS	2		UPS	UPS Saver®			20
Package Types			UPS	UPS Standard			20
UPS 10 KG Box UPS 25 KG Box		UPS	UPS Worldwide Expe	dited®		30	
		UPS	UPS Worldwide Expr	-		31	
UPS Express Box M	JPS Express Box Small JPS Express Box Medium		UPS	UPS Worldwide Expr	ess®		36
UPS Express Box Large UPS Letter UPS PAK		N/A	Will Call			ж	
			FedEx	FedEx 1 Day Freight			х
UPS Tube Package			FedEx	FedEx 2 Day			ж
			FedEx	FedEx 2 Day Freight			ж
			FedEx	FedEx 3 Day Freight			30 0

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:

Shipment: 60003 Cl		Che	Chestnut Ridge Middle School				/2023	PENDING	
Outgoing Shipm	ent					Notice	s 🔒 🛛 Tasks 🗹	Emails 🎽 🛛 Docs 🤅	
h ip To	Blind 🗌 💼 오		Shipment Info	arrier Service	Purcha Account #	Descrip	tion		
hestnut Ridge Middle lalerie Lafferty 01 Chestnut Ridge Ro hestnut Ridge, NY	School	Outgoing Ship Terms Ship Point Declared Value 468.6	e Weight	L W	Delivery Da 6/13/202: H Shippir	3 II ng Cost Package 0.00	Ø Type Pac		
acking List Code TB-MTH7		ription Jle Grade Math 7th Editio	0rder n <u>⊒</u> ⊀ > 60000	Exp Qty » 15 »	Quantity	Value Wei FedEx 2 FedEx B 88.60 FedEx E FedEx L FedEx M FedEx M FedEx M	Skg Box ox nvelope xtra Large Box arge Box ledium Box	Ref #(s) 77	
					15 46	8.60 39	0.00		

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:

			New 💠	Edit 🖋 Delete 🗶 Prir	t 🗟 Actions :
aACE System Preferences	5				
-					
Database Documents aACE Me	nu	Shipping Setup	Custom Value Lists Units of Measure Automatic	on Schedules	
Carriers		Carrier Services	Carriers and Carrier Services listed here establi	ish the values that appear throu	vahout the system
Carrier Company Name		Carrier	Carrier Service	Freight	Length
	x ^)	UPS	UPS 2nd Day Air A.M.®		× 1
Package Types	/	UPS	UPS 2nd Day Air®		×
FedEx Box FedEx Envelope FedEx Pak FedEx Tube FedEx Small Box FedEx Small Box FedEx Large Box FedEx Large Box FedEx Large Box FedEx Large Box FedEx 25kg Box Your Packaging		UPS	UPS 3 Day Select®		ж
		UPS	UPS Freight LTL (guaranteed)		ж
		UPS	UPS Freight LTL (less than truckload)		36
		UPS	UPS Ground		ж
		UPS	UPS Ground Saturday		ж
		UPS	UPS Next Day Air®		×
		UPS	UPS UPS Next Day Air® Early A.M.®		×
UPS	Q X		UPS UPS Saver®		36
Package Types			UPS Standard		×
UPS 10 KG Box UPS 25 KG Box UPS Express Box Small UPS Express Box Medium UPS Express Box Large UPS Letter UPS Letter UPS PAK		UPS	UPS Worldwide Expedited®		×
		UPS UPS Worldwide Express Plus®			×
		UPS	UPS Worldwide Express®		ж
		N/A	Will Call		×
		FedEx	FedEx 1 Day Freight		×
UPS Tube Package		FedEx	FedEx 2 Day		×
-		FedEx	FedEx 2 Day Freight		ж
	~	FedEx	FedEx 3 Day Freight		ж.

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.