

# Understanding Blind Shipping

Last Modified on 12/29/2023 11:39 am EST

This guide explains the aACE functionality for blind shipping. It is intended for general users.


Blind shipping refers to when a company has an ordered product shipped from the vendor to another company. However, the company customizes the shipment to appear as if it is coming from their own company (rather than from the vendor). A few examples of using blind shipping include:

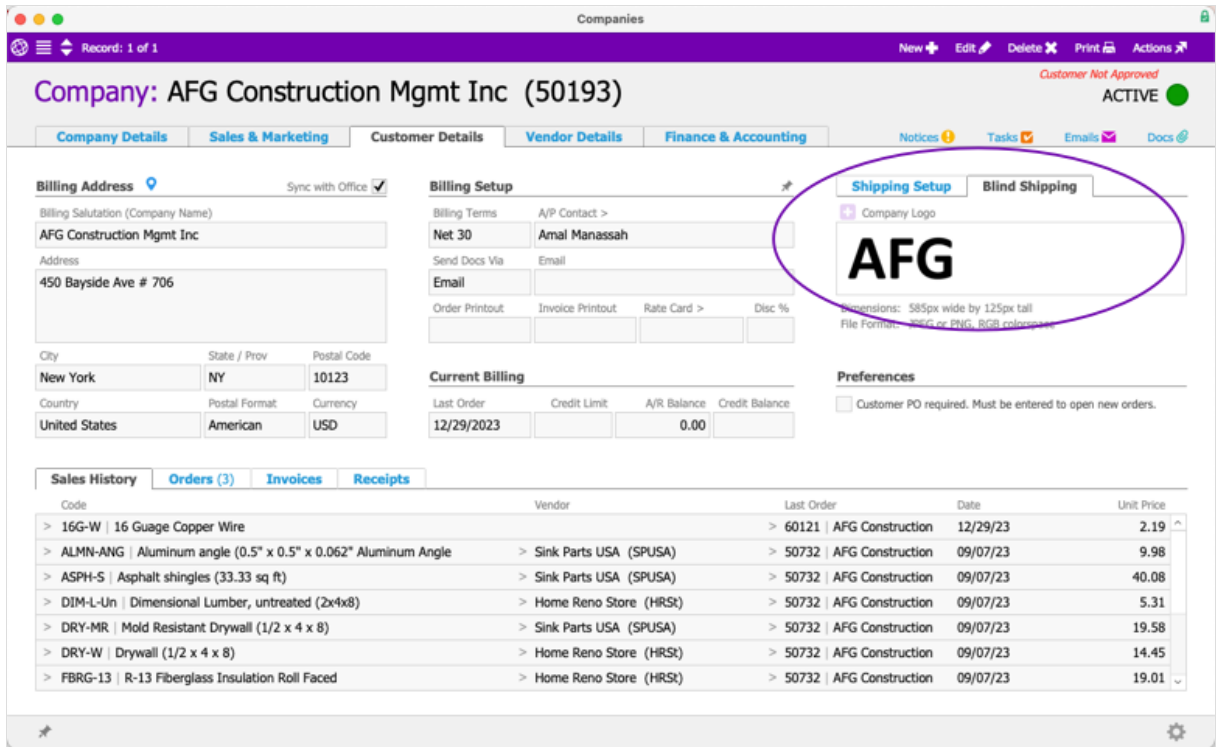
- Sales orders — Your customer needs you to procure and ship a product to *their* customer.
- Purchase orders — You need to procure and ship a product from your vendor directly to your customer.

Blind shipping affects the documentation you provide when you send a shipment. Typically the packing list shows your company information or is left blank. Blind shipping functionality allows you to upload a customer's logo in their company record (see below), then print a packing list for a shipment with that customer's logo and address on it.

## Setting Up a Customer Logo for Blind Shipping

You can upload a logo for each customer that uses blind shipping.

1. Navigate from **Main Menu > CRM & Sales > Companies**.
2. Use the **Quick Search** (<https://aace6.knowledgeowl.com/help/using-the-quick-search-bar>) bar to locate your customer company, then display the detail view.
3. Click **Customer Details > Blind Shipping**.
4. Click **Edit**.
5. Click the **Add** icon (  ) above the Company Logo field.
6. Locate and select the graphic to use for the company logo.



7. Click Save.

## Examples of Using Blind Shipping

### Sales Order

On a sales order, you can mark the flag to activate blind shipping on the related shipments.

**Order: 60121**    **AFG Construction Mgmt Inc**    **12/29/23**    **PENDING**

**Bill To:**  
 AFG Construction Mgmt Inc  
 Amal Manassah  
 450 Bayside Ave # 706  
 New York, NY 10123

**Ship To:** **End Customer**  
 Shea Township School District  
 Tim Collins  
 9456 Highway 9  
 Shea, OH 43613

**Comments & Next Steps**

Code	Description	Invtry	Alts	Upps	Opts	Cases	Quantity	BO	DS	SO	Unit Price	Unit Adj	Total	Margin
16G-W	16 Gauge Copper Wire	45	0	0	+		40				2.19	0.00	87.60	9%

**Summary:**  
 Subtotal: 87.60 (9%)  
 Adjustment: 0.00  
 Total: 87.60 (9%)  
 Shipping: 0.00 (0.00)  
 Tax: OUT (0.00)  
 Grand Total: 87.60 (9%)

For this example, AFG Construction needs to have supplies delivered to the middle school where they are completing a project. The invoice shows the aACME logo, with AFG as the Bill To company and the high school as the Ship To company. However, the shipping documents (e.g. shipment detail view > Print > Packing List) show AFG's logo and the items. It does not show other sensitive information.

**PRINT: Shipping Log**

**PACKING LIST**  
 Shea Township School District  
 AFG Construction Mgmt Inc

Shipment # 60059  
 Date  
 Carrier Service

**Ship To**  
 Shea Township School District  
 Tim Collins  
 9456 Highway 9  
 Shea, OH 43613

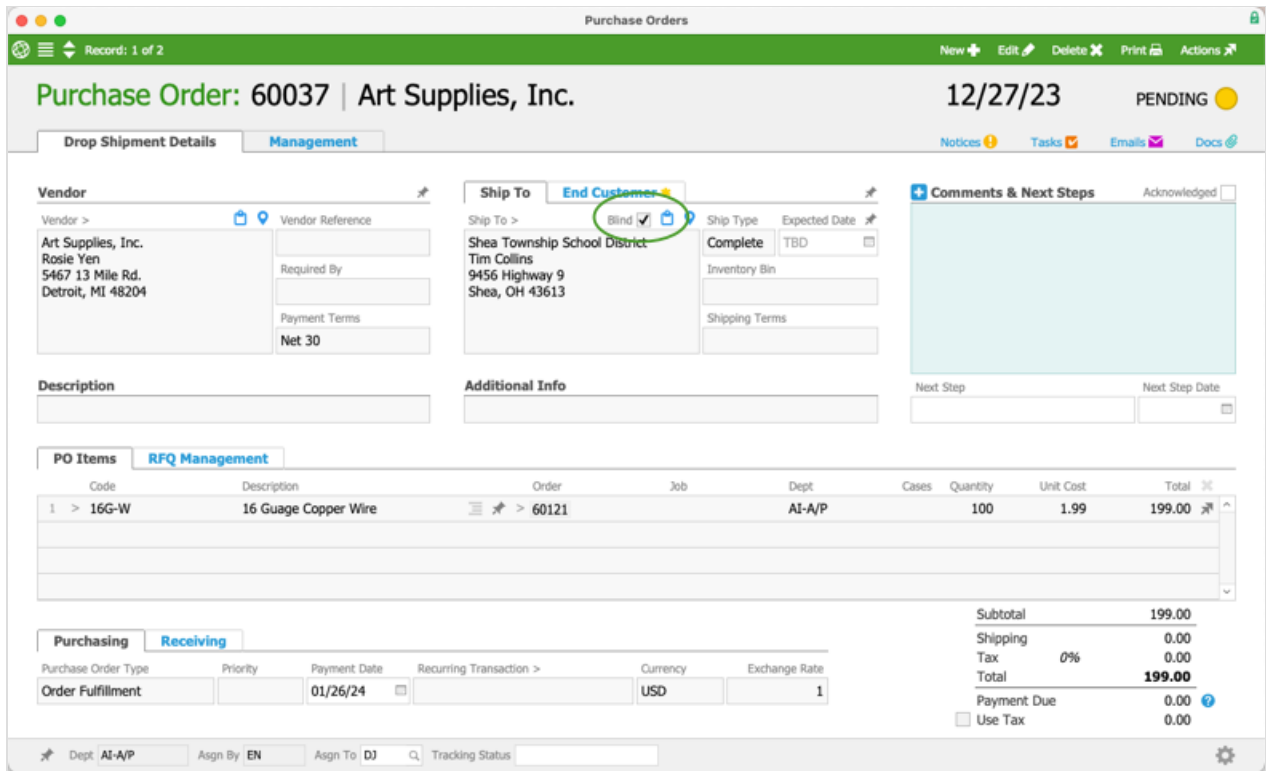
**Packing List**

Line	Code	Description	Quantity	Ref #(s)
1	16G-W	16 Gauge Copper Wire	40	

Total units in this shipment: 40

## Purchase Orders

Similarly, on purchase orders, you can also mark the flag to activate blind shipping.




This allows you to have a vendor ship a product directly to your customer. Typically the packing list would show your company info. When you flag a sales order to use blind shipping, aACE will add instructions on the PO for your vendor to ship using your customer's information.

PRINT: Purchase Orders

Pages: 1 Total

Layout: PO: Detail 1 PO Print View As: Exit Preview



aACME Education Solutions  
1238 Broadway, New York, NY

**THIS PO IS NOT FINAL  
DO NOT PROCESS**

**PURCHASE ORDER  
DROP SHIPMENT**  
Art Supplies, Inc.

<b>Payment Terms</b> Account #	Net 30	<b>Purchase Order #</b> Date	60037 12/27/23
		<b>Required By</b>	

<b>Vendor</b> Art Supplies, Inc. Rosie Yen 5467 13 Mile Rd. Detroit, MI 48204	<b>Ship To</b> Shea Township School District Tim Collins 9456 Highway 9 Shea, OH 43613 <b>Phone</b> (555) 847-2678 <b>Carrier Service</b>
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<b>Ship in the Name Of:</b> AFG Construction Mgmt Inc	
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**Purchase Order Items**

Line	Description	Code	Qty	Unit Cost	Total	
1	16 Gauge Copper Wire	16G-W	100	1.99	199.00	
					<b>Subtotal</b>	199.00
					<b>Shipping</b>	0.00
					<b>Tax</b>	0.00
					<b>Total</b>	199.00
					<b>Payment Due</b>	0.00