# **Understanding Blind Shipping**

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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 <u>Quick Search (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> 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.

<pre></pre>	AFG Const	truction N	1gmt Inc	(50193)			New 🕂		er Not Approved
Company Details	Sales & Mark	ceting Cust	omer Details	Vendor Details	Finance	& Accounting	Notices	🕽 🛛 Tasks 🗹 🛛 En	nails 🔀 🛛 Docs (
Billing Address ♀	5	Sync with Office 🖌	Billing Setup			*/	Shipping Setu	Blind Shipping	
Billing Salutation (Company	y Name)		Billing Terms	A/P Contact >			Company Logo		
AFG Construction Mgm	t Inc		Net 30	Amal Manassah		(			
Address			Send Docs Via	Email			AFG		
450 Bayside Ave # 706	5		Email						
			Order Printout	Invoice Printout	Rate Card >	Disc %	Simensions: 585px		
							File Format. JPEG of	PNG, RGB colorspace	
City	State / Prov	Postal Code							
New York	NY	10123	Current Billing	3			Preferences		
Country	Postal Format	Currency	Last Order	Credit Limit		Credit Balance	Customer PO requ	ired. Must be entered to o	pen new orders.
United States	American	USD	12/29/2023		0.00				
Sales History	Orders (3) Invo	oices Receip	ts	Vendor		Last Ore	ler	Date	Unit Price
> 16G-W   16 Guage	Copper Wire					> 60121	AFG Construction	12/29/23	2.19
> ALMN-ANG   Alumi	num angle (0.5" x 0.5	5" x 0.062" Alumini	um Angle	Sink Parts USA	(SPUSA)	> 50732	AFG Construction	09/07/23	9.98
	hingles (33.33 sq ft)			> Sink Parts USA	(SPUSA)	> 50732	AFG Construction	09/07/23	40.08
> ASPH-S   Asphalt s	ional Lumber, untrea	ted (2x4x8)		> Home Reno Stor	e (HRSt)	> 50732	AFG Construction	09/07/23	5.31
<ul> <li>ASPH-S   Asphalt si</li> <li>DIM-L-Un   Dimension</li> </ul>				Sink Parts USA	(SPUSA)	> 50732	AFG Construction	09/07/23	19.58
> DIM-L-Un   Dimens	sistant Drywall (1/2 x	4 x 8)							
> DIM-L-Un   Dimens	sistant Drywall (1/2 x	4 x 8)		> Home Reno Stor	e (HRSt)	> 50732	AFG Construction	09/07/23	14.45

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.

Drd	er: 60121	AFG Con	structio	on Mg	mt	Inc				12/2	29/23		PENDI	NG 😑
Sa	les Order Managem	ent Job Costs & Apj	provals							Notices	Tasks	Emai	k 🗹	Docs Ø
ill To		*	Ship To	e End	Custon	uer_			*	Comm	ients & Nex	ct Steps		
3il To :	. 🙆	Customer PO #	Ship To >		Blind	v 🔿 o	Ship Type	Ship Date						
AFG Construction Mgmt Inc Amal Manassah 450 Bayside Ave # 706		Rate Card > Disc %	Tim Collin 9456 High	Shea Township School District Tim Collins 9456 Highway 9		t.	Complete Inventory Bin							
New York, NY 10123	ork, NY 10123	Q	Shea, OH 43613			Q								
		Billing Terms					Shipping Terr	ns						
		Net 30												
escri	ption		Additiona	al Info						Next Step			Next Ste	p Date
		×*							N <sub>M</sub>					
rder	Items													
Q	Code	Description	Invtry Alts	Upgs Opts		Cases	Quantity B	O DS SO	Unit P	rice U	init Adj	Total	Margin	rk n
1 >	16G-W	16 Guage Copper Wire	<b>45</b> 0	0 🕂	∃ *		40		2	.19	0.00	87.60	9%	^ % d
		Q.												
										Subtotal		87.60	<b>2</b> 9%	6
										Adjustment Total		0.00 87.60	9%	L.
Sale	s Billing Fulfillmen	t Shipping								Shipping	0.00	0.00		,
order T	ype 💽 Pa	syment Account Recurring	Transaction >			Currenc	y Đ	change Rate		Tax	OUT	0.00		
						USD		1		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.

	1		IT: Shipping					
	1 1 Total			÷				
	Pages	Save as Excel Save as PDF	Print	Page Setup				
ut: SHIP:	Packing List View	v As: 🖂 📰 🛛 Exit Preview						
	٩FG	1				PACKING LIS Shea Township School Distri AFG Construction Mgmt II		
-					Shipment # Date Carrier Service	e	60059	
	Ship To							
Packir	Shea Township School E Tim Collins 9456 Highway 9 Shea, OH 43613	John Ma						
Order #	-	Customer PO #						
Line	Code	Description				Quantity	Ref #(s)	
1	16G-W	16 Guage Copper Wire				40		
				Total units in th	nis shinment:	40		
					•			

#### **Purchase Orders**

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

Purchase Orders	
1 of 2	New 💠 Edit 🌶 Delete 💢 Print 📾 Activ
se Order: 60037   Art Supplies, Inc.	12/27/23 PENDING
ment Details Management	Notices 😝 🛛 Tasks 😭 Emails 🎽 D
* Ship To End Custemer	* Comments & Next Steps Acknowledg
🖄 ♀ Vendor Reference Ship To > 🛛 🖉 Blind 🗹 🖄 Ship Type Expec	ted Date 🖈
nc. Shea Township School District Complete TBD Tim Collins 9455 Highway 9 Inventory Bin	
204 Shea, OH 43613 Shipping Terms	
Net 30	
Additional Info	Next Step Next Step D
RFQ Management Description Order Job Deed	t Cases Quantity Unit Cost Total
Description         Order         Job         Dep           /         16 Guage Copper Wire         Ξ ★ > 60121         AI	
	Subtotal 199.00
Receiving	Shipping 0.00
Type Priority Payment Date Recurring Transaction > Currency Exchange Ra	Iotal 199.00
nt 01/26/24 USD	1 Payment Due 0.00 Use Tax 0.00
nt 01/26/24 🗆 USD	Payment Due

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.

		PRIN	T: Purchase C	orders				
>	1 1 10 Total		•	†+				
	Pages	Save as Excel Save as PDF	Print	Page Setup				
t: PC	D: Detail 1 PO Print 🗸 🛛 View As:	🖿 🗮 🖩   Exit Preview						
					_			
		THIS PO						SE ORDER SHIPMENT
- 14	CME Education Solutions							Supplies, Inc.
	38 Broadway, New York, N		T PROCE	.55				
			Payment Term		Net 30	Durch	ase Order #	60037
			Account #	15	Net 50	Date	ase Order #	12/27/23
						Requi	red By	
	Vendor			Ship To				
	Art Supplies, Inc. Rosie Yen			Shea Township Tim Collins	School Dis	strict		
	5467 13 Mile Rd.			9456 Highway 9	9			
	Detroit, MI 48204			Shea, OH 4361 Phone	3			
				(555) 847-2678				
1			_	Carrier Service	•			
(	Ship In the Name Of: AFG Construction Mgmt Inc	)						
Purc	chase Order Items							
Line	Description	Code				Qty	Unit Cost	Total
1	16 Guage Copper Wire	16G-W				100	1.99	199.00
						Subto		199.00
						Shipp	ing	0.00
						Tax Total		0.00 199.00
						_	ent Due	0.00