Overview of the Shipping Log

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> This guide provides an overview of the Shipping Log module. It is intended for general users.

aACE allows you to create incoming, outgoing, and transfer shipment records. Shipments can also be linked to other records in your aACE system.

You can access the Shipments module by navigating from the Main Menu > Order Management > Shipping Log.

Incoming and Outgoing Shipments

Typically, incoming shipment records (https://aace6.knowledgeowl.com/help/receiving-incoming-shipments) are used for receiving inventory while outgoing shipments are for order fulfillment. Incoming and outgoing shipment records have identical fields and information.
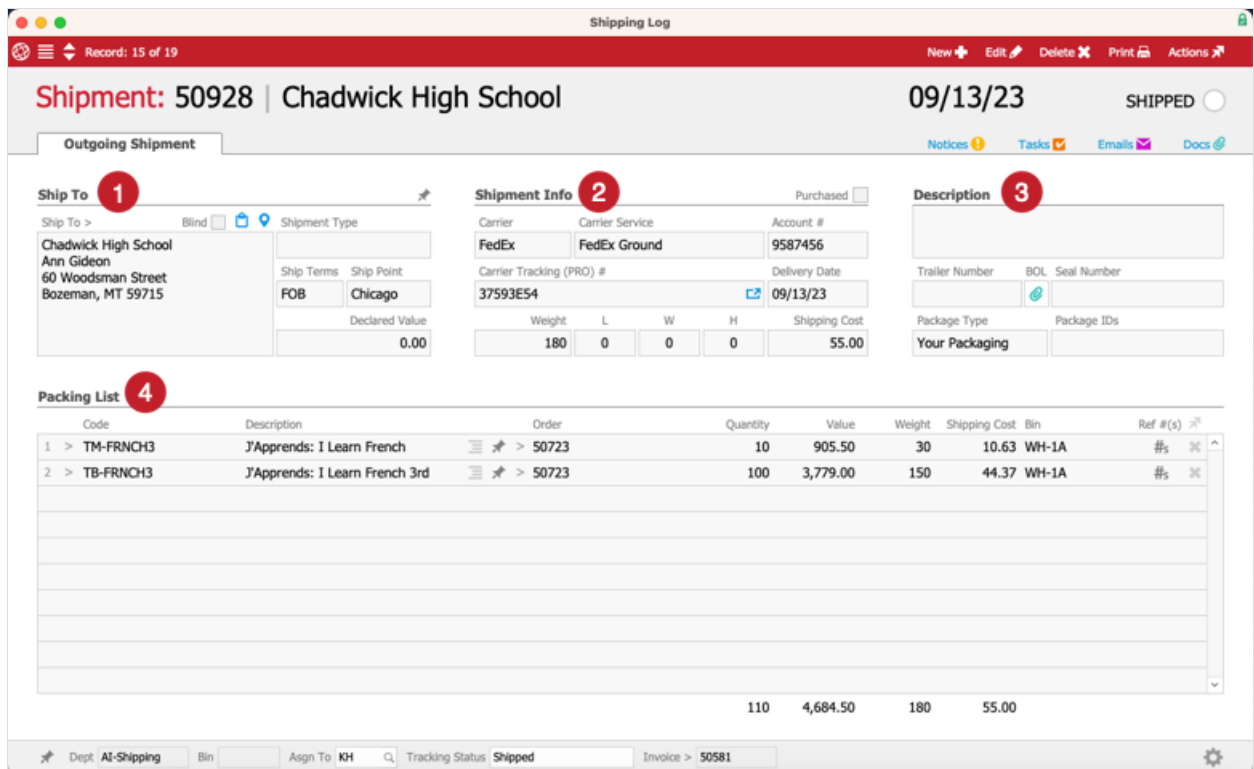
1. Ship To

A shipment record's Ship To section includes basic shipping information such as the Ship To address, shipment type, and more. This section also includes a flag for blind shipping.

2. Shipment Info

More specific information about the shipment is found in the Shipment Info section. This section specifies the carrier, account number, a tracking number, delivery date, weight, and additional details.

aACE marks the Purchased flag when a carrier invoice is processed in purchases (https://aace6.knowledgeowl.com/help/entering-purchases-for-carrier-invoices). This prevents the shipment from showing up on a future carrier invoice.

3. Description

You can add any other details about the shipment to the Description text field.

4. Packing List

aACE lists any items in the shipment. You can view the type of item, the quantity, value, weight, shipping cost, and its inventory bin.

Your warehouse staff can also use the Packing List section to pick the items for an outgoing shipment through the aACE Pick App (https://aace6.knowledgeowl.com/help/using-the-pick-app).

Transfer Shipments

You can transfer inventory between locations by using a transfer shipment. Transfer shipment records include additional fields and information that pertain to inventory transfers.

Transfer shipments also act as an outgoing shipment from Location A and an incoming shipment to Location B for detailed shipment management. A team member can mark the shipment as Shipped, then later mark it as Received to accurately reflect the transfer process.
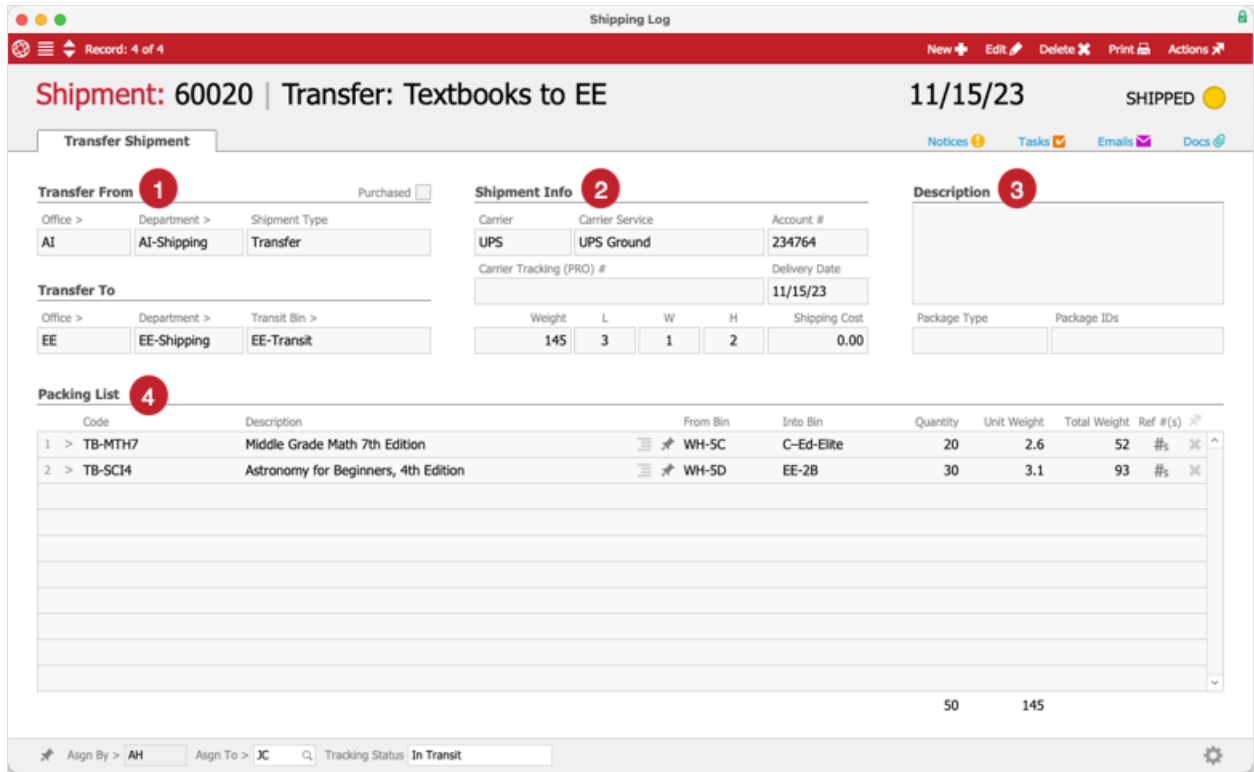
1. Transfer From and Transfer To

You can include details about where the transfer is coming from and where it is going to in their respective sections.

A transfer shipment can be completed through a carrier. Because of this, aACE marks the Purchased flag when a carrier invoice is processed in purchases. This prevents the shipment from showing up on a future carrier invoice.

2. Shipment Info

More specific information about the shipment is found in the Shipment Info section. This section specifies the carrier, account number, a tracking number, delivery date, weight, and additional details.

3. Description

You can add any other details about the shipment to the Description text field.

4. Packing List

aACE lists any items in the shipment. You can view the type of item, bin specifications, quantity, value, and weights.

Your warehouse staff can also use the Packing List section to pick the items for the shipment through the aACE Pick App (https://aace6.knowledgeowl.com/help/using-the-pick-app).