

Configure Shipping Label Printers

04/30/2025 3:10 pm CDT

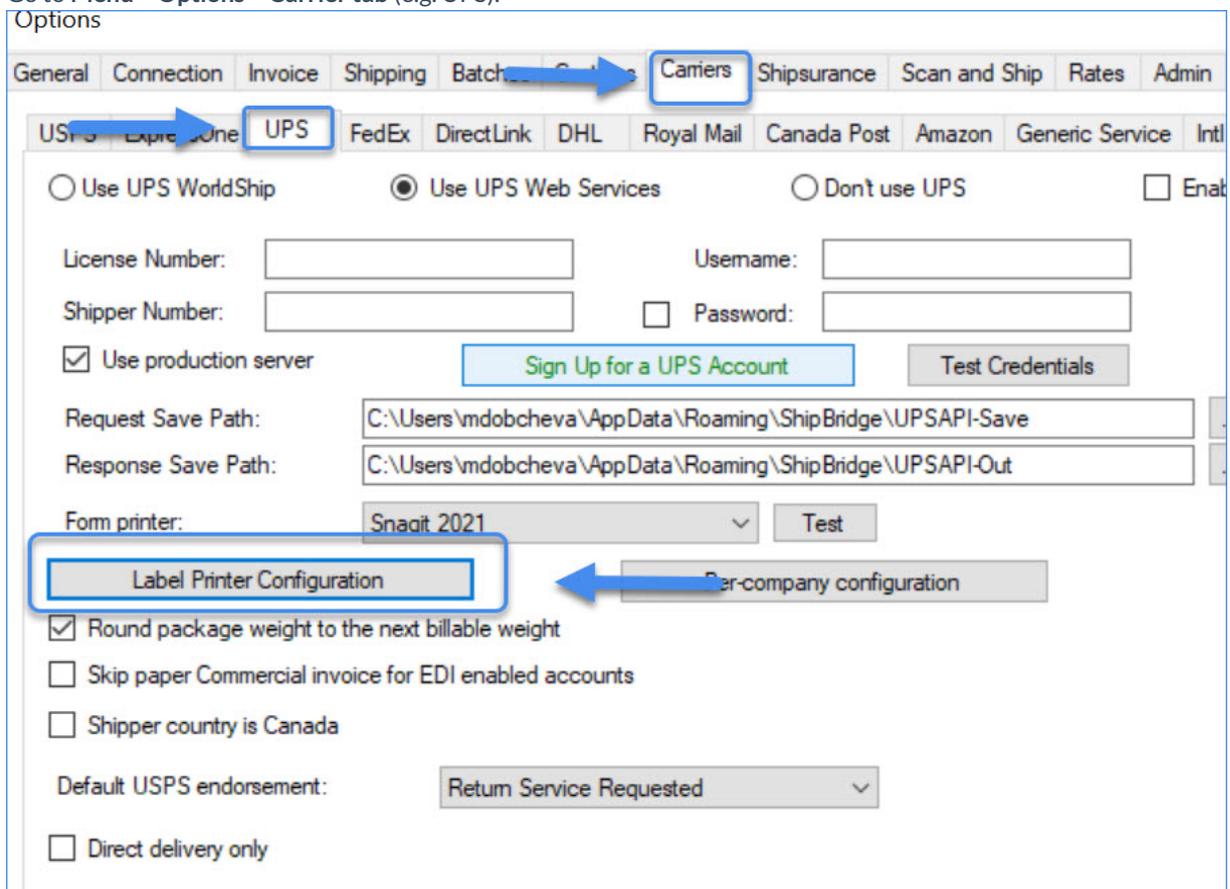
Overview

Sellercloud integrates with many carriers, including the US Postal Service, UPS, FedEx, DHL, and more. Each carrier offers multiple services, often with different label formats. With the label printer configuration, you can select the label printer and the specific format for each service individually.

Configure Shipping Labels

To configure shipping label printing options:

1. Go to **Menu > Options > Carrier tab** (e.g. UPS).



The screenshot shows the 'Options' page for the 'Carriers' tab, specifically for UPS. The 'Carriers' tab is selected, and the 'UPS' sub-tab is active. The page contains several configuration options:

- Use UPS WorldShip
- Use UPS Web Services
- Don't use UPS
- Enable
- License Number:
- Username:
- Shipper Number:
- Password:
- Use production server
- [Sign Up for a UPS Account](#)
- [Test Credentials](#)
- Request Save Path:
- Response Save Path:
- Form printer: [Test](#)
- [Label Printer Configuration](#)
- [Per-company configuration](#)
- Round package weight to the next billable weight
- Skip paper Commercial invoice for EDI enabled accounts
- Shipper country is Canada
- Default USPS endorsement:
- Direct delivery only

2. Click **Label Printer Configuration**. The grid opens to configure the service and the packaging type with printer and label formats.

Printer configuration

Service	Packaging	Internal Packaging Type	Printer	File Type
Default	Default	Default	Zebra ZP 450-200 dpi	PDF
USPS First Class	Default	Default	Zebra ZP 450-200 dpi	PDF
USPS First Class	First-Class Mail Letter	Default	Zebra ZP 450-200 dpi	PDF
USPS First Class	First-Class Mail Large Envelope	Default	Zebra ZP 450-200 dpi	PDF
USPS Priority	Default	Default	Microsoft Print to PDF	PDF
USPS Priority	Flat Rate Padded Envelope	Default	Zebra ZP 450-200 dpi	ZPLII
USPS Standard Post	Default	Default	Zebra ZP 450-200 dpi	PDF
USPS Priority Mail Express	Default	Default	Zebra ZP 450-200 dpi	ZPLII
USPS Intl Priority Express	Default	Default	Zebra ZP 450-200 dpi	PDF
USPS Intl Priority Express	Flat Rate Legal Envelope	Default	Zebra ZP 450-200 dpi	PDF

New Configuration

Select service...

Packaging Type: Default

Internal Packaging Type: Default

3. Choose **Select service** from the drop-down.

Options

Select service...

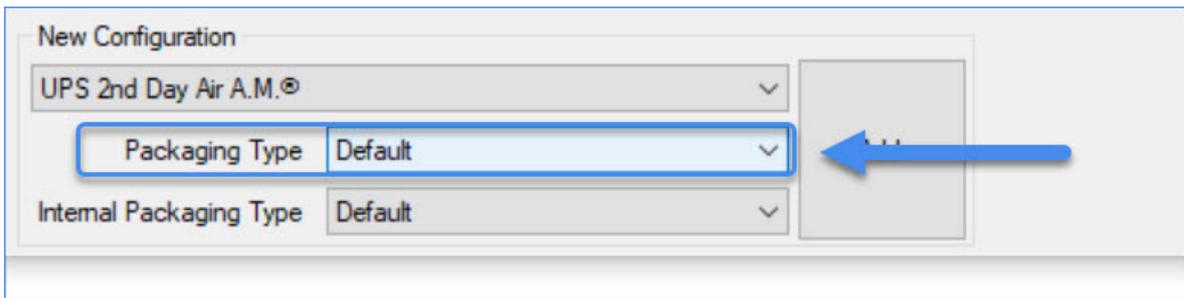
- Default
- UPS Next Day Air
- UPS Next Day Air® Early AM®
- UPS Next Day Air Saver®
- UPS 2nd Day Air®
- UPS 2nd Day Air A.M.®
- UPS 3 Day Select®
- UPS® Ground
- UPS Freight® LTL
- UPS Freight® LTL - Guaranteed
- UPS Worldwide Express Plus®
- UPS Worldwide Express®
- UPS Worldwide Saver®
- UPS Worldwide Expedited®
- UPS® Standard
- UPS® Worldwide Economy DDU
- UPS® Worldwide Economy DDP
- UPS Express®
- UPS Express Early A.M.®
- UPS Expedited™ to Canada
- UPS Express Saver® to Canada
- UPS Express® to Canada
- UPS Express Plus® to Canada
- UPS® Standard to Canada
- UPS 3 Day Select® to Canada
- UPS Mail Innovations® First Class
- UPS Mail Innovations® Priority
- UPS Mail Innovations® Expedited
- UPS Mail Innovations® Economy

Select service...

Packaging Type: Default

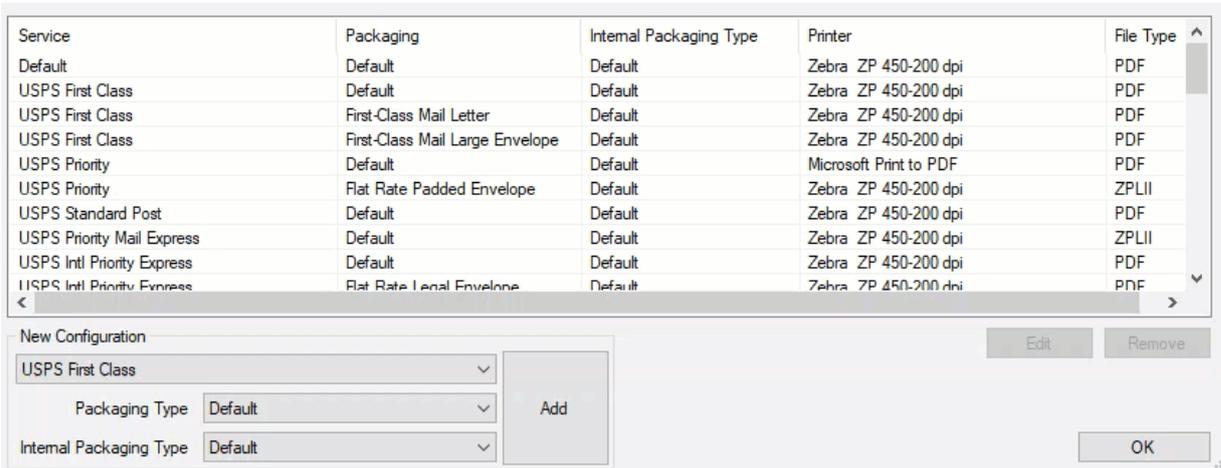
You must select **Default** for the shipping service and package type in the first row, and configure a printer as outlined below.

4. Select the packaging type. If no packaging type is selected, Shipbridge will use the default packaging type that is set on the **Carriers** tab.



5. Click **Add** to open a printer configuration pop-up.

Printer configuration

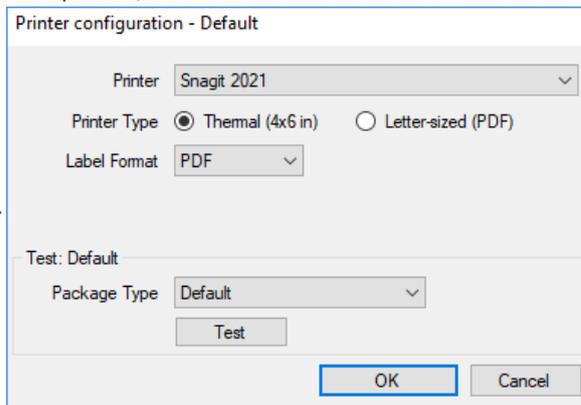


6. Select the printer.

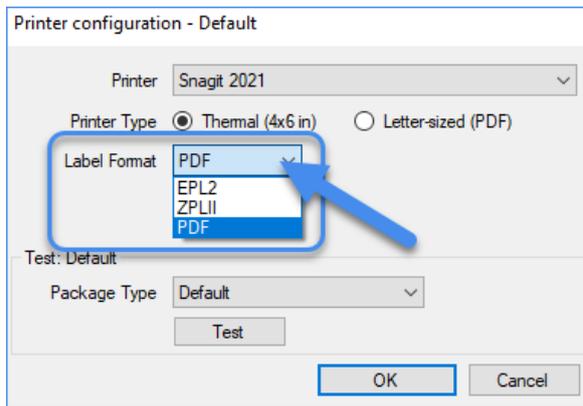
- a. You can choose the **<ShipBridge PDF Export>** option here and then select a file save path on the **Shipping tab > ShipBridge PDF Export Printer Settings**. With this virtual printer, when you generate a shipping label, it will automatically save as a PDF in the selected folder, and the file's name will be the order number.

7. If you selected a thermal printer, select the **Thermal** radio button. For all other printers, select the **Letter-sized**

(PDF) radio button.



8. Select the **Label Format** file type. See more on file types below.

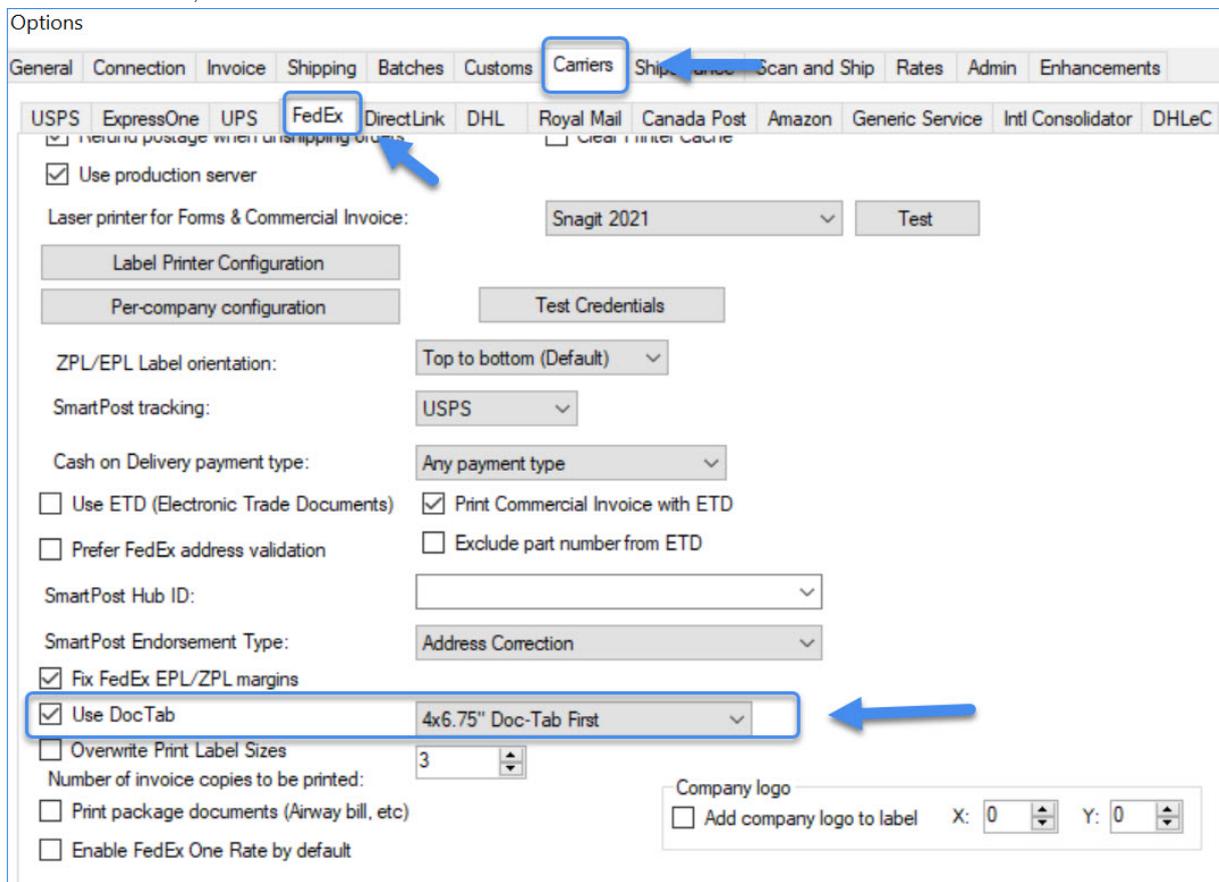


9. Test-print a label. Click **OK**.
10. Repeat the process to add more services as needed.
11. Click the **OK** button on the configuration window.
12. When you're finished configuring the carrier tab, save your settings.

Configure Label Orientation

There is an orientation setting to control the orientation of thermal labels to print either top to bottom or bottom to top. This is especially important when using Doc tab labels for FedEx.

On the **FedEx** tab, enable **Use Doc Tab**.



Doc tab labels can come in different sizes, with the doc tab in the front or back. Select a label size and type that you are

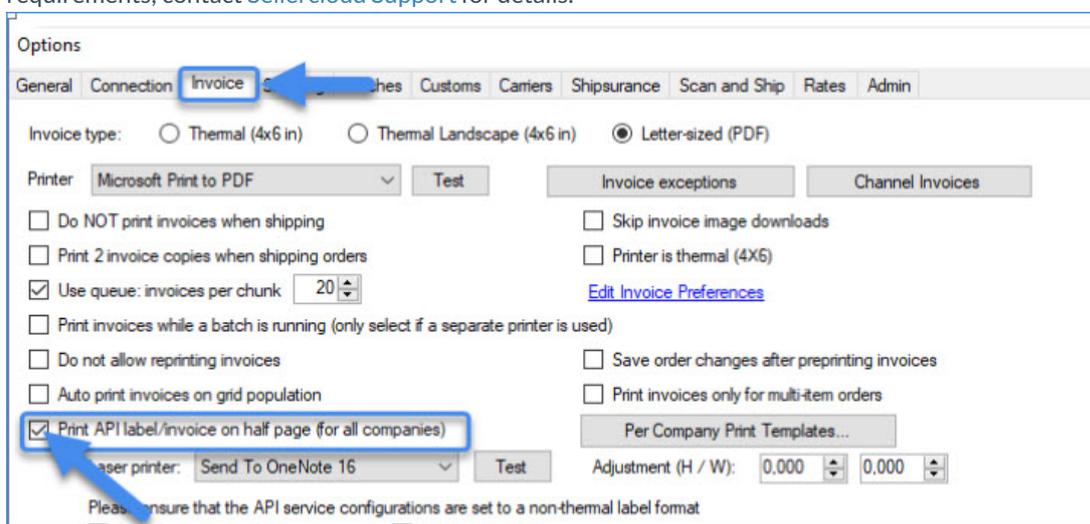
using from the drop-down. Depending on the doc tab available, you may have to configure the orientation of the label – top to bottom or bottom to top.

Print Invoices/Labels on Half-Page in Shipbridge

[Batch shipping](#) should not be used when printing half-page labels/packing slips.

To enable this feature:

1. Click **Menu > Options > Invoice** tab.
2. Enable **Print API label/invoice on the half-page** to show these additional settings.
3. Select the printer and print a test page. The printer set here must match the printer set up in Label printer config.
4. Choose to print the invoice horizontally.
5. You can select your preferred template and adjust the positioning. You can request additional templates for your requirements; contact [Sellercloud Support](#) for details.



The screenshot shows the 'Options' page in Shipbridge, specifically the 'Invoice' tab. The 'Invoice type' is set to 'Letter-sized (PDF)'. The 'Printer' is set to 'Microsoft Print to PDF'. The checkbox 'Print API label/invoice on half page (for all companies)' is checked and highlighted with a blue box and arrow. The 'Invoice' tab is also highlighted with a blue box and arrow. Other options include 'Do NOT print invoices when shipping', 'Print 2 invoice copies when shipping orders', 'Use queue: invoices per chunk' (set to 20), 'Print invoices while a batch is running', 'Do not allow reprinting invoices', 'Auto print invoices on grid population', 'Skip invoice image downloads', 'Printer is thermal (4X6)', 'Save order changes after preprinting invoices', and 'Print invoices only for multi-item orders'. There are also buttons for 'Test', 'Invoice exceptions', 'Channel Invoices', and 'Per Company Print Templates...'. A note at the bottom states: 'Please ensure that the API service configurations are set to a non-thermal label format'.

Invoice Templates

Different templates can be used for half-page invoices:

- Default – Prints the default template.
- FRE – Adds more information under the default template, including the total invoice sum, tax, and shipping fee. [Show me.](#)
- LB – Adds more information to the default template, including returns information. [Show me.](#)
- NJ – Similar to the default template, but a smaller size. [Show me.](#)
- OM – This format requires a plugin from Sellercloud. It adds the barcode UPC on top of the label, along with printing the default invoice. [Show me.](#)

An example schematic of the template BurrisComputerFormsLS 6x4BL can be found [here](#).

If the invoice is not positioned correctly, you can make horizontal and vertical adjustments.

Configure Reference Order Information

Order Information can be referenced on the label using the rubber stamps. For example, you can select to place the SKU on the label from rubber stamp 1, the order number from rubber stamp 2, and the product description from rubber stamp

3.

The image shows a screenshot of the 'Options' dialog box in a software application, specifically the 'Carriers' tab. The 'USPS' carrier is selected. The 'Endicia Label Server/ExpressOne Postage Options' section is highlighted with a blue box. This section contains the following settings:

- Stealth postage
- Print First Class Letter via DAZzle
- Number of copies to print of APO/FPO labels: 1
- Label orientation: 0° - Bottom to top
- Use APO/FPO printer configuration for US territory destinations
- Express Mail: Use Street Line 2 as Reference 1, if empty
- Rubber stamp 1: Order #
- Rubber stamp 2: SKU
- Rubber stamp 3: (Empty)
- Split RubberStamp field 1
- Cost Center Code: [Empty field]

Other visible settings in the dialog include 'Use cut-off time' set to 10:50, 'Postmark' set to 21.10.2021, and 'Allow sub-ounce weights (Requires restart)' set to Decimal 1. The bottom of the dialog has buttons for 'Run Configuration Wizard', 'Find setting...', 'Find Next', 'Save', and 'Cancel'.

Label Formats

For USPS, the three file formats are EPL2, ZPL2, and PDF. EPL2 and ZPL2 are formats that work specifically with thermal printers. You can also use the PDF format to print on a thermal printer. All formats will print out with slight differences in font and sharpness. Not all thermal printers are compatible with EPL.

Non-thermal printers, like laser printers, require a PDF format selection.