

# Multi-Package Shipping through Shipbridge

04/30/2025 3:10 pm CDT

## Overview

With Shipbridge multi-package shipping, you can divide an order into multiple packages and shipping labels in a simple and streamlined process. By adding packages and dragging and dropping items, you can distribute the shipping contents into the desired packaging arrangements.

This feature of Shipbridge allows you to ship multiple packages in a single shipment. That way, you can save time and money when shipping by combining multiple packages into a single shipment. It also helps reduce the cost of shipping and minimize the number of packages that need to be processed.

## Ship in Multiple Packages

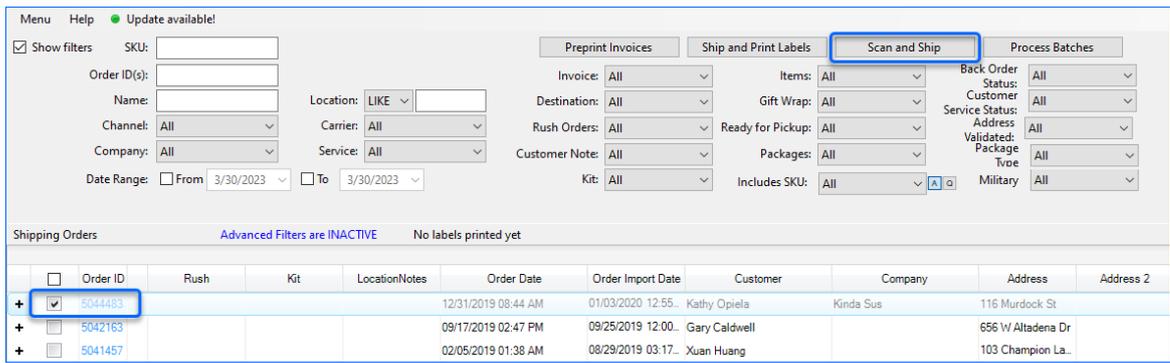
An order with multiple items may need to be shipped in multiple packages. You can add packages to your order in Shipbridge. This can be done from the Main Order Grid by right-clicking on the order and selecting **Edit Packages**. If you use [Scan and Ship](#), see the following steps:

- a. Select the **Enable multi-package support** setting in **Menu > Options > General tab > Click Save**.

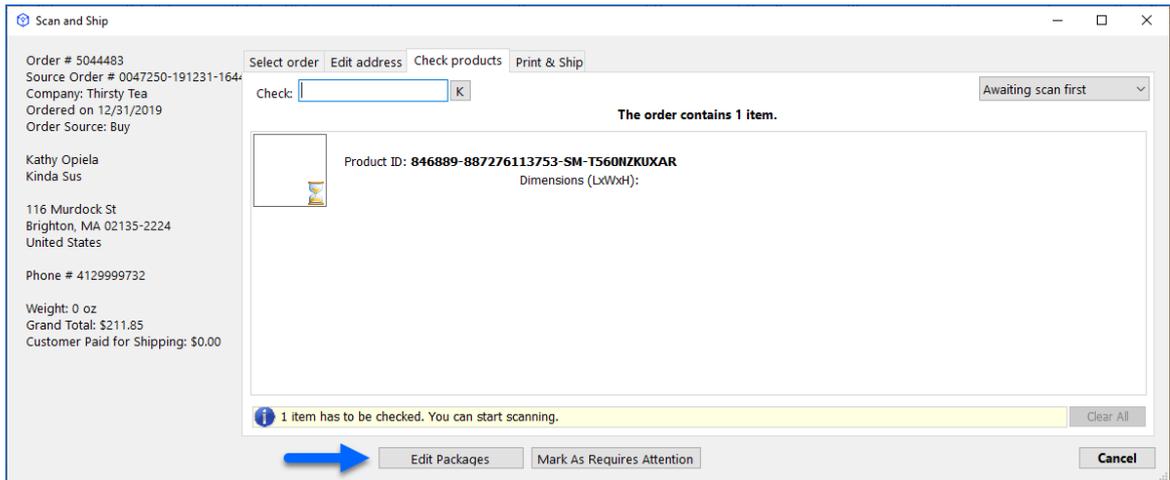
The screenshot shows the 'Options' menu with the 'General' tab selected. A blue arrow points to the 'Enable multi-package support' checkbox, which is checked. Other settings include:

- When no shipping method assigned ship via:** Domestic (UPS), Domestic Rush (USPS)
- Default service per shipper:**
  - USPS: Generic orders (USPS First Class), Rush orders (USPS Priority)
  - UPS: Generic orders (UPS® Ground), Rush orders (UPS 3 Day Select®)
  - FedEx: Generic orders (FedEx Ground®), Rush orders (FedEx 2Day®)
  - DHL Global: (empty)
  - DHL Express: (empty)
- Always use the default shipping services
- Always show all relevant services in the grid
- Suppress "Comupted order" error message
- Use upper-case mode in customer information
- Use strict order ID filtering
- Enable multi-package support
- Notify of new/hidden orders
- Require login at startup
- Show address validation PIN error
- Enable 'Shipped Tab'
- Show "Mark Order as Pending Address Correction" option

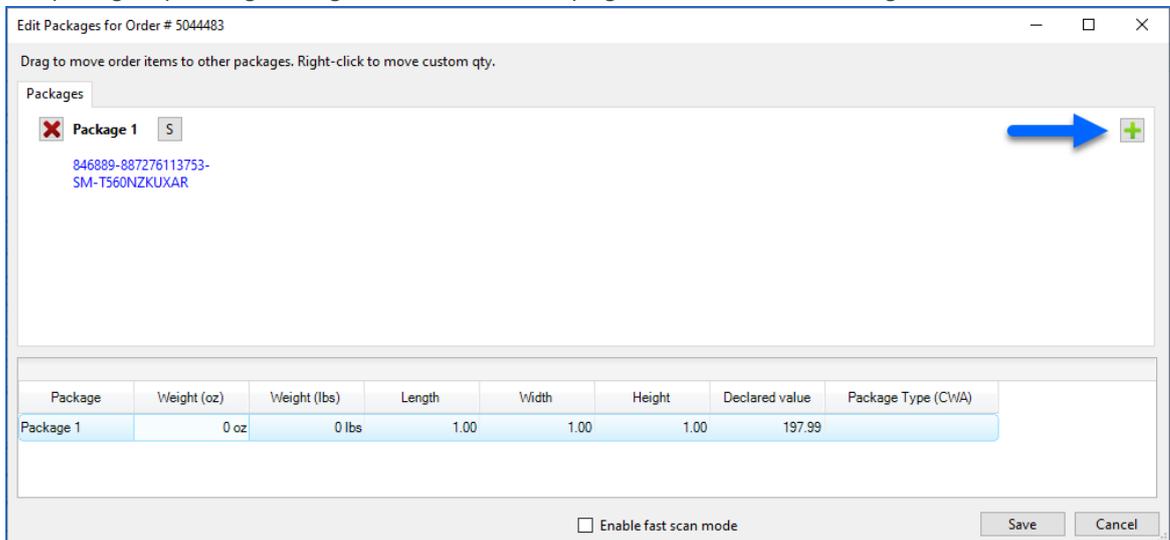
- b. From the Order Grid – Select the order that you want to divide into multiple packages. Click **Scan and Ship**.



c. After scanning the products, press the **Edit Packages** button.



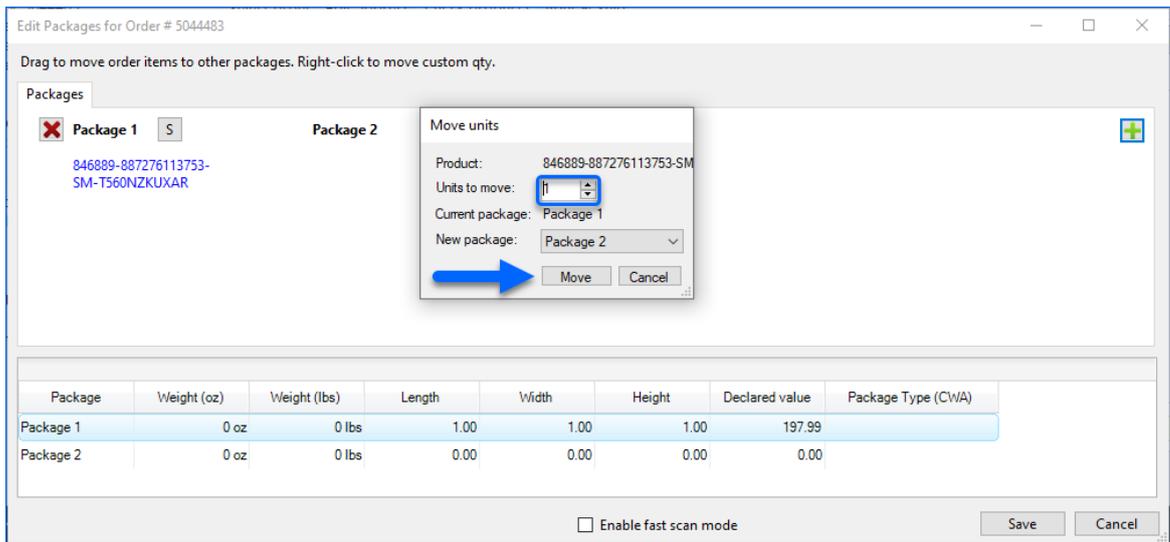
d. Add packages by clicking on the green **Add** icon at the top right corner of the Edit Package window.



e. Move Items – Split your items into separate packages by dragging and dropping them into the appropriate package.

f. Move Units – To split units from a single item, right-click on the item and click on the popup **Move units to another package**. A window will appear to select the amounts of units to move.

a. Select a package number or create a new one. Then click **Move**.



During this step, you can also merge existing packages by dragging and dropping items. We recommend enabling the **Exclude kit parents in Package Manager** setting to ensure accurate quantities when managing **Kit Products** packages.

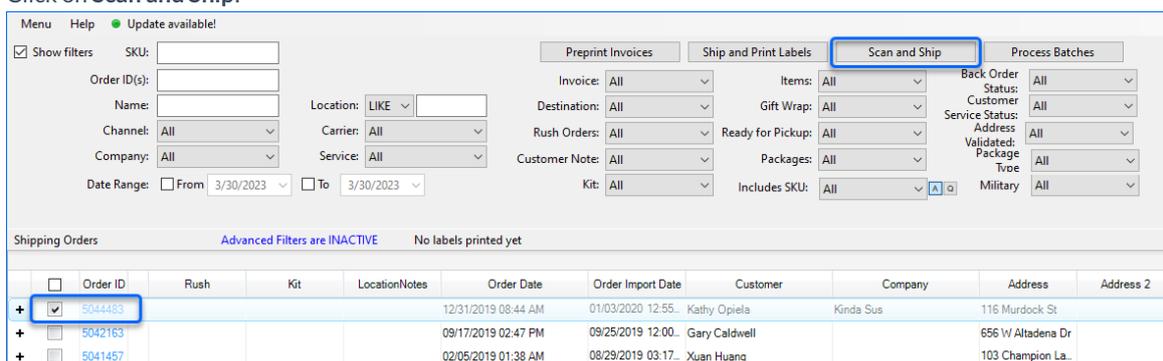
1. Click **Save**.

## Scan Items into Packages

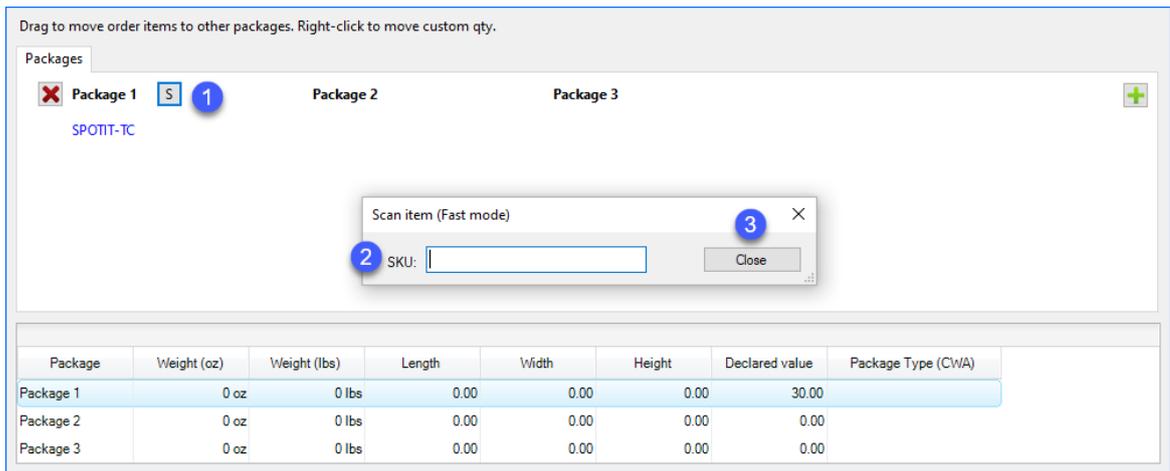
To scan your items into packages, you will need to [set up a location](#) in Sellercloud with a barcode scanner. Once the scanner is set up and connected to your Sellercloud account, you can scan items into packages in Shipbridge.

In Shipbridge, you can select the package you want to scan items into and then use your barcode scanner to scan the items into the package.

1. From the grid menu, select the order you want to scan into packages
2. Click on **Scan and Ship**.



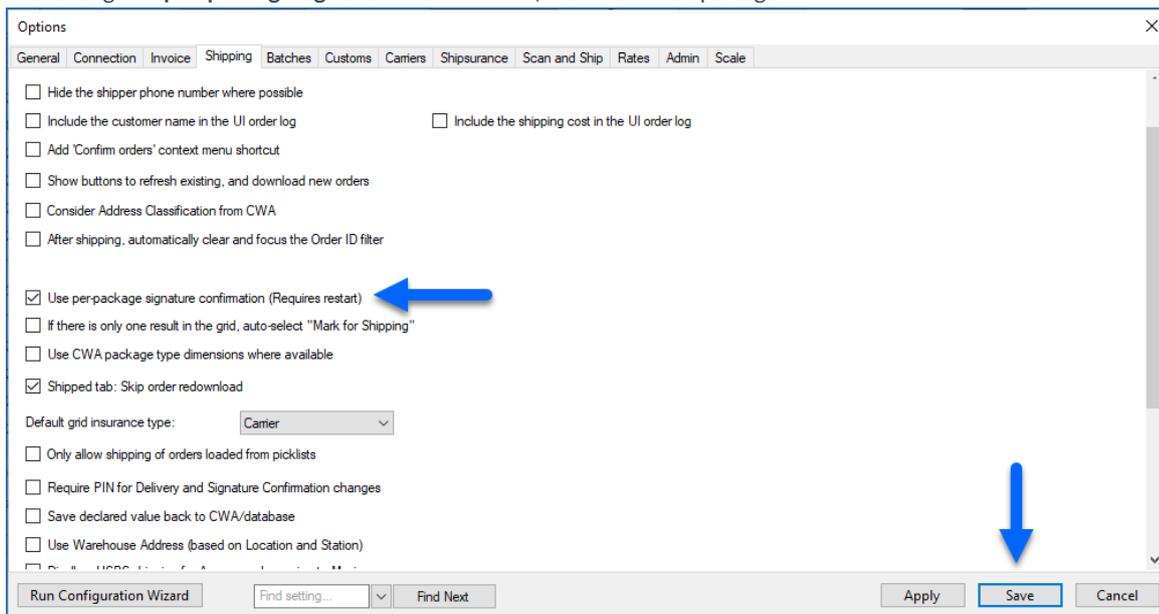
3. Click on **Edit Packages**.
4. Click on the **S** icon next to the package. A pop-up will appear.
5. Scan the **SKU** and Click **Close**.
  - a. scanning the item through Fast mode would instantly add the SKU to the package and clear the SKU field so that you can scan another item afterward.



6. Once you've finished scanning all the SKUs, Click Save.

## Confirm Multiple Packages With Signature

To require signature confirmation per package instead of per shipment, open the **Menu > Options > Shipping** tab and enable the setting **Use per-package signature confirmation**, then restart Shipbridge.



For multi-package orders, the regular Signature Required check box on the order will be hidden. Instead, configure the signature from the main grid or use the **Edit Packages** (also available on Scan & Ship).