

Batch Shipping and Batch Printing in ShipBridge

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Overview

With Shipbridge's **batch shipping** feature, you can select any number of orders from the grid and process similar shipping methods in batches.

You can also batch-print shipping labels. Batch-printing shipping labels is a faster, more streamlined label-printing process than selecting multiple orders and printing them from the main grid.

Start Batch Shipping

To batch ship orders:

1. Select the orders to ship from the main order grid.
2. Click the **Process Batches** button.

The screenshot shows the ShipBridge main order grid interface. At the top, there are navigation tabs: "Preprint Invoices", "Ship and Print Labels", "Scan and Ship", and "Process Batches". Below these are various filter sections: "Show filters" with input fields for SKU, Order ID(s), Name, and Date Range; "Location" with a "LIKE" dropdown; "Carrier" and "Service" dropdowns; and "Advanced Filters" with dropdowns for Invoice, Destination, Rush Orders, Customer Note, Kit, Items, Gift Orders, Gift Wrap, Ready for Pickup, and Packages. On the right, there are dropdowns for "Includes SKU", "Back Order Status", "Customer Service Status", "Address Validated", and "Package Type". Below the filters, a status bar indicates "Showing 228 of 15497 orders", "Refresh Existing Orders", "Download New Orders", "Advanced Filters are INACTIVE", "No labels printed yet", and "3 rows selected". The main table has columns: Order ID, Source Order ID, Weight (lbs), Weight (oz), Height, Width, Length, Declared Value, Customer Insurance, Rush, Kit, and a column for shipping details. The table contains 10 rows of order data.

	Order ID	Source Order ID	Weight (lbs)	Weight (oz)	Height	Width	Length	Declared Value	Customer Insurance	Rush	Kit	
+ <input type="checkbox"/>	5042029		13 lbs	208.0 oz	0	0	0	10	0			JerseyBoyShir
+ <input type="checkbox"/>	5039743		1.94 lbs	31.0 oz	0	0	0	8.29	0			1484-224-BRIK
+ <input type="checkbox"/>	5039747		78 lbs	1 248.0 oz	0	0	0	49.95	0			coffee
+ <input type="checkbox"/>	5039761		0.01 lbs	0.1 oz	0	0	0	62.55	0			sugarcube
+ <input type="checkbox"/>	5039765		6 lbs	96.0 oz	0	0	0	2.99	0			sugarcube
+ <input type="checkbox"/>	5039777		43 lbs	688.0 oz	0	0	0	59.48	0			(1) 2019 6IN D
+ <input type="checkbox"/>	5039802	C17031824-A	89 lbs	1 424.0 oz	0	0	0	106	0			297772
+ <input type="checkbox"/>	5039786		1.12 lbs	18.0 oz	2.4	4.5	4.2	78.88	0			LASERMAX
+ <input type="checkbox"/>	5039789		1.12 lbs	18.0 oz	2.4	4.5	4.2	78.88	0			LASERMAX

3. The batch processing window will show the order count associated with each of the shipping methods applied, and let you print all associated labels, one shipping method at a time.

The screenshot shows the "Process Batches" dialog window. It has a close button (X) in the top right corner. The main area contains a table with the following data:

Services	Companies	Orders	# Printed successfully
FedEx Ground	ThirstyTea	1	
UPS® Ground	ThirstyTea, Diamond Documentati...	3	

At the bottom of the dialog, there is a checkbox for "Show batch progress" which is checked, and four buttons: "Split batch", "Process batch", and "Close".

The following Shipbridge settings are available under **Menu > Options > Batches**:

- **Enable split batches** enables the **Split batch** button in the batch processing window. This button splits the selected

rows.

- **Separate batches per SKU and per number of units** is available when you have used one of two filters: **Includes SKU** or **Exclusive SKU/Otv**. After using a filter, you can ship in batches. The grid in the Batches form will be sorted by SKUs instead of Services.

Batch-Print Labels to PDF

Batch printing gathers all data from all selected orders, loads them into a single file for processing by the shipping label software, and then generates and prints all of the labels simultaneously.

For example: If 100 orders are selected and 35 are set to be shipped by USPS Priority, 27 by UPS Ground, and the remaining 38 by UPS 3-Day Select, batch mode will let the shipper choose to select a method to batch-print.

So, if the shipper selects UPS Ground, 27 labels will be generated and printed with their corresponding invoices. The shipper can then move to the next shipping method and batch-print all of the labels and invoices for that method in the same way.

To configure the batch printing settings:

1. Click **Menu > Options > Batches**.
2. Click **Save labels to a single batch PDF file** – This will save a batch print to a regular PDF file.
3. **Prepare for thermal printing** – When selected with the setting above, the file will be saved in a format compatible with a thermal printer as a 4 x 6 label (see Step #5 below).
4. **Auto-open after saving** – When selected, the file will automatically open for review and printing.

The screenshot shows the 'Batches' settings page. The top navigation bar includes tabs for General, Connection, Invoice, Shipping, Batches, Customs, Carriers, Shipsurance, Scan and Ship, Rates, Admin, and Scale. The 'Batches' tab is active. The main content area contains several checkboxes and their descriptions:

- Separate batches per SKU and per number of units
Please note that before selecting to ship batches, you have to select the SKU in either the "Exclusive SKU," or "Includes SKU" filter
- Enable split batches
- Do not split batches
- When batch-printing invoices, skip if the order address is not verified
- Suppress invoice printer check
- Save labels to a single batch PDF file
 - Include PDF invoices
 - Prepare for thermal printing
 - Auto-open after saving
- Print label and letter-sized invoice on half page on single PDF file
- Order notes must be acknowledged before batch shipping
- Exclude PO Box, military, US territories, and non-contiguous states from batches

5. Click **Save**.

6. Ship your order using the **Process Batches** option to generate and save a single PDF file.

7. When printing the labels to a thermal printer (as configured above), you may need to select the option **Fit** on the printer dialog page under the sizing options.

Batch Print Half-Label /Half-Invoices to PDF

If you want to batch-print half-label/half-invoices to PDF, follow the steps below. Currently, this feature is only available for Endicia.

1. Click **Menu > Options > Batches tab > Check Save labels to a single batch PDF file and Print label and invoice on half-page on single PDF file > Click Save.**

Options

General Connection Invoice Shipping **Batches** Customs Carriers Shipsurance Scan and Ship

Separate batches per SKU and per number of units
Please note that before selecting to ship batches, you have to select the SKU in either the "Exclusive S

Enable split batches

Do not split batches

When batch-printing invoices, skip if the order address is not verified

Suppress invoice printer check

Save labels to a single batch PDF file

Include PDF invoices

Prepare for thermal printing

Auto-open after saving

Print label and letter-sized invoice on half page on single PDF file

Order notes must be acknowledged before batch shipping

Exclude PO Box, military, US territories, and non-contiguous states from batches

2. Click **Menu > Options > Invoice tab > Check Print API label/invoice on half page > Save.**

Options

General Connection **Invoice** Shipping Batches Customs Carriers

Invoice type: Thermal (A4) Thermal Landscape (4x6 in)

Printer: OneNote for Windows 10

Do NOT print invoices when shipping

Print 2 invoice copies when shipping orders

Use queue: invoices per chunk

Print invoices while a batch is running (only select if a separate printer is used)

Do not allow reprinting invoices

Auto print invoices on grid population

Print API label/invoice on half page (for all companies)

Laser printer: Snagit 2021

Print invoice horizontally Print smaller label

Template: Default