Batch Shipping and Batch Printing in ShipBridge

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Overview

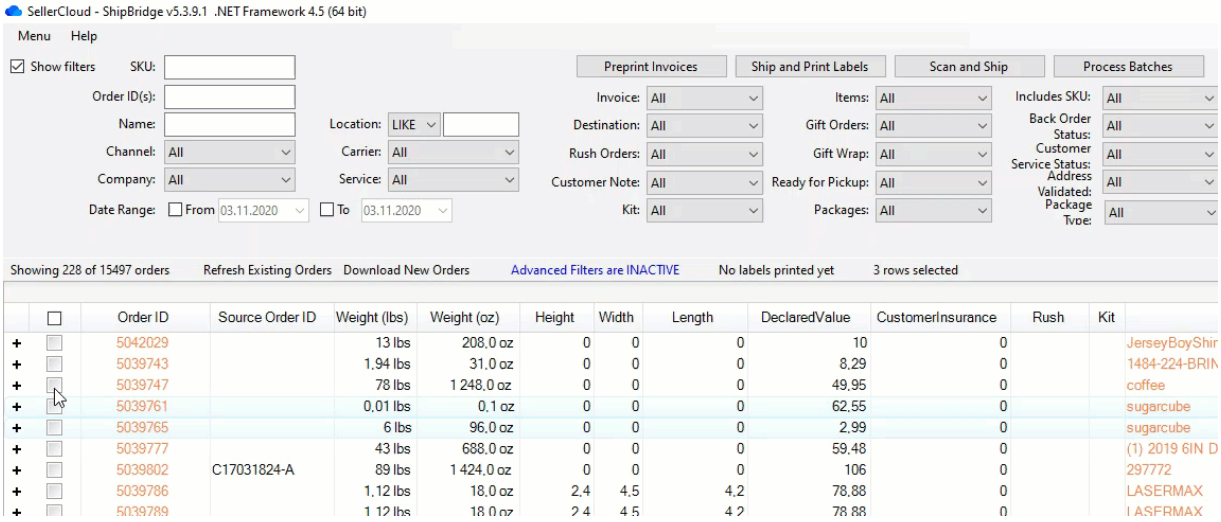
With Shipbridge's **batch shipping** feature, you can select any number of orders from the grid and process similar shipping methods in batches.

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.

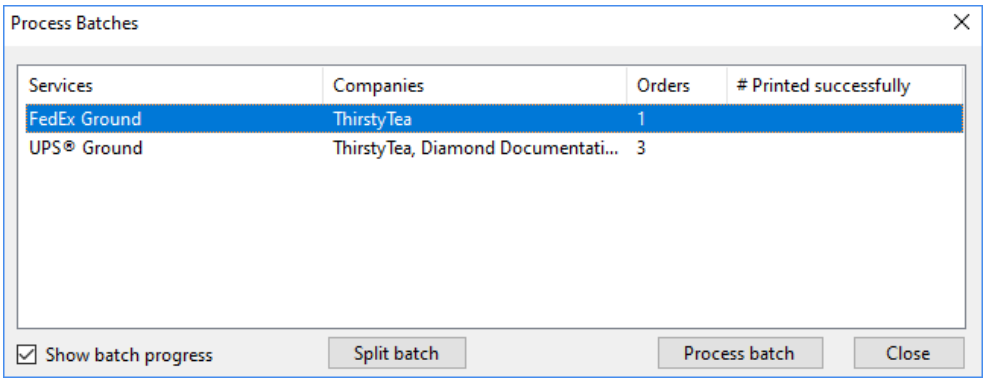
Start Batch Shipping

To batch ship orders:

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



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 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

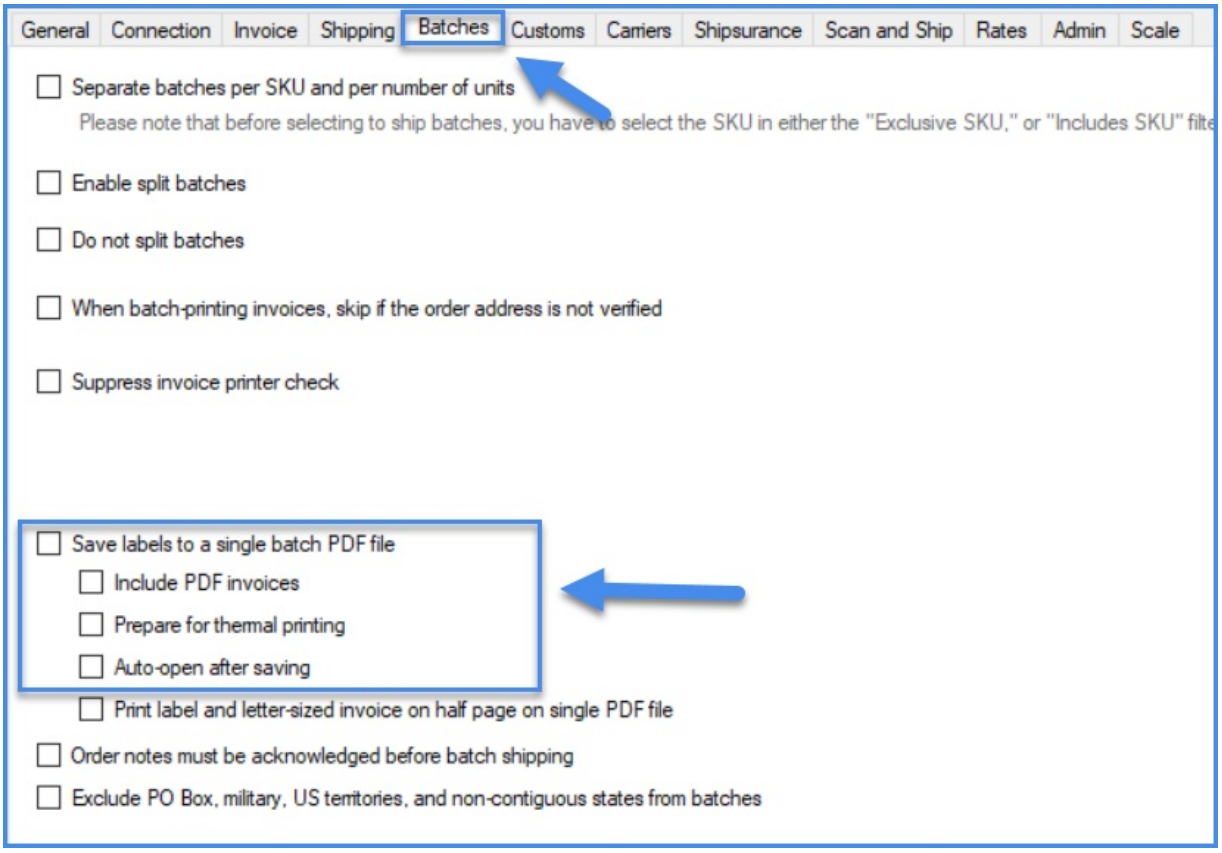
Batch printing gathers all data from all selected orders, loads them into a single file for processing by the shipping label software, and then generates and prints all of the labels simultaneously.

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.



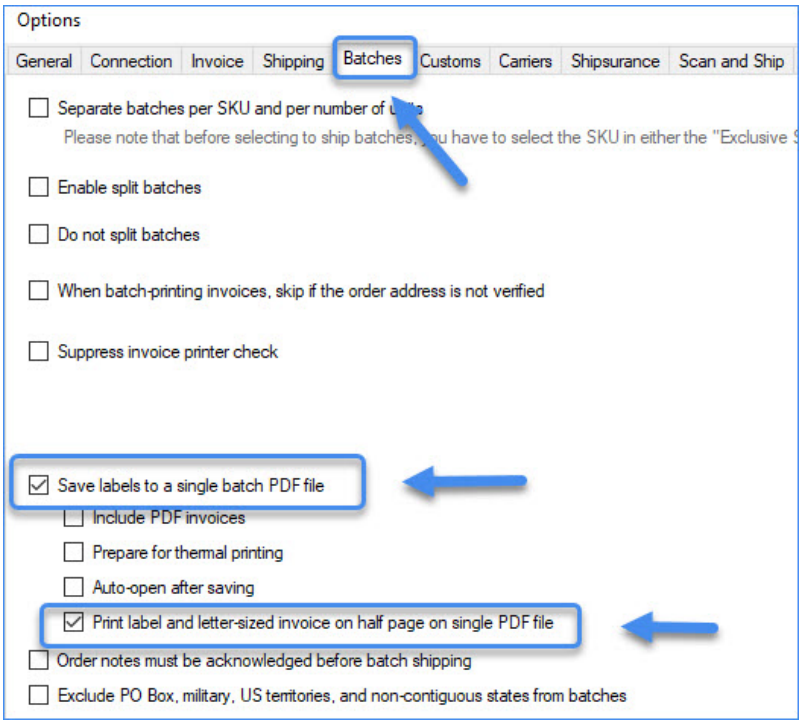
5. Click **Save**.
6. Ship your order using the Process Batches option to generate and save a single PDF file.

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.

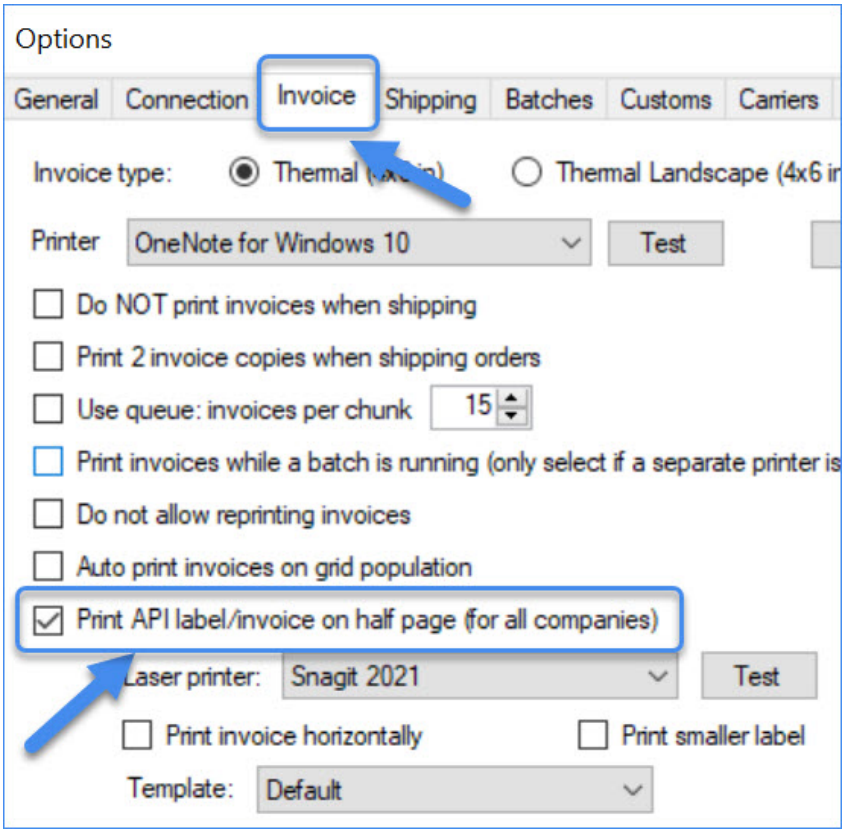
Batch Print Half-Label /Half-Invoices to PDF

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**.



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 Landscape (4x6 ir
Printer
OneNote for Windows 10
Test
Do NOT print invoices when shipping
Print 2 invoice copies when shipping orders
Use queue: invoices per chunk
15
Print invoices while a batch is running (only select if a separate printer is
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
Test
Print invoice horizontally
Print smaller label
Template:
Default