Ship Orders

Overview

Order fulfillment and other shipping tasks are typically handled within Sellercloud's Shipbridge application. However, in some cases, you may want to ship orders using Sellercloud's web interface instead. For example, when you have purchased a label directly from a carrier or need to mark Local Store orders as shipped without specific tracking numbers.

In this article, you will learn how to manually enter tracking details and mark orders as shipped as it relates to Sellercloud. These details will also be reflected on all eligible connected channels. To upload tracking through a file import or a scheduled task, follow the steps outlined here.

Ship a Single Order

When processing single orders in Sellercloud's Delta interface, you can adjust the following:
- **Shipping details** – carrier and shipping service, the warehouse to ship from, the address to ship to, and more.
- **Package information** – weight, dimensions, shipping cost, and tracking numbers.
- **Lot numbers** – if you're shipping expirable items, you can specify the quantity for each lot number.

To do that:

1. Navigate to **Orders** > **Manage orders**.

2. Click the **Search** button to see all orders, or use the filters on top to narrow your results and load specific orders.

3. Click on the **ID** of the order you want to ship.

4. Go to the **Actions** menu on the top right.

5. Search for **Ship Orders** or scroll down to locate it.
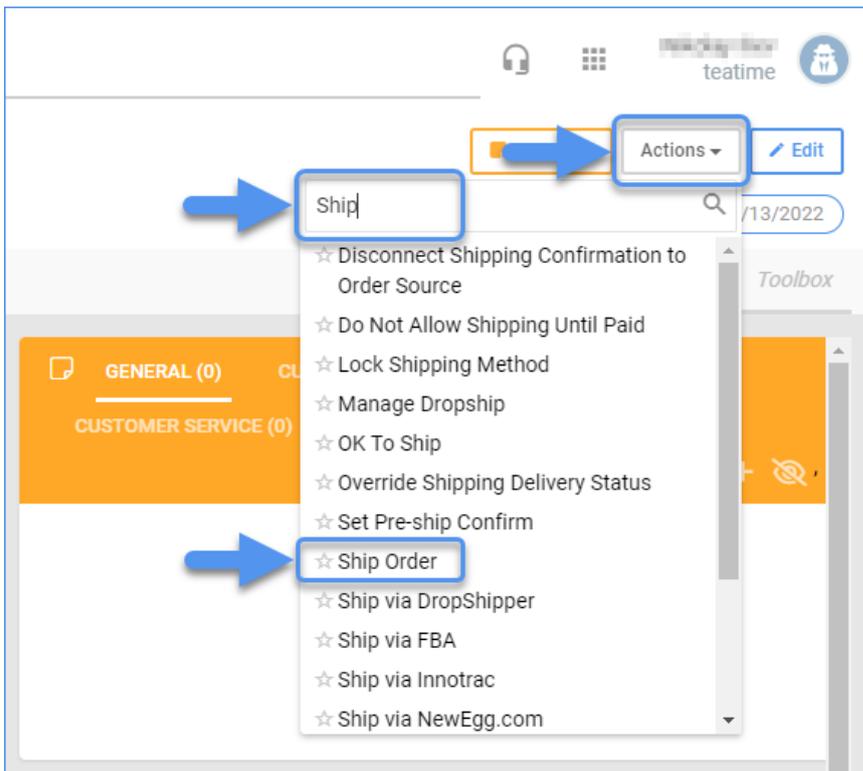
Enter Tracking Information

1. Select **Enter Tracking Numbers** to manage order details and ship the order.

   a. Alternatively, select **Generate and Print Carrier Labels** to generate and print carrier labels. **Note:** This feature is currently in Beta testing.

2. Click the blue **Next step** icon.
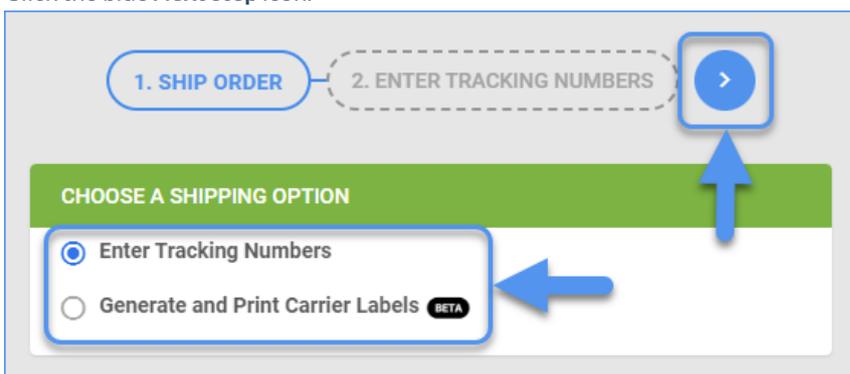
3. You will see four panels with shipping-related information. Refer to the details below for more information about each panel:

Shipping details

The shipping details section allows you to select the **Carrier**, **Service**, **Ship Date**, **Ship From Warehouse**, and **Ship To Address**. To change the **Ship To Address**, click the **Change Ship To Address** map pin icon in the top right corner of this section.

Packages

The packages section shows package-related information like the **ID** of each package and lets you adjust their **Weight** and **Dimensions**, as well as the **Shipping Cost** and **Tracking Number**.

Order items

The order items section shows the SKU and the Product name of each item in the order, as well as the quantity ordered (**Qty Ordered**) and the quantity to be shipped (**Qty To Ship**).

Lot numbers

To see this panel, you must have the Lot Expiry workflow enabled. Learn more about lot numbers and expiration tracking on this page here.

The lot numbers section shows the lot numbers you've previously specified while picking the items for this shipment within Skustack.

Click the arrow icon to the left of the item's SKU. You'll see**Lot numbers**, their **Expiry date**, the currently available quantity (Qty Available), and how much to use for this order (**Qty For This Order**). Make sure to specify the quantity to proceed further.

out the required info, and click the green flag icon (**Finish**) to ship the order. If everything is ok, you'll see a notification at
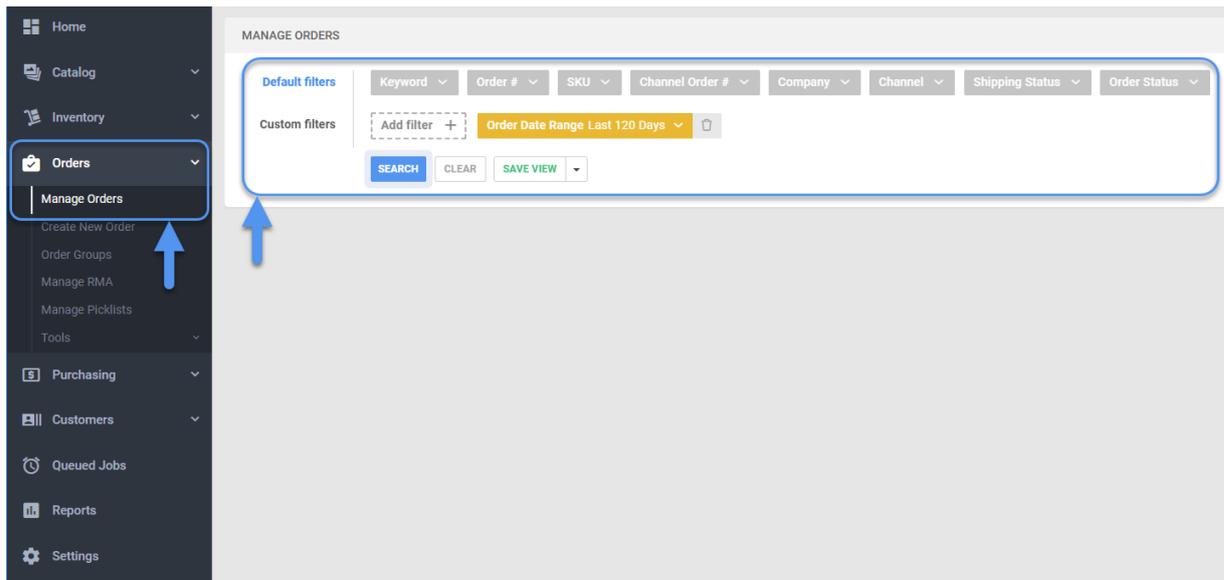
the bottom that your order has been shipped successfully.

Bulk Ship Orders

You can't bulk ship orders with expirable products. Orders with expirable products must be shipped individually. To do that, follow the steps outlined above instead.

To ship orders in bulk using Sellercloud's Delta interface:

1. Navigate to **Orders** > **Manage orders**.

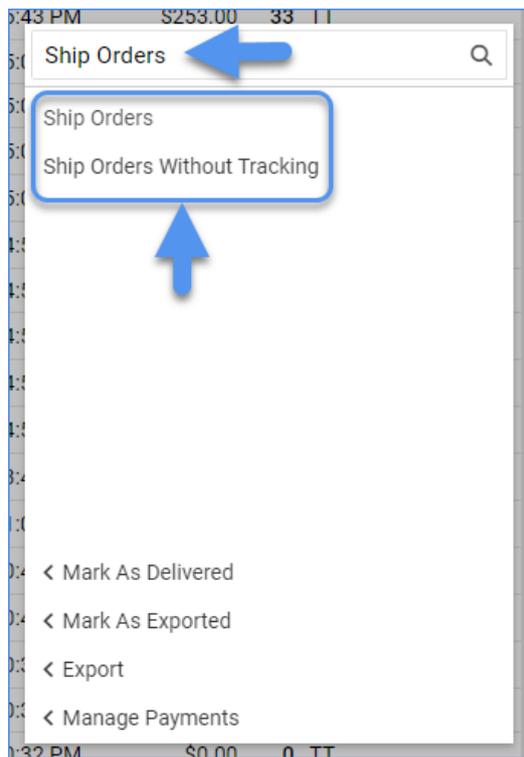2. Click the **Search** button to see all orders or use the filters on top to narrow your results and load specific orders.

3. Select your desired orders.

4. Open the **Actions** menu on the bottom right.

5. Search for **Ship Orders** and select this option.

a. Alternatively, you can select **Ship Orders Without Tracking** if you want to ship the orders without assigning tracking numbers. To see this option, ensure the **Allow Ship Orders from Manage Orders page** Client Setting is enabled.
You must confirm that you want to ship the orders without tracking and click **Yes** to continue. A queued job will be generated upon performing this action, and you can click on the job number to view it. If the job is completed successfully, the orders will be marked as shipped.

6. To fulfill all shipments with the same carrier and method, use the **Copy to orders** function. Select the **Ship Date**, **Carrier**, and **Shipping Method**, then click the **Copy to orders** button.

7. Alternatively, you can select the **Ship Date**, **Carrier**, and **Shipping Method** and enter the **Tracking Numbers** individually for each shipment.

8. When you are ready, select the orders you want to ship by checking the boxes on their left and clicking the **Ship Orders** button on top.
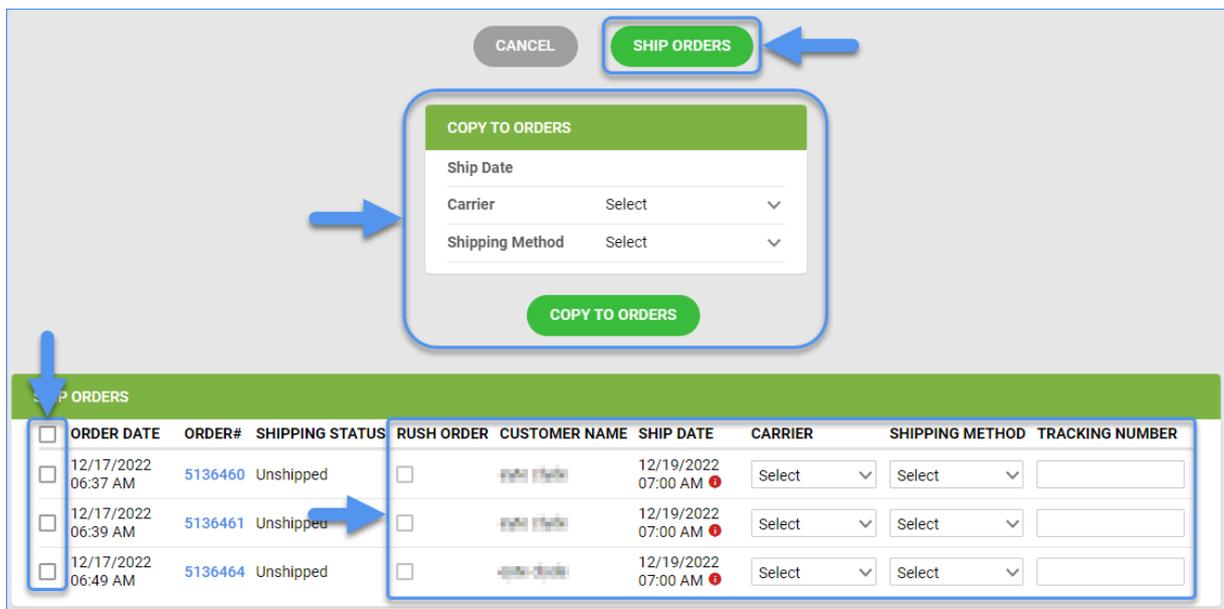
9. Sellercloud will process the changes, and if the information was entered correctly, you will see a notification saying "Order Shipping updated." at the top. Your order/s will be updated with a FullyShipped status.

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In this article, you will learn how to manually enter tracking details and mark orders as shipped as it relates to Sellercloud. These details will also be reflected on all eligible connected channels. To upload tracking through a file import or a scheduled task, follow the steps outlined here.

Ship a Single Order

When processing single orders in Sellercloud's Alpha interface, you can adjust the following:

- **Shipping details** – carrier and shipping service, the warehouse to ship from, the address to ship to, and more.
- **Package information** – weight, dimensions, shipping cost, and tracking numbers.
- **Lot numbers** – if you're shipping expirable items, you can specify the quantity for each lot number.
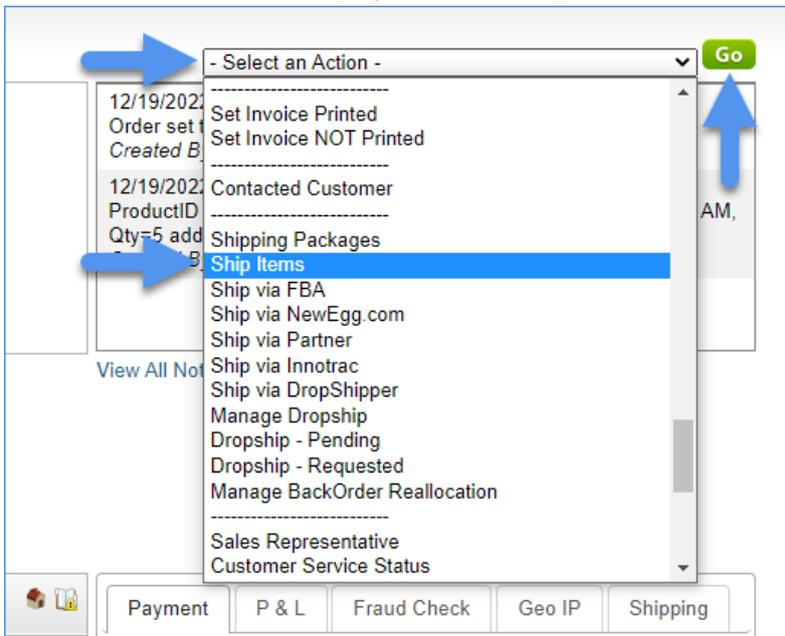
To do that:

1. Log in to your Sellercloud account and click **Orders** > **Manage Orders**.

2. Click the **Search** button to see all orders. Use the filters on top to narrow your search and see specific orders.
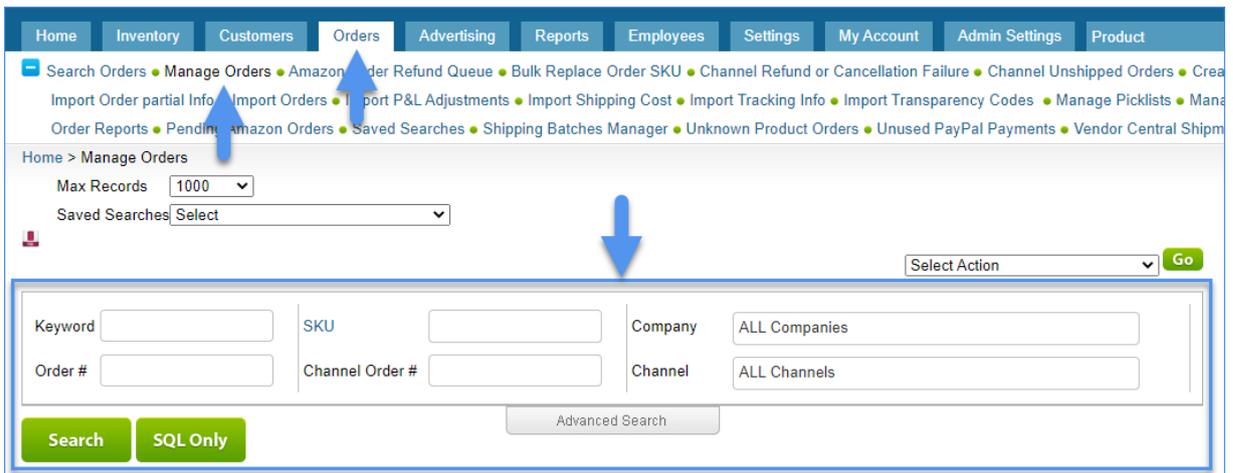
3. Click the **Order #** of the order you want to ship.
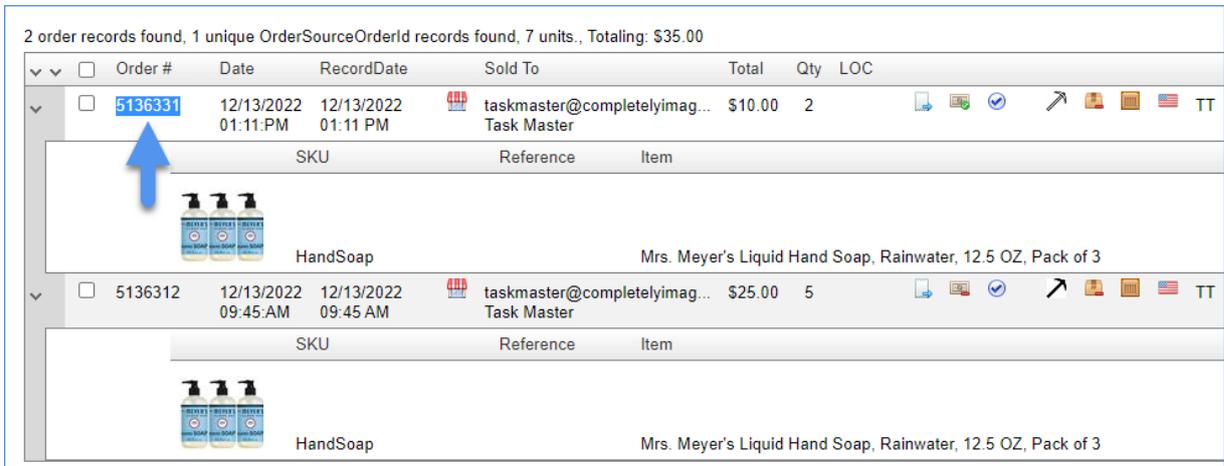
4. Click **Select an Action** on the top right and select **Ship Items** > click **Go**.

5. If you are shipping expirable items, you will see the **Select Lot expiry** options.
   To see this panel, you must have the Lot Expiry workflow enabled. Learn more about lot numbers and expiration tracking on this page here.

   The lot numbers section shows the lot numbers you've previously specified while picking the items for this

shipment with Skustack. You'll see the items' **Lot numbers**, their **Expiry date**, the currently available quantity (**Qty Avail.**), and the quantity to use up for this order (**Qty for this Order**). Make sure to specify the quantity here to proceed further.

6. Next, specify the following details about your shipment:

   a. **Track With** – click to select a carrier.

   b. **Shipping Method** – Click to select a shipping service.

   c. **Tracking Number** – Enter a tracking number for the shipment.

   d. **Ship Date** – The date on which the items will be shipped.

   e. **Actual Shipping Cost** – Enter the shipping cost per package here. You can click **Calculate** to have Sellercloud calculate the price for you. Then make sure all the details are correct, scroll down to the **Available Rates** section, and click **Select** to the right of the carrier/service you wish to use.

   f. **Package weight** – Enter or update the package weight.

7. You can also click the **Invoice** button on the right to view the invoice.

8. Click **Submit** to mark the order as shipped.
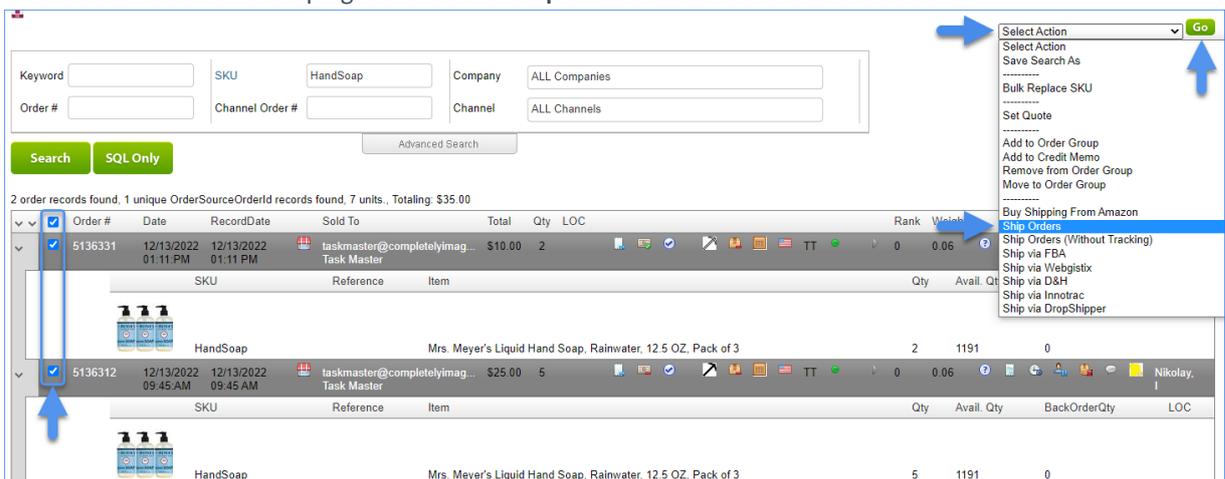
Bulk Ship Orders

You can't bulk ship orders with expirable products. To ship expirable products, follow the steps to ship a single order instead.

Follow these steps to ship orders in bulk in Sellercloud's Alpha interface:

1. Log in to your Sellercloud account and click **Orders** > **Manage Orders**.

2. Click the **Search** button to see all orders. Use the filters on top to narrow your search and see specific orders.
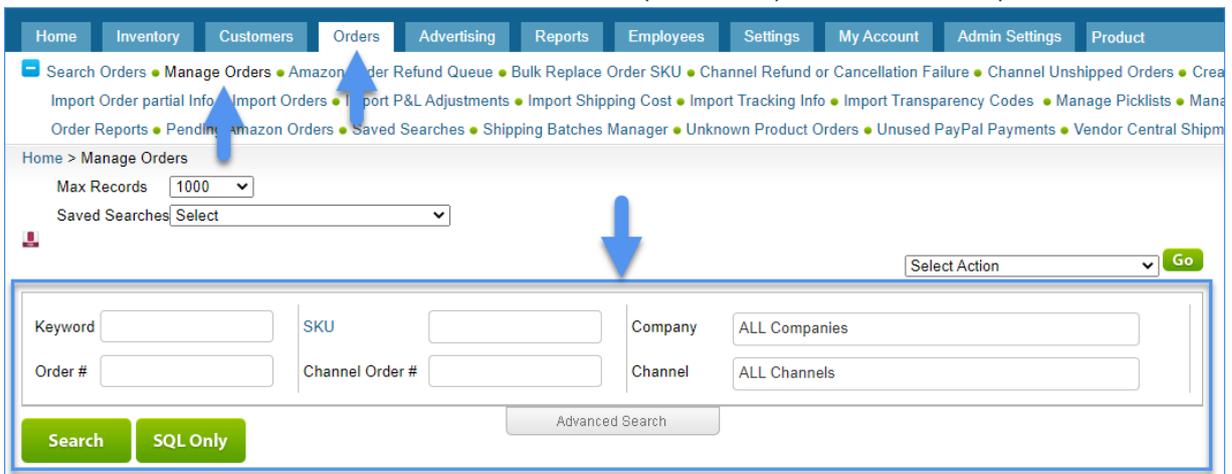
3. **Check the box** next to the order number on the left for each order to ship.

4. Click **Select Action** on the top right and look for **Ship Orders**. Select it and click the **Go** button.

a. Alternatively, if you want to ship the orders without assigning tracking numbers, you can select **Ship Orders (Without Tracking)**.

5. To handle all shipments the same way, select the **Ship Date**, **Carrier**, and **Shipping Method** on top, then click the **Copy to Orders** button.

6. Alternatively, you can select the **Ship Date**, **Carrier**, and **Shipping Method** and enter the **Tracking Numbers**

individually for each shipment.

7. When you are ready, select the orders you want to ship by checking the boxes on their left and clicking the **Save** button below.

8. Done! The orders get marked as shipped.