

# Ship Orders

04/30/2025 3:17 pm CDT

## 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:

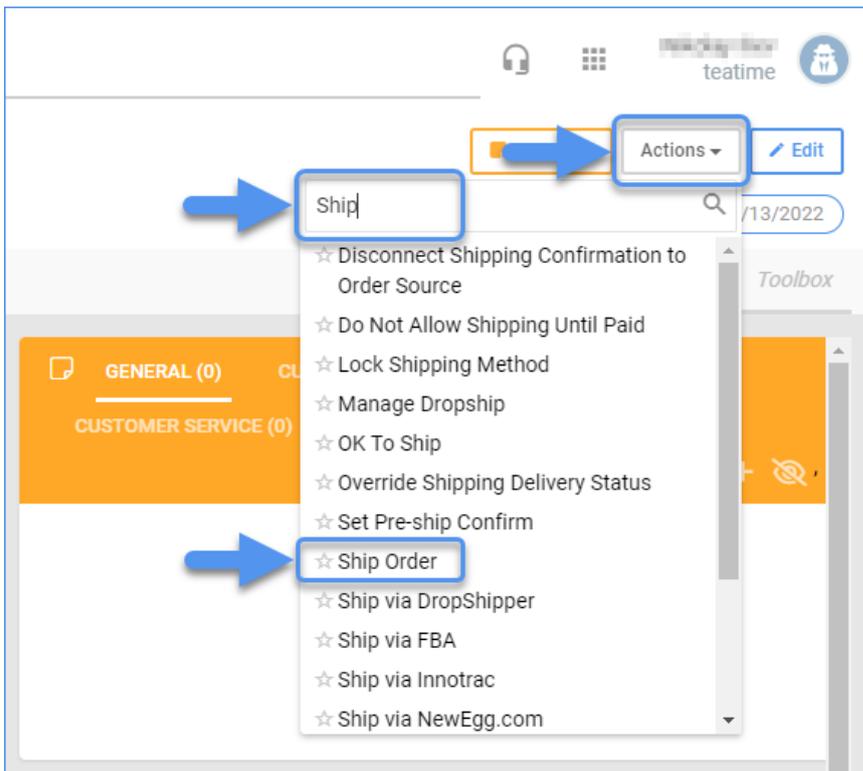
- **Shipping details** – carrier and shipping service, the warehouse to ship from, the address to ship to, and more.
- **Package information** – weight, dimensions, shipping cost, and tracking numbers.
- **Lot numbers** – if you're shipping expirable items, you can specify the quantity for each lot number.

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.

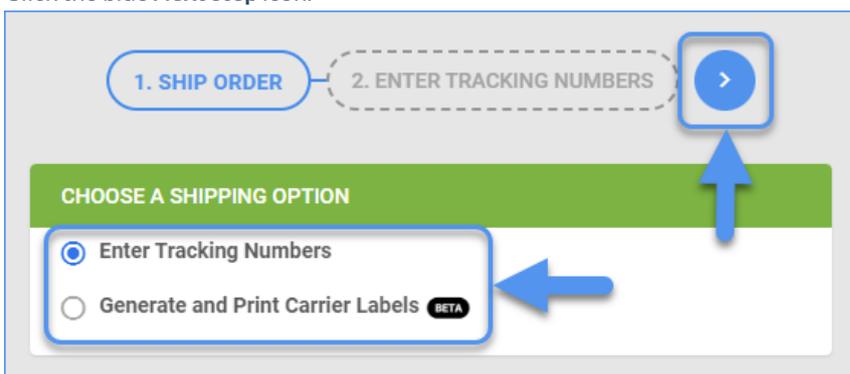
ID	SKUS	DROPSHIP STATUS	SHIP TO NAME	ORDERED	GRAND TOTAL	QTY	CHANNEL
5136331	Soap	Processing	DropShip None	Jeremy F. [User]	12/13/2022 08:11 PM	\$10.00	2
5136312	HandSoap	Processing	DropShip None	Jeremy F. [User]	12/13/2022 04:45 PM	\$25.00	5

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.

**SHIPPING DETAILS** 

<b>Carrier *</b>	Expedited	▼
<b>Service *</b>	Expedited	▼
<b>Ship Date</b>	12/19/2022 8:39 PM	📅
<b>Ship From Warehouse *</b>	Default Warehouse	▼
<b>Ship To Address</b>	Jersey from The Block 12-000000 00 00 00 (Bingham, NY)	

## 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**.

**PACKAGES** 

ID	WEIGHT	DIMENSIONS (L X W X H)	SHIPPING COST	TRACKING NUMBER
285927	29 lbs 12 oz	0 in 0 in 0 in	<input type="text" value="Enter a shipping cost"/>	<input type="text" value="Enter a 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**).

**ORDER ITEMS**

SKU	ITEM	QTY ORDERED	QTY TO SHIP 
HandSoap	Mrs. Meyer's Liquid Hand Soap, Rainwater, 12.5 OZ, Pack of 3	5	5

## 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.

**LOT NUMBERS**

SKU	KIT PARENT SKU	ITEM	QTY
HandSoap		Mrs. Meyer's Liquid Hand Soap, Rainwater, 12.5 OZ, Pack of 3	5
	<b>LOT NUMBER</b>	<b>EXPIRY DATE</b>	<b>QTY AVAILABLE</b>
	lotxyz	04/01/2027	5
			<b>QTY FOR THIS ORDER</b>
			<input type="text" value="0"/>

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

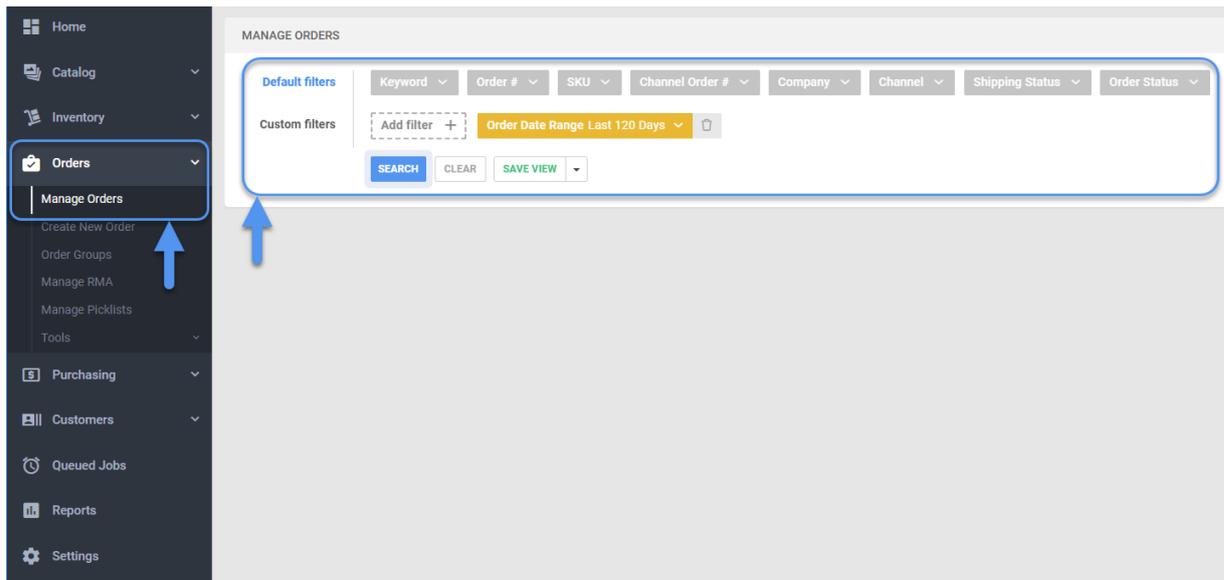
the bottom that your order has been shipped successfully.

## 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.

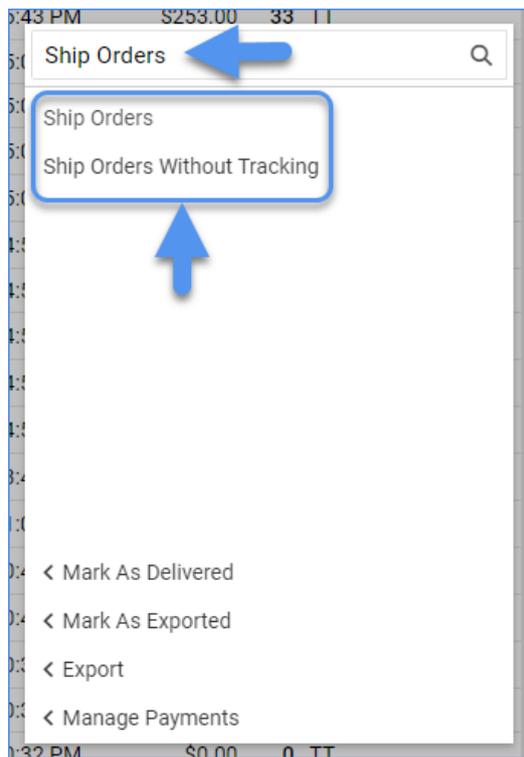


3. Select your desired orders.
4. Open the **Actions** menu on the bottom right.

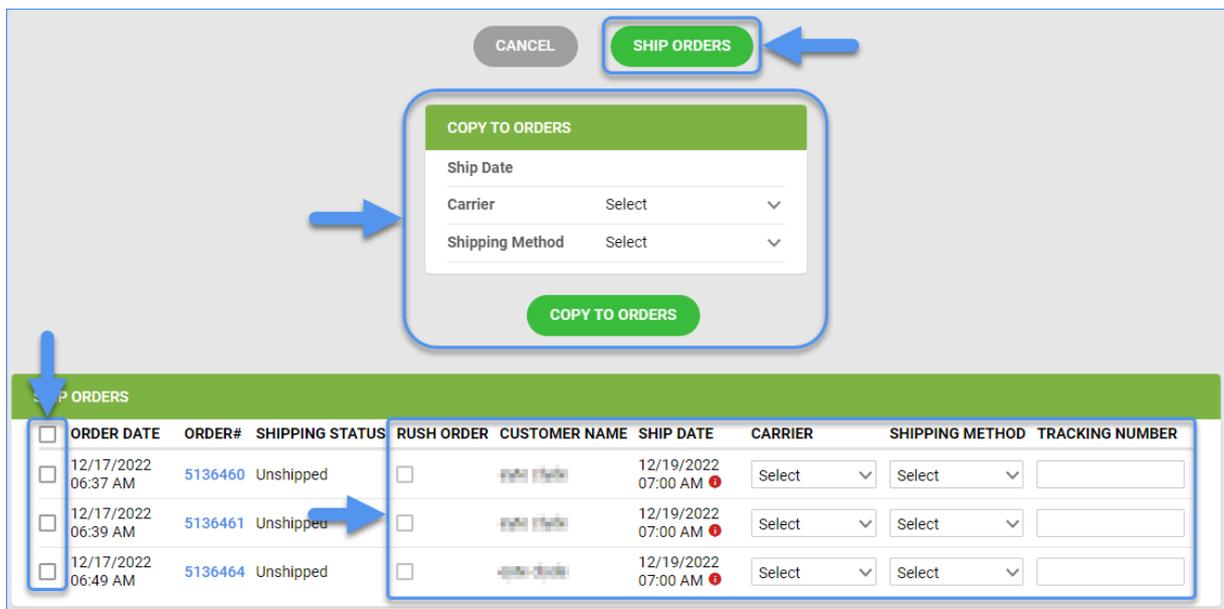
<input type="checkbox"/>	ID	CHANNEL ORDER #	SKUS		DROPSHIP STATUS	SHIP TO NAME
<input checked="" type="checkbox"/>	5136464		mgp0044		Processing	DropShip None
<input checked="" type="checkbox"/>	5136463		mgp0044		Processing	DropShip None
<input checked="" type="checkbox"/>	5136462		mgp0044		Processing	DropShip None
<input checked="" type="checkbox"/>	5136461		mgp0044		Processing	DropShip None
<input checked="" type="checkbox"/>	5136459		mgp0044		Processing	DropShip None
<input type="checkbox"/>	5136458		mgp0044		Processing	DropShip None
<input type="checkbox"/>	5136457		mgp0044		On Hold	DropShip None
<input type="checkbox"/>	5136456		XXXXXXXXXXXXXXXXXXXX		Processing	DropShip None
<input type="checkbox"/>	5136455		mgp0044		Processing	DropShip None
<input type="checkbox"/>	5136451	W	WFC1		Processing	DropShip None
<input type="checkbox"/>	5136448	W	XXXXXXXXXXXXXXXXXXXX Furn(2)-Pash Blank+1		Processing	DropShip None
<input type="checkbox"/>	5136444		mgp0044		Processing	DropShip None
<input type="checkbox"/>	5136441		mgp0044		Processing	DropShip None
<input type="checkbox"/>	5136437		XXXXXXXXXXXXXXXXXXXX		Processing	DropShip None

5 selected

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.

## Overview

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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](#).

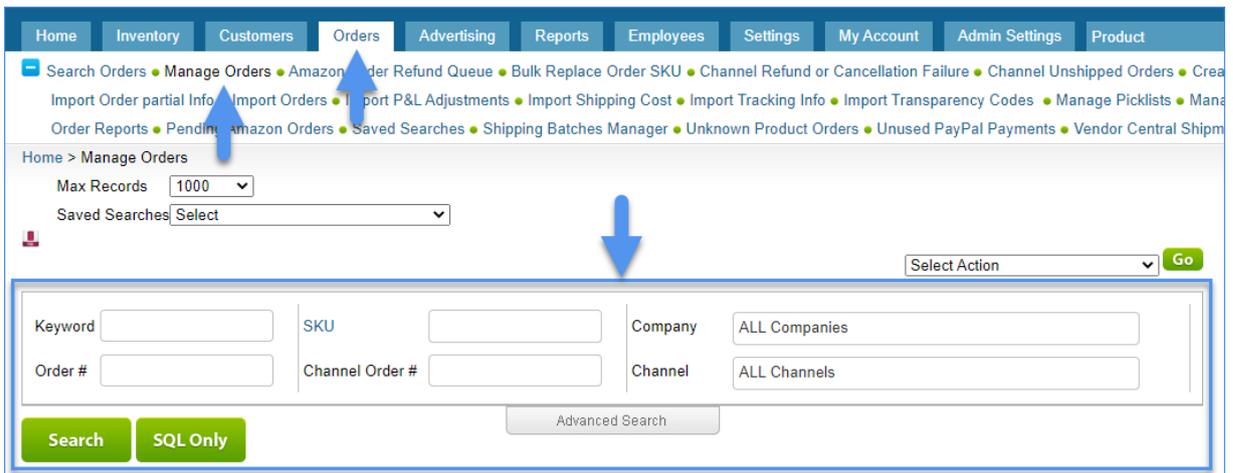
## Ship a Single Order

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

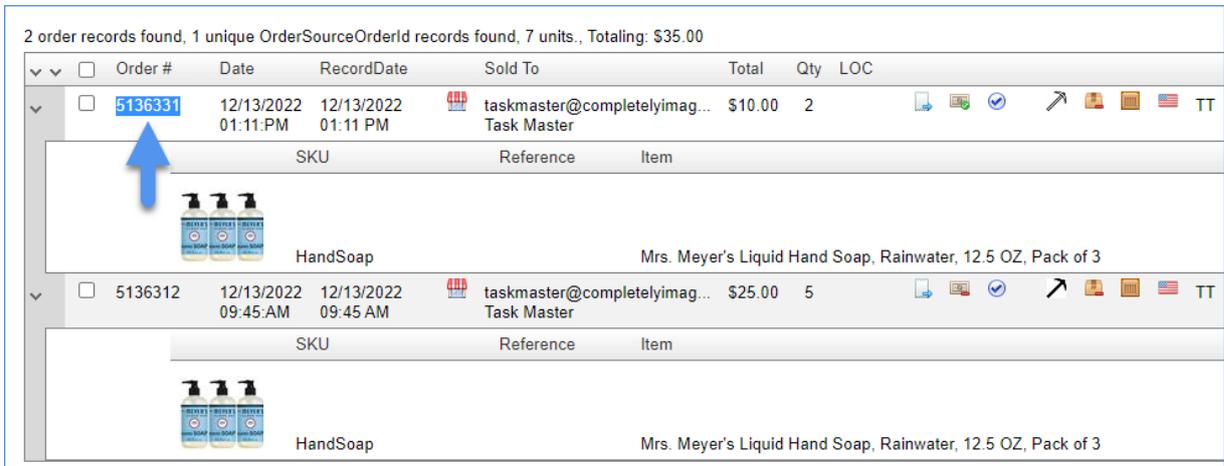
- **Shipping details** – carrier and shipping service, the warehouse to ship from, the address to ship to, and more.
- **Package information** – weight, dimensions, shipping cost, and tracking numbers.
- **Lot numbers** – if you’re shipping expirable items, you can specify the quantity for each lot number.

To do that:

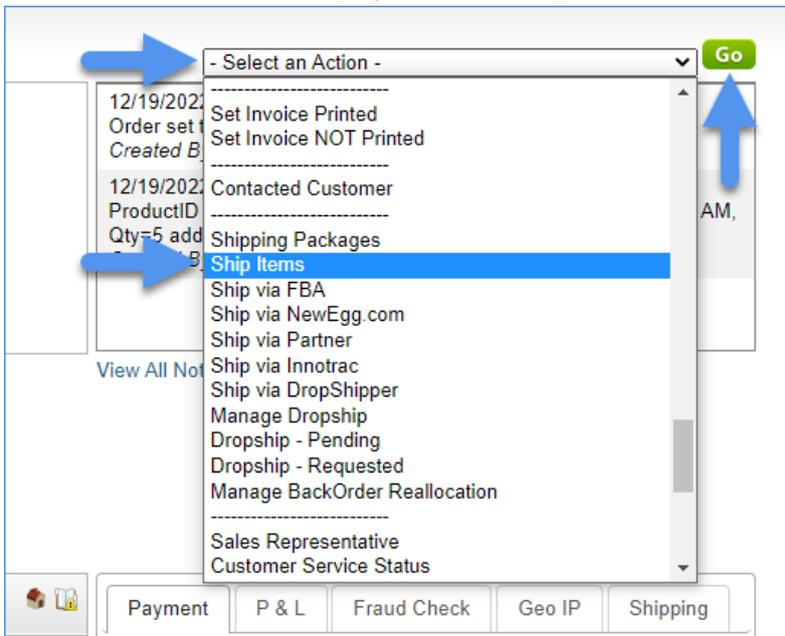
1. Log in to your Sellercloud account and click **Orders > Manage Orders**.
2. Click the **Search** button to see all orders. Use the filters on top to narrow your search and see specific orders.



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.

**Manage Shipping Packages**

Ship From Warehouse:

Shipping Carrier:

Shipping Service:

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Select Lot expiry

SKU	Kit Parent SKU	Item	Qty								
HandSoap		Mrs. Meyer's Liquid Hand Soap, Rainwater, 12.5 OZ, Pack of 3	5								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Lot#</th> <th>Expiry Date</th> <th>Qty Avail.</th> <th>Qty for this Order</th> </tr> </thead> <tbody> <tr> <td>lotxyz</td> <td>4/1/2027 12:00:00 AM</td> <td>5</td> <td><input type="text" value=""/></td> </tr> </tbody> </table>				Lot#	Expiry Date	Qty Avail.	Qty for this Order	lotxyz	4/1/2027 12:00:00 AM	5	<input type="text" value=""/>
Lot#	Expiry Date	Qty Avail.	Qty for this Order								
lotxyz	4/1/2027 12:00:00 AM	5	<input type="text" value=""/>								

**Ship To**

Jenny From The Block  
 16 Condo Rd #101  
 Hingham, MA 02043  
 United States  
 0190400107

Requested Shipping:  
 Expedited: Expedited

Payment Info	
Total:	\$25.00
Received:	\$0.00
Refunded:	\$0.00
Remaining:	\$25.00

Customer's Instructions:

Customer's Email:  
[jen@jennyfromtheblock.com](mailto:jen@jennyfromtheblock.com)

Track With:

Shipping Method:

Tracking Number:

Ship Date: \*

Actual Shipping Cost:  (Per Package)

Package weight:  Lbs  Oz

Customer Shipping Charge: \$0.00

Qty	SKU	Item	Shipped
5	HandSoap	Mrs. Meyer's Liquid Hand Soap, Rainwater, 12.5 OZ, Pack of 3	0 <input type="button" value="Ship"/> 5

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.

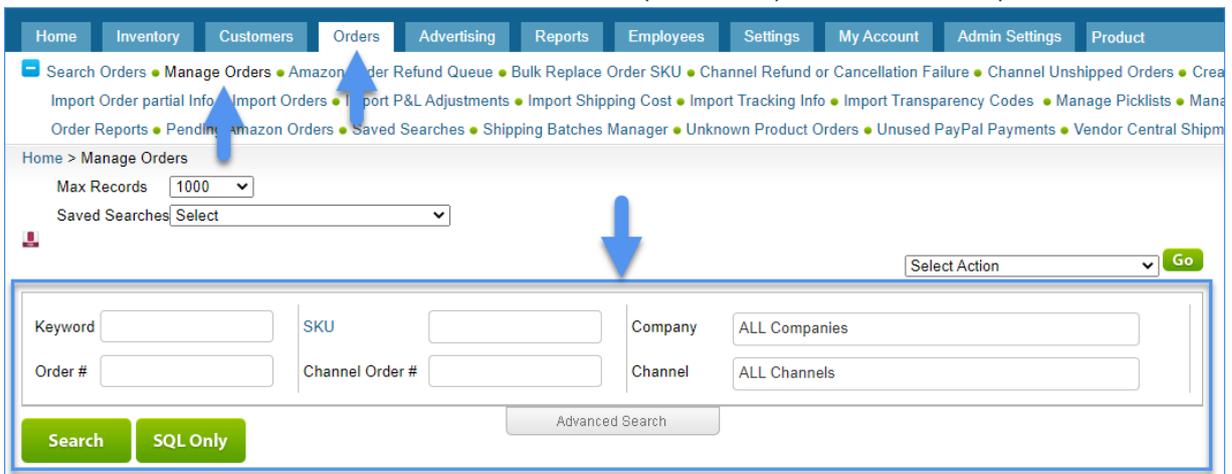
- You can also click the **Invoice** button on the right to view the invoice.
- Click **Submit** to mark the order as shipped.

## Bulk Ship Orders

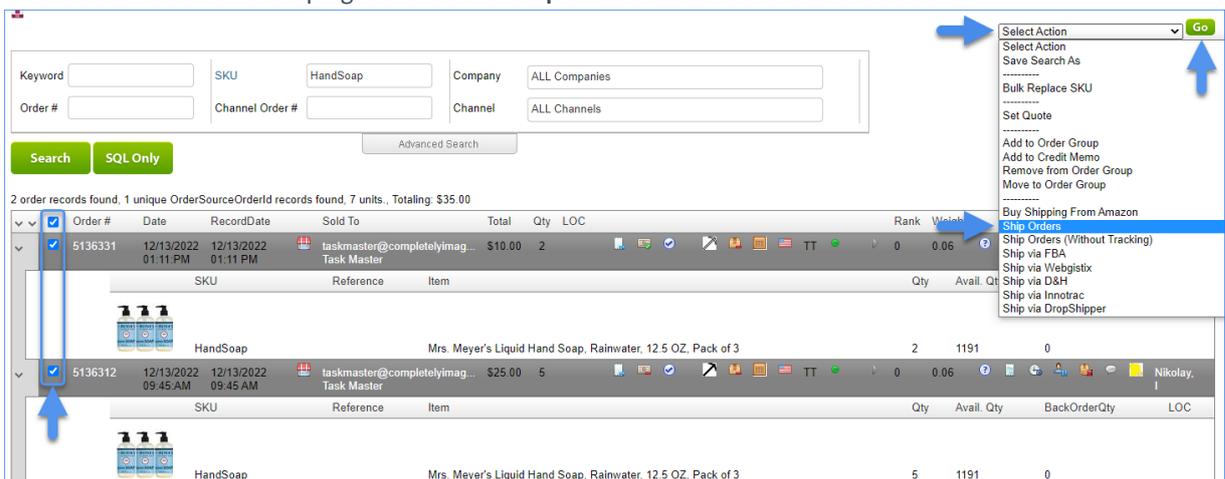
You can't bulk ship orders with expirable products. To ship expirable products, follow the steps to ship a single order instead.

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

- Log in to your Sellercloud account and click **Orders > Manage Orders**.
- Click the **Search** button to see all orders. Use the filters on top to narrow your search and see specific orders.



- Check the box next to the order number on the left for each order to ship.
- Click **Select Action** on the top right and look for **Ship Orders**. Select it and click the **Go** button.



- Alternatively, if you want to ship the orders without assigning tracking numbers, you can select **Ship Orders (Without Tracking)**.
- To handle all shipments the same way, select the **Ship Date**, **Carrier**, and **Shipping Method** on top, then click the **Copy to Orders** button.
  - Alternatively, you can select the **Ship Date**, **Carrier**, and **Shipping Method** and enter the **Tracking Numbers**

individually for each shipment.

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

The screenshot shows a web interface for shipping orders. At the top, there is a breadcrumb trail: Home > Manage Orders > Ship Orders. Below this, there are three input fields: 'ShipDate' (with a calendar icon), 'Carrier' (a dropdown menu set to 'Expedited'), and 'Shipping Method' (a dropdown menu set to 'Expedited'). A 'Copy to Orders' button is located below these fields. A blue arrow points to the 'Carrier' dropdown. Below the input fields is a table with two rows of order data. Each row has a checkbox in the first column. A blue arrow points to the checkboxes. The table columns are: Order Date, Order#, Customer Name, ShipDate, Carrier, Shipping Method, and Tracking Number. The first row has: 12/13/22 09:45 AM, 5136312, [Customer Name], 12/19/2022 2:43 PM, Expedited, Expedited, and an empty tracking number field. The second row has: 12/13/22 01:11 PM, 5136331, [Customer Name], 12/19/2022 2:43 PM, Expedited, Expedited, and an empty tracking number field. A blue arrow points to the 'Shipping Method' dropdowns. Below the table are two green buttons: 'Save' and 'Cancel'. A blue arrow points to the 'Save' button.

	Order Date	Order#	Customer Name	ShipDate	Carrier	Shipping Method	Tracking Number
<input type="checkbox"/>	12/13/22 09:45 AM	5136312	[Customer Name]	12/19/2022 2:43 PM	Expedited	Expedited	
<input type="checkbox"/>	12/13/22 01:11 PM	5136331	[Customer Name]	12/19/2022 2:43 PM	Expedited	Expedited	

- Done! The orders get marked as shipped.