

Shipping Package Types

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Overview

Shipping Package Types refer to the different packaging options such as envelopes or boxes, that help you protect, ship, and track your products. With package types in Sellercloud, you can ensure the use of appropriate packaging during order fulfillment and easily calculate shipping costs. Our templates let you define key shipping characteristics, including weight, dimensions, and handling fees, which you can later apply to your [Product Shipping Preferences](#).

Create Package Types

Sellercloud allows you to create new package types manually or in bulk.

Manually

To create a new package type manually, follow the steps below.

1. Go to **Settings > Shipping > Shipping Package Types**.
2. Click the + icon in the **Shipping Package Types** panel to add a new package type.
3. Enter the following package details:
 - a. **Name** – the name of the new package type, eg. Small Envelope;
 - b. **Description** – an optional description for additional visibility;
 - c. **Width (Inches)** – the width of the package in inches;
 - d. **Height (Inches)** – the height of the package in inches;
 - e. **Depth (Inches)** – the depth of the package in inches;
 - f. **Weight (lbs)** – the weight of the package in inches;
 - g. **Barcode** – the package type barcode number;
 - h. **Box Fee** – the fee for the package;
 - i. **Base Fee** – the base fee for the package;
 - j. **Additional Fee** – any additional fees for the package.

4. Click **Save**.

ADD NEW SHIPPING PACKAGES TYPES ×

Name *	Envelope
Description	Package Test
Width(Inches)	2
Height(Inches)	2
Depth(Inches)	2
Weight(lbs)	2
Barcode	312123231
Box Fee *	5
Base Fee *	3
Additional Fee *	2

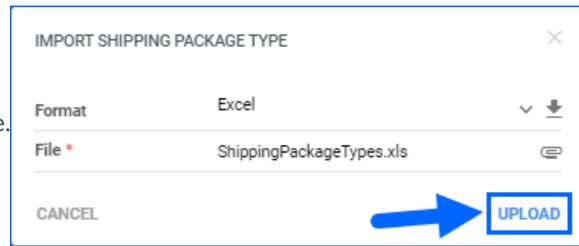
CANCEL → **SAVE**

In Bulk

To create several new package types simultaneously, see the steps below:

1. Go to **Settings > Shipping > Shipping Package Types**.
2. Click **Import Shipping Package Type**.
3. Choose a format and download the template.
4. Fill in the template columns:
 - a. **ID** – leave this blank for an ID to be automatically generated upon creation. Only add existing package type IDs to update the values;
 - b. **Name** – the name of the new package type (max 50 characters);
 - c. **Description** – the package’s description (max 254 characters);
 - d. **Width** – the width of the package in inches;
 - e. **Height** – the height of the package in inches;
 - f. **Depth** – the depth of the package in inches;
 - g. **Weight** – the weight of the package in lbs;
 - h. **Barcode** – the barcode for the package;
 - i. **BoxFee** – the fee for the package;
 - j. **BaseFee** – the base fee for the package;
 - k. **AdditionalFee** – additional fees for the package.

5. Click the **Choose File** button and upload the template.



Edit and Delete Package Types

You can execute additional actions on the Shipping Packages Type.

Edit

To **Edit** an already existing package type:

1. Navigate to **Settings > Shipping > Shipping Package Types**.
2. Click the **Pencil** icon to edit.
3. Once you make the necessary changes, click **Save**.

ID	NAME	DESCRIPTION	WIDTH	HEIGHT	DEPTH	WEIGHT	BARCODE	
323	Box	Box Test	2	2	2	2		

Delete

To **Delete** a package type:

1. Navigate to **Settings > Shipping > Shipping Package Types**.
2. Click the **Trash Bin** icon.
3. Click **Confirm** in the additional window in order to delete the package type.

ID	NAME	DESCRIPTION	WIDTH	HEIGHT	DEPTH	WEIGHT	BARCODE	
323	Box	Box Test	2	2	2	2	321123231	

Set a Default Package for Products

You can define a default package type for products individually or in bulk.

Individually

To set a default package for a single product, follow the steps below:

1. Go to the **Catalog > Manage Catalog > select a product > Toolbox > Shipping Preferences**.
2. Click the **Edit** button.
3. Select **Shipping Package Type** from the drop-down of the **Packaging** panel.

4. Click **Save**.

PACKAGING		
Shipping Package Type	Select	▼
Max Qty Per Package	1	<input checked="" type="checkbox"/> Enable

In Bulk

To set a default package type for multiple products in bulk, you can use the [Bulk Update Products](#) tool:

1. Navigate to **Catalog > Tools > Import Product Info**.
2. From the **Import Data** panel, choose **Bulk Product Update**.
3. Click **Generate template > Create New Template > Next**.
4. Select file format **Excel, CSV, or Tab Delimited**.
5. Search for the following columns:
 - a. **ShippingPackageTypeID**;
 - b. **MaxQtyPerShippingPackageEnabled**;
 - c. **MaxQtyPerShippingPackage**.
6. Populate the information in the columns, then go back to Sellercloud.

7. Choose the file > Click **Upload**.

BULK PRODUCT UPDATE		Generate template
<input type="checkbox"/> Create Products That Don't Exist		
<input type="checkbox"/> Do Not Update Existing Products		
Company For New Product	Thirsty Tea	
Update Products For Company	testtest	▼
File *	ShippingPackageTypes.xls	📎
<input type="checkbox"/> Schedule For Later	11/6/2023 6:00 PM	📅 ⌚
There are 0 Bulk Update Jobs submitted, Click here to view		UPLOAD

Package Types in Shipbridge

Sellercloud gives you the option to utilize existing package types for your order fulfillment in [Shipbridge](#). With the package type automation, you can quickly assign shipping properties to both single and multi-item orders.

Use CWA package type dimensions where available must be enabled in Shipbridge for this workflow. To locate the setting, go to **Menu > Options > Shipping**.

Auto-Populate Package Types in Shipbridge

Once you have created a package type in Sellercloud and assigned it to a product in your catalog, we will automatically populate the package type along with the related [Weight and Dimensions](#) in Shipbridge when you receive an order for that product. To see your selection, locate the **PackageType (CWA)** field in the main order grid. Pre-populated package types allow you to use the [Ship and Print](#) feature directly, eliminating the need to define any shipping properties to the

order.

	<input type="checkbox"/>	Order ID	Package Type (CWA)
+2	<input type="checkbox"/>	6562351	Test
+2	<input type="checkbox"/>		Select...
+8	<input type="checkbox"/>		Select...
+8	<input type="checkbox"/>		Select...
+8	<input type="checkbox"/>		Select...
+8	<input type="checkbox"/>		Select...

Select Package Types in Scan and Ship

You can manually select pre-existing Sellercloud package types for an order when using [Scan and Ship in Shipbridge](#).

To choose a package type for an order, follow the steps below:

1. Select one or more orders from the order grid and choose **Scan & Ship** from the shipping options.
2. On the **Print & Ship** step, select your preferred package type from the **CWA Package Type** dropdown. We will automatically fill in the values in the **Weight** and **Pkg Dimensions** fields.

Select order | Edit address | Check products | **Print & Ship**

Barcode Check

Order # 5138199

Weight 0 lbs 0.0 oz

CWA Package Type

Pkg Dimensions 12.00

Shipping Service Bookshelf

Packaging Chair

CTN

ENV

eNV #

ENV #66

Env #7

FedEx Envelope

Insurance type FedEx Pak

First-Class Mail Letter

Once you ship an order, a new **Package Type** field will automatically appear in the **Packages** panel of an order in Sellercloud which will display your selection. The package type you select in Shipbridge will be further used for reporting purposes. To locate the field in Sellercloud:

1. Go to **Orders > Manage Orders > Search Orders > Open an Order**.
2. **Toolbox > Shipping > Packages**.

PACKAGES										
PACKAGE ID	TRACKING NUMBER	PACKAGING TYPE	LENGTH	WIDTH	HEIGHT	WEIGHT	YOUR SHIPPING COST	DELIVERY DATE	DELIVERY STATUS	DECLARED VALUE
288812		Bed	80 in	60 in	48 in	0 lbs 10 oz	\$8.59			16.46

The **Track additional expenses/fees on orders** [Shipbridge Setting](#) must be enabled to automatically apply the **Box Fee**, **Base Fee**, and **Additional Fee** from the CWA Package Types as an additional fee on the order.

Additional Shipbridge Settings

You can further customize your package types workflow in Shipbridge with the following settings:

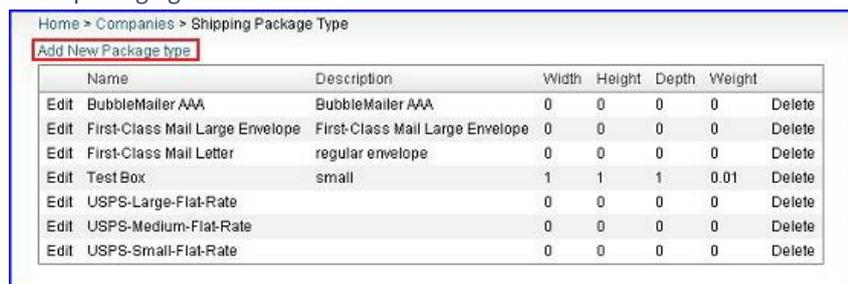
- **Prompt for CWA packaging selection** – If enabled, Shipbridge will return a prompt message to select a CWA Package Type during **Scan & Ship** if not yet selected.
- **Prompt only when any dimension is missing** – If enabled and any shipping dimension is missing on the **Print & Ship** page, Shipbridge will return a prompt message to choose a Package Type from the dropdown.
- **Add CWA packaging type weight to order** – If enabled, we will automatically populate the weight on the order in addition to the dimensions when you select a package type in Scan & Ship.
- **Require barcode scan for package type dims and weight** – If enabled, we will gray out the **Pkg Dimensions** field and it will be mandatory to scan the barcode of a CWA Package Type and populate it in the **Barcode Check** field for the weight and dimensions to populate on the order.
- **Require barcode scan for package type** – If enabled, it will be mandatory to scan the barcode of a CWA Package Type and populate it in the Barcode Check field during Scan & Ship for the weight and dimensions to populate on the order.
- **Track additional expenses/fees on orders** – If enabled, the **Box Fee**, **Base Fee**, and **Additional Fee** of the CWA Package Type will be considered and saved as an additional fee on the order.

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Create Package Types

To Add a package type to the menu, navigate to **Settings > Shipping Package Type** and click **Add New Packaging Type**. Enter packaging details and save.



Name	Description	Width	Height	Depth	Weight	
Edit BubbleMailer AAA	BubbleMailer AAA	0	0	0	0	Delete
Edit First-Class Mail Large Envelope	First-Class Mail Large Envelope	0	0	0	0	Delete
Edit First-Class Mail Letter	regular envelope	0	0	0	0	Delete
Edit Test Box	small	1	1	1	0.01	Delete
Edit USPS-Large-Flat-Rate		0	0	0	0	Delete
Edit USPS-Medium-Flat-Rate		0	0	0	0	Delete
Edit USPS-Small-Flat-Rate		0	0	0	0	Delete

To create a default package type for shipping for a specific product, open the toolbox on the product detail page and click **Shipping Preferences**. Select from the package type drop-down menu.

Toolbox

Dropship mode:

Max Qty Ship From Site:

Ship Weight: lbs Oz

Ship Length/Width/Height: in in in

DIM Weight: n/a

Shipping Carrier:

Shipping Method:

Shipping Cost (Normal): Check

Shipping Cost (Expedited):

Shipping Cost (1Day):

Shipping Cost (2Day):

Shipping Surcharge (AL/HI):

Shipping Cost (Int) Canada:

Shipping Cost (Int) Australia:

Shipping Cost (Int) UK:

Shipping Package Type:

Number of Batteries Included:

Max Qty per Package Enabled

Max Qty per Package:

To have the package dimensions auto populate in Shipbridge, open Shipbridge and navigate Menu > Options > Shipping. Enable setting **Use CWA package type dimensions where possible**.

Please Note: The packaging type entered must match **exactly** the packaging type as it displays in Shipbridge (in the Package Type column) in order for that column to be populated automatically when the order comes in.

The **Track additional expenses/fees on orders** [Shipbridge Setting](#) must be enabled to automatically apply the **Box Fee**, **Base Fee**, and **Additional Fee** from the CWA Package Types as an additional fee on the order.

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You can further customize your package types workflow in Shipbridge with the following settings:

- **Prompt for CWA packaging selection** – If enabled, Shipbridge will return a prompt message to select a CWA Package Type during **Scan & Ship** if not yet selected.
- **Prompt only when any dimension is missing** – If enabled and any shipping dimension is missing on the **Print & Ship** page, Shipbridge will return a prompt message to choose a Package Type from the dropdown.
- **Add CWA packaging type weight to order** – If enabled, we will automatically populate the weight on the order in addition to the dimensions when you select a package type in Scan & Ship.
- **Require barcode scan for package type dims and weight** – If enabled, we will gray out the **Pkg Dimensions** field and it will be mandatory to scan the barcode of a CWA Package Type and populate it in the **Barcode Check** field for the weight and dimensions to populate on the order.
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- **Track additional expenses/fees on orders** – If enabled, the **Box Fee**, **Base Fee**, and **Additional Fee** of the CWA Package Type will be considered and saved as an additional fee on the order.

