

Shipping Report

04/30/2025 3:25 pm CDT

Overview

In this article, you will learn about Sellercloud's **Shipping Report**. This report is a valuable tool that tracks the shipping costs, methods, and fulfillment of your orders.

You can see the following:

- **Order information** – order ID, channel, and channel order number.
- **Shipping information** – carrier, method, tracking number, shipping promise date, ship date, final shipping carrier, address, and shipper.
- **Package information** – package count and package weight.
- **Costs** – shipping cost, shipping discounts, and shipping total.
- **Fulfillment performance** – the timeliness of fulfillment in relation to the shipping promise date set on the order, based on the [Order Promise Date](#).

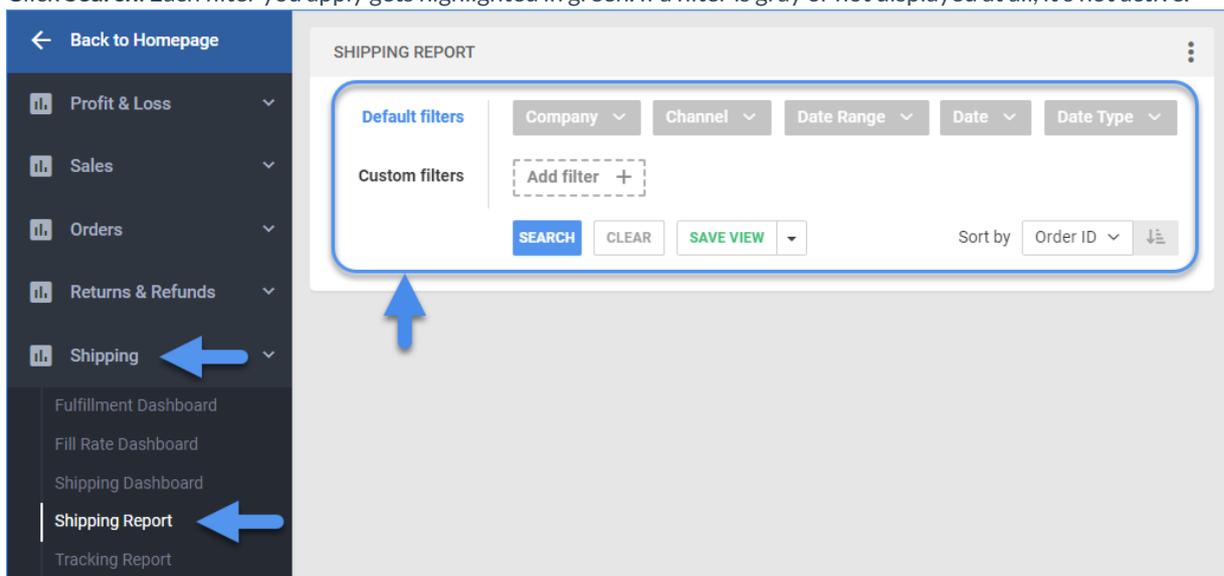
Filtering by fulfillment performance can help you ensure that orders are shipped and delivered promptly and accurately. You can run this report automatically on a regular basis with [Scheduled Tasks](#).

For answers to general questions about using Sellercloud's Financial Reporting Suite, see the [Reports FAQs](#)

Access and Customize the Report

To use the report, follow these steps:

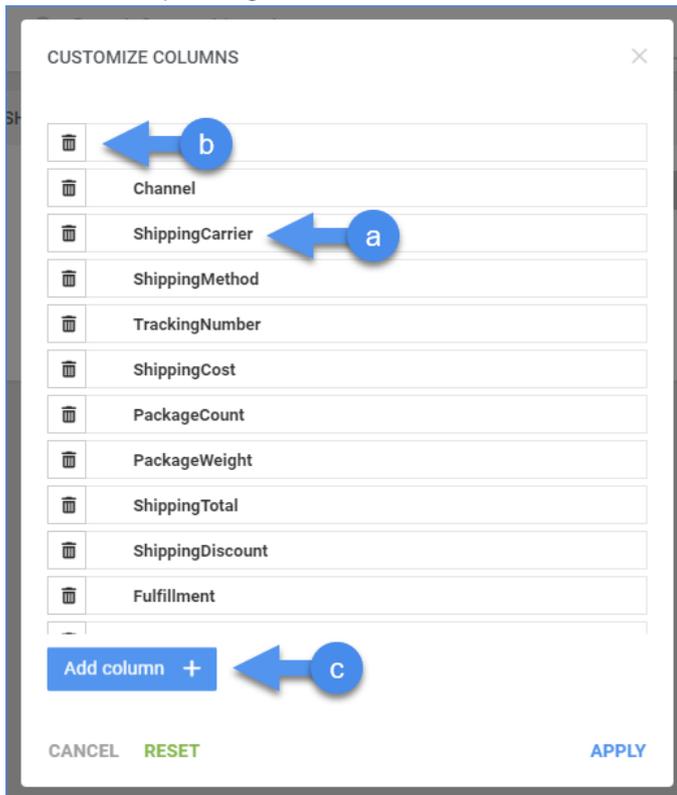
1. Navigate to **Reports > Shipping > Shipping Report**.
2. Set up the **Default** and **Custom filters** to have the report show precisely what you need.
3. Click **Search**. Each filter you apply gets highlighted in green. If a filter is gray or not displayed at all, it's not active.



4. To manage the columns in the report, click the three dots icon on the top right and select **Customize Columns**. You can:
 - a. Reorder columns by dragging them up or down in the list;

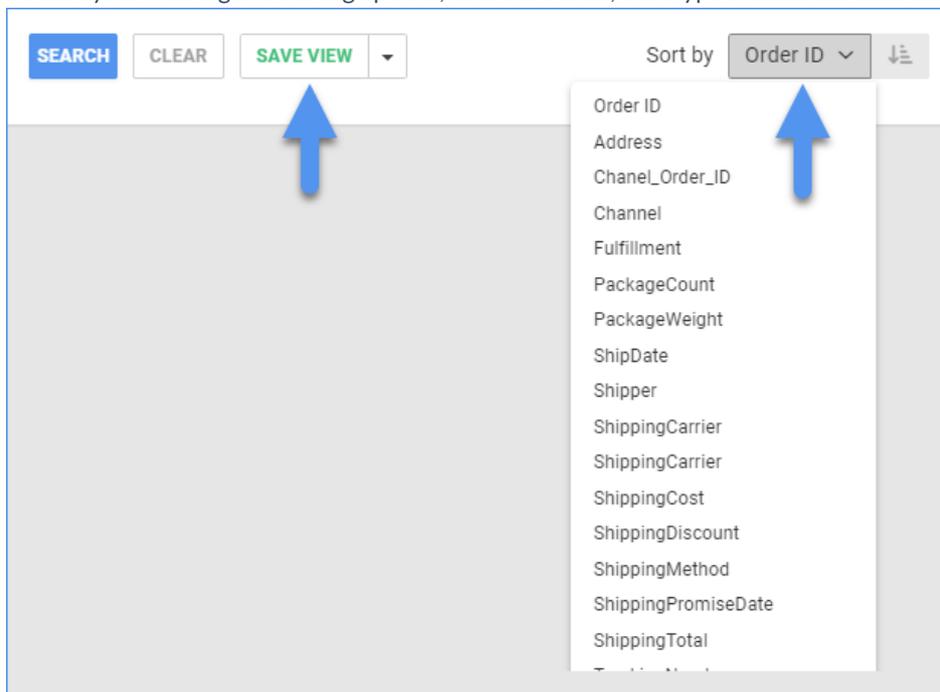
b. Hide columns by clicking the **Trash** icons;

c. Add columns by clicking **Add column**.



5. To sort the data differently, use the **Sort by** menu.

6. To save your filtering and sorting options, click **Save view**, then type a **Name** and click **Save**.



7. To export the full report to a spreadsheet, click **Actions** on the bottom right and select **Export to Excel**.
Spreadsheets include all columns, including those hidden in the report.

| ORDER ID | CHANNEL | SHIPPING METHOD | TRACKING # | SHIPPING COST | PACKAGE COUNT | PACKAGE WEIGHT |
|----------|-------------|-----------------|--------------------------------------|---------------|---------------|----------------|
| 5136450 | Wholesale | Expedited | | \$273.41 | 1 | 2 lbs |
| 5136390 | Local_Store | UPS Ground | TR2123456789 | \$10.00 | 2 | 2 lbs |
| 5136389 | Local_Store | FedEx Ground | TR123456789 | \$10.00 | 2 | 2 lbs |
| 5136388 | eBayOrder | UPS Standard | | \$0.00 | 1 | 0 oz |
| 5136370 | Wholesale | FedEx Ground | 5151510515106515 | \$0.00 | 16 | 0 oz |
| 5136330 | Wholesale | UPS Ground | 1Z3YY4081289145215 | \$0.00 | 10 | 56.25 lbs |
| 5136188 | Groupon | Other | 952b234a-148d-4a0c-80e5-78633d0f430b | \$919.89 | 1 | 0 oz |
| 5136186 | Walmart | Other | d4feff9d-2b27-4d71-9d91-d35a85b442e1 | \$498.66 | 1 | |



Filter and Column Definitions

Click the drop-downs below for filter and column descriptions.

Default Filters

Custom Filters

Report Data