

Step-by-Step Process for Labels

FOR REGULAR LABELS (Mix and LKQ are not included)

THIS IS ONLY APPLICABLE TO NEW JERSEY LABELS! CALIFORNIA HAS A DIFFERENT PROCESS WHEN IT COMES TO GENERATING A LABEL.

1. Go to the Spreadsheet

- This is where they put all the data for all orders coming from the customers and we have to order it directly from our warehouses or from the supplier.
- Select the batch that you will be working on and make sure not to include Mix orders. (Mix orders need to be separated)

	A	B	C	D	E	F	G	H	I	J	K	L
88890	003E-NJ-1	888863352	FR413-U000L	1 Adam Pike	11839 82ND LN E		PARRISH	FL	34219-8587			
B895		11-09711-94571	FR207-U100L	1 Terry smith	420 COUNTY ROAD 521		WYNNE	AR	72308-7417			
8896		111-6157243-5704231-MIX NJ/CA	TV603-B000R	1 Terry smith	420 COUNTY ROAD 521		WYNNE	AR	72308-7417			
8997		111-7718755-9478655	GM523-B100L	1 Joey Mansour	875 HIGHLAND AVE		NEEDHAM	MA	02494-1313			
8898			GM523-B100R	1 Leslie J. Klaus	18759 KICKAPOO RIDGE RD		LEAVENWORTH	KS	66048-8472			
8899		111-8753800-7381040	TV608-B00CL	1 Leslie J. Klaus	18759 KICKAPOO RIDGE RD		LEAVENWORTH	KS	66048-8472			
8900		112-2796010-542567	HD568-B000LCA	1 Edward S Walsh	9 GLEN WILD RD OFC A		ROCK HILL	NY	12775-0724			
8901		112-5307673-4777039	GM430-B000L	1 Odilon Xoyata	86 MITCHELL AVE		NEW BRUNSWICK NJ		08901-3240			
8902		112-6321410-0502869	GM378-B000R	1 Cindy Miller	1109 REED RD		ANDERSON	SC	29821-1958			
8903		112-8800652-8359414	BM020-U000L	1 Brock Mitchener	3415 E DUDLEY AVE		INDIANAPOLIS	IN	46227-7024			
8904			BM020-U000R	1 Jason Felix	16715 FRONTEENAC TER		DERWOOD	MD	20855-2050			
8905		113-4799503-0397854	HD674-B000R	1 Jason Felix	16715 FRONTEENAC TER		DERWOOD	MD	20855-2050			
8906		113-5408406-3353038	TY751-B000L	1 Timothy Johnson	3918 PINE VIEW DR		PULASKI	WI	54162-8834			
8907		113-7831379-9283448	TY751-B000R	1 David Dursley	4038 AMBERWOOD LN		NORTH CHARLES	SC	29418-3869			
8908		113-6082301-4911442	HD478-J000L	1 David Dursley	4038 AMBERWOOD LN		NORTH CHARLES	SC	29418-3869			
8909		113-6295588-7845016	FR417-U000L	1 Ashfaque Tareen	6030 LOVERS LN STE 3		PORTAGE	MI	49002-1673			
8910			FR417-U000R	1 Anita J. Dickson	438 SPRING ST		PHILO	OH	43771-9728			
8911		113-7831379-9283448	TY425-B000L	1 Anita J. Dickson	438 SPRING ST		PHILO	OH	43771-9728			
8912		114-2015511-1788235	TY425-B000R	1 Gustavo Adolfo Mancia velasquez CASA 4415 GLENDA WAY			ATLANTA	GA	30380-2913			
8913			HD504-B000R	1 Gustavo Adolfo Mancia velasquez CASA 4415 GLENDA WAY			ATLANTA	GA	30380-2913			
8914				1 Beth Robbins	193 WILLIAMS RD		NEWPORT	ME	04953-4008			

8913		114-091004-040640	TY74-B000L	1 Quinton Hembree-UWJ030	WWD E 99TH PL	TULSA	OK	74148-6403
8916			TY727-B000R	1 Quinton HembreePO93838	9908 E 55TH PL	TULSA	OK	74148-6403
8917		114-5432540-7243463	TY682-B001L	1 Angela Hogan	1422 OAKLAWN RD	CHAPMANSBORO TN	37035-5131	
8918			TY682-B001R	1 Angela Hogan	1422 OAKLAWN RD	CHAPMANSBORO TN	37035-5131	
8919		114-7087919-5437048	TY531-B000R	1 MELISSA BROWN	139 GATONE DR	HENDERSONVILLETN	37075-4943	
8920		13-09710-74562	GM106-U000L	1 Donald Albrecht	5735 CRABAPPLE WAY DR	MILFORD OH	45150-2551	
8921			GM106-U000R	1 Donald Albrecht	5735 CRABAPPLE WAY DR	MILFORD OH	45150-2551	
8922		15-09700-85497	FR393-U000L	1 Maria Mechato	16851 NE 23RD AVE APT 511	NORTH MIAMI BEAFL	33180-3731	
8923			FR393-U000R	1 Maria Mechato	16851 NE 23RD AVE APT 511	NORTH MIAMI BEAFL	33180-3731	
8924		22-09707-05823	FR398-B001L	1 eric baranyi	3877 BROADWAY APT 17	GROVE CITY OH	43123-2213	
8925		24-09720-70374	FR399-U000L	1 eric baranyi	3877 BROADWAY APT 17	GROVE CITY OH	43123-2213	
8926		111-0003896-4950623-MIX1E	FR399-U000L	1 Brandon Carl Ballard	8810 MAHLER PL	OKLAHOMA CITY OK	73120-3310	
8927		111-1371398-5213856	TY755-B000R	1 Elias J Montalvo	5432 CHERI CT APT 216	NEW PORT RICHE FL	34952-5038	
8928		113-0446405-1821867	TY801-B000L	1 Penny White	711 CASE AVE SE	ATTALLA AL	35954-3550	
8929			TY801-B000R	1 Penny White	711 CASE AVE SE	ATTALLA AL	35954-3550	
8930		114-9298107-2008210-MIX1E	GM078-U000L	1 Kelli Werda	7908 WALLACE RD	ALPENA MI	49707-0514	
8931								
8932								
8933								
8934								
8935								
8936								

⇒ **100RYAN** - means we already have a stock in our warehouses.

⇒ **WILLCALL**- means we are the one who will ship the items directly to the customer. The example above is a WILL CALL.

⇒ **DROPSHIP** - means our supplier will be the one who will ship it to the customers.

- After selecting it, go to another spreadsheet for "Tag orders".
- Arrange everything. Make sure that if it's **PAIR** both columns must be filled out.

Tag Orders - Excel								
File	Home	Insert	Page Layout	Formulas	Data	Review	View	Help
1 CL230216-E-NJ-2	col.1	col.1	D	CL230216MIX-NJ-1&2	F	G	H	I
2 02-09714-54641	FR350-B001L	FR350-B001R	;	111-0063896-4950628	FR369-U000L	FR369-U000R	;	TYC - Printer 2
3 09-09712-57135	HD470-A101R	;	;	111-0684854-5623420	8610332	8610331	;	;
4 10-09711-87557	TY866-B101L	TY866-B101R	;	111-6157243-5704231	TY603-B000R	;	;	;
5 11-09711-94571	FR207-U100L	FR207-U100R	;	114-1416013-4708206	312-2535L-UD	17-5772-00	;	;
6 11-1371398-6213856	TY755-B000R	;	;	114-4546823-1445866	312-1653L.AC	TO2531151C	;	;
7 111-7718756-9478655	GM523-B100L	GM523-B100R	;	114-9296107-2608210	GM076-U000L	GM076-U000R	;	;
8 111-8753960-7361040	TY508-B00CL	;	;	14-09710-57259	CH1043120	CH1042120	;	;
9 112-2769010-5442667	HD568-B000LCA	;	;				;	;
10 112-5307973-4777039	GM430-B000L	;	;				;	;
11 112-6321419-0502669	GM376-B000R	;	;				;	;
12 112-8806562-8359414	BM020-U000L	BM020-U000R	;				;	;
13 113-4799593-9397854	HD674-B000R	;	;				;	;
14 113-5408406-3353036	TY751-B000L	TY751-B000R	;				;	;
15 113-5982301-4911442	HD478-U000L	;	;				;	;
16 113-6295588-7545016	FR417-U000L	FR417-U000R	;				;	;
17 113-7831379-9283446	TY425-B000L	TY425-B000R	;				;	;
18 113-9446468-1821857	TY611-B000L	TY611-B000R	;				;	;
19 114-2015511-1786235	HD594-B000R	;	;				;	;
20 114-3961564-7625825	TY727-B000L	TY727-B000R	;				;	;
21 114-5432540-7243463	TY682-B001L	TY682-B001R	;				;	;
22 114-7067919-5437046	TY531-B000R	;	;				;	;
23 13-09710-74562	GM106-U000L	GM106-U000R	;				;	;
24 114-9298107-2008210	ED023-U000L	ED023-U000R	;				;	;

- Select everything (by batch). Make sure you will include the colon as a separator.

2. Go to Zenmighty

The screenshot shows the ZenMighty MarketZen POS interface. On the left, a sidebar lists navigation items such as Home, Purchase POs, Item, Order MCF, Fulfilments, Pending Late, USauto, All, Inventory, Search, Upload, and Filemanager. The main content area is titled 'Get Started' and welcomes users to ZenMighty MarketZen. It highlights several features: MARKET PLACE (Consolidated view of products), FULLFILLMENT (Programmable routing of orders), INVENTORY MANAGEMENT (Automate inventory updates), SHIPPING (Print shipping label), DATA ANALYTICS (Analyze trends and customer behavior), and PRODUCT BUNDLES (Create product bundles quickly).

- Select **POS** (on the upper part) and it will give a drop-down menu.
- Select **SHIPSTATION**.

The screenshot shows the ZenMighty MarketZen Tag Order Details page for order ID 13760. The 'Tag Orders' tab is highlighted in red. The page displays the following information:

- Tag Order Details:**
 - ID: 13760
 - Title: CL230216E-NJ-2
 - Order Data: Show Content
 - Created At: —
- Tag IDs:**

KEY	VALUE
1	61631
2	71665
- Tag Order Items:**
 - Search bar: Search
 - Create Tag Order Item button
 - Table of tag order items:

CHANNEL ORDER NUMBER	SKU 1	SKU 2	AUDIT INFO	STATUS
24-09720-70374	FR369-U000L	Sku 2	Ordered Items: 1 x CLX-M0-FR369-U000L-CL360A1; Assigned Items:	Processing
22-09707-05823	FR368-B001L	Sku 2	Ordered Items: 1 x CLX-M0-FR368-B001L-CL360A50; Assigned Items:	Processing

- After selecting the shipstation, click **TAG ORDER** (the one with red highlight).
- Then click the **CREATE TAG ORDER** (See picture below)

This screenshot is identical to the one above, showing the ZenMighty MarketZen Tag Order Details page for order ID 13760. The 'Tag Order' tab is now highlighted in red. The page structure and data are the same as the previous screenshot.

	ID	TITLE	CREATED AT	
<input type="checkbox"/>	13762	CL230216G-NI-2	—	
<input type="checkbox"/>	13761	CL230216R-NI-2	—	
<input type="checkbox"/>	13760	CL230216E-NI-2	—	
<input type="checkbox"/>	13759	CL230216D-NI-2	—	
<input type="checkbox"/>	13758	CL230216LKQ-NI-4T	—	
<input type="checkbox"/>	13757	CL230216LKQ-NI-3	—	
<input type="checkbox"/>	13756	CL230216LKQ-NI-2T	—	
<input type="checkbox"/>	13755	CL230216LKQ-NI-1T	—	
<input type="checkbox"/>	13754	CL230216MIX-NI-1	—	
<input type="checkbox"/>	13753	CL230216E-NI-1	—	
<input type="checkbox"/>	13752	CL230216G-NI-1	—	
<input type="checkbox"/>	13751	CL230216D-NI-1	—	
<input type="checkbox"/>	13750	CL230216R-NI-1	—	
<input type="checkbox"/>	13749	CL230216E-CA-1	—	
<input type="checkbox"/>	13748	CL230216G-CA-1	—	
<input type="checkbox"/>	13747	CL230216D-CA-1	—	
<input type="checkbox"/>	13746	CL230215D-NI-PM	—	
<input type="checkbox"/>	13745	CL230215E-NI-PM	—	
<input type="checkbox"/>	13744	CL230215G-NI-PM	—	
<input type="checkbox"/>	13743	CL230215R-NI-PM	—	
<input type="checkbox"/>	13742	CL230215MIX-CA-2	—	

- Once you click the create tag order, **PASTE** the one that you copied.
- Put it on the **BOX** (the one where the arrow points)

Create Tag Order

Title	<input type="text"/>										
Order Data	<pre>111-6157243-5704231 TY603-B000R : 114-1416013-4708206 312-253SL-UD 17-5772-00 : 114-4546823-1445866 312-1653L-AC T02531151C : 114-9296107-2608210 GM076-U000L GM076-U000R : 14-09710-57259 CH1043120 CH1042120 :</pre>										
Created At	<input type="text" value="2023-02-16 08:50:40"/> (America/New_York)										
Tag IDs	<table border="1"> <thead> <tr> <th>KEY</th> <th>VALUE</th> </tr> </thead> <tbody> <tr> <td>100 Ryan:65002</td> <td>DEPO:65200</td> </tr> <tr> <td>Special Handling:116304</td> <td>TYC:62110</td> </tr> <tr> <td>Artsok:65786</td> <td>Eagle:61832</td> </tr> <tr> <td>FBA Supplier:129238</td> <td>CL230216E-NI-2</td> </tr> </tbody> </table> <p>+ Add row</p>	KEY	VALUE	100 Ryan:65002	DEPO:65200	Special Handling:116304	TYC:62110	Artsok:65786	Eagle:61832	FBA Supplier:129238	CL230216E-NI-2
KEY	VALUE										
100 Ryan:65002	DEPO:65200										
Special Handling:116304	TYC:62110										
Artsok:65786	Eagle:61832										
FBA Supplier:129238	CL230216E-NI-2										

Cancel Create & Add Another Create Tag Order

- The purpose of the colon is to separate each order. It is an indicator that they are not the same orders.
- Then as for the **TITLE**, put the PO name per batch just like what it says on the spreadsheet of orders.
- Fill out as well the **TAG ID** (This one is very important) just select the ID below which corresponds to the batch you are working on. *Ex. if it's Eagle, Then select*

Eagle and add row two for PTS (not applicable for Mix). Since we only have three PTS on the system, ask the GC on what PTS you can use.

- Once done, select now the **CREATE TAG ORDER** on the bottom right.
- You will be routed to this (See picture below)

Note: If the batch has two suppliers then just add another row by simply clicking the + ADD ROW

The screenshot shows the ZenMighty Tag Order Details page. On the left, there's a sidebar with navigation links: Home, Dashboard, Resources, Products, Orders, Utility, Tag Orders (which is selected), Tasks, and FileManager. The main content area is titled "Tag Order Details". It displays a table with one row:

ID	13763				
Title	CL230216MIX-NJ-1&2				
Order Data	Show Content				
Created At	—				
Tag IDs	<table border="1"><thead><tr><th>KEY</th><th>VALUE</th></tr></thead><tbody><tr><td>1</td><td>71665</td></tr></tbody></table>	KEY	VALUE	1	71665
KEY	VALUE				
1	71665				

Below the table, there's a search bar and a "Create Tag Order Item" button. A message at the bottom right says "The tag order was created!".

- Once everything is okay, it's time for us to **transfer** it to the shipstation.
- Just **click** the box and select all.

The screenshot shows the ZenMighty Tag Order Items page. A large red arrow points to the "Select All" checkbox in the top-left corner of the item list table. The table has columns: SKU 1, SKU 2, AUDIT INFO, and STATUS. Each row contains a checkbox, a SKU number, another SKU number, audit information, and a status column with icons for eye, edit, and delete.

	SKU 1	SKU 2	AUDIT INFO	STATUS
<input type="checkbox"/>	GM076-U000L	GM076-U000R	Ordered Items: Assigned Items: = = = loaded	
<input type="checkbox"/>	114-1416013-4708206	312-2535L-UD	Ordered Items: Assigned Items: = = = loaded	
<input type="checkbox"/>	111-6157243-5704231	TY603-B000R	Ordered Items: Assigned Items: = = = loaded	
<input type="checkbox"/>	111-0063896-4950628	FR369-U000L	Ordered Items: Assigned Items: = = = loaded	
<input type="checkbox"/>	14-09710-57259	CH1043120	Ordered Items: 1 x LLX-PAIR-CH1042120-CL360A70; Assigned Items: = = = loaded	
<input type="checkbox"/>	114-4546823-1445866	312-1653L-AC	Ordered Items: 1 x LLX-PAIR-TO2530151C-CL360A70; Assigned Items: = = = loaded	
<input type="checkbox"/>	111-0684854-5623420	8610332	Ordered Items: 1 x LLX-PAIR-VW1320122-CL360A70; Assigned Items: = = = loaded	

At the bottom, there are navigation arrows and a page number "1-7 of 7".

- After selecting everything **follow** the picture below.

The screenshot shows a list of selected items from a 'Tag Order Items' interface. The 'Select Action' dropdown menu is open, and 'Tag Ship Station' is circled in red. The interface includes columns for CHANNEL ORDER NUMBER, SKU 1, SKU 2, AUDIT INFO, and STATUS.

CHANNEL ORDER NUMBER	SKU 1	SKU 2	AUDIT INFO	STATUS
114-9296107-2608210	GM076-U000L	GM076-U000R	Ordered Items: Assigned Items:	== loaded
114-1416013-4708206	312-2535L-UD	17-5772-00	Ordered Items: Assigned Items:	== loaded
111-6157243-5704231	TY603-B000R	Sku 2	Ordered Items: Assigned Items:	== loaded
111-0063896-4950628	FR369-U000L	FR369-U000R	Ordered Items: Assigned Items:	== loaded
14-09710-57259	CH1043120	CH1042120	Ordered Items: 1 x LLX-PAIR-CH1042120-CL360A70; Assigned Items:	== loaded
114-4546823-1445866	312-1653L-AC	T02531151C	Ordered Items: 1 x LLX-PAIR-TO2530151C-CL360A70; Assigned Items:	== loaded
111-0684854-5623420	8610332	8610331	Ordered Items: 1 x LLX-PAIR-VW1320122-CL360A70; Assigned Items:	== loaded

*Note: Make sure that the number of items you have selected is the same number that is on the **TAG ORDERS** spreadsheet.*

- Follow the steps below.

The screenshot shows a confirmation dialog box asking 'Are you sure you want to run this action?' with 'Cancel' and 'Run Action' buttons. The 'Run Action' button is circled in red. The background table is identical to the one in the previous screenshot.

CHANNEL ORDER NUMBER	SKU 1	SKU 2	AUDIT INFO	STATUS
114-9296107-2608210	GM076-U000L	GM076-U000R	Ordered Items: Assigned Items:	== loaded
114-1416013-4708206	312-2535L-UD	17-5772-00	Ordered Items: Assigned Items:	== loaded
111-6157243-5704231	TY603-B000R	Sku 2	Ordered Items: Assigned Items:	== loaded
111-0063896-4950628	FR369-U000L	FR369-U000R	Ordered Items: Assigned Items:	== loaded
14-09710-57259	CH1043120	CH1042120	Ordered Items: 1 x LLX-PAIR-CH1042120-CL360A70; Assigned Items:	== loaded
114-4546823-1445866	312-1653L-AC	T02531151C	Ordered Items: 1 x LLX-PAIR-TO2530151C-CL360A70; Assigned Items:	== loaded
111-0684854-5623420	8610332	8610331	Ordered Items: 1 x LLX-PAIR-VW1320122-CL360A70; Assigned Items:	== loaded

The screenshot shows the results of the action run. The status column for all items has changed to 'Success'. The interface is identical to the previous screenshots.

CHANNEL ORDER NUMBER	SKU 1	SKU 2	AUDIT INFO	STATUS
114-9296107-2608210	GM076-U000L	GM076-U000R	Ordered Items: Assigned Items:	Success
114-1416013-4708206	312-2535L-UD	17-5772-00	Ordered Items: Assigned Items:	Success
111-6157243-5704231	TY603-B000R	Sku 2	Ordered Items: Assigned Items:	Success
111-0063896-4950628	FR369-U000L	FR369-U000R	Ordered Items: Assigned Items:	Success
14-09710-57259	CH1043120	CH1042120	Ordered Items: 1 x LLX-PAIR-CH1042120-CL360A70; Assigned Items:	Success
114-4546823-1445866	312-1653L-AC	T02531151C	Ordered Items: 1 x LLX-PAIR-TO2530151C-CL360A70; Assigned Items:	Success
111-0684854-5623420	8610332	8610331	Ordered Items: 1 x LLX-PAIR-VW1320122-CL360A70; Assigned Items:	Success

SHIPSTATION

James Paet

Home
Dashboard
Resources
Products
Orders
Utility
Tag Orders
Tasks
Filemanager

Tag Order Details

ID	13763				
Title	CL230216MIX-NJ-1&2				
Order Data	Show Content				
Created At	—				
Tag IDs	<table border="1"> <thead> <tr> <th>KEY</th> <th>VALUE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>71665</td> </tr> </tbody> </table>	KEY	VALUE	1	71665
KEY	VALUE				
1	71665				

Tag Order Items

Search: [Create Tag Order Item](#)

CHANNEL ORDER NUMBER	SKU 1	SKU 2	AUDIT INFO	STATUS
114-9206107-2608210	GM076-U000L	GM076-U000R	Ordered Items: 1 x LLX-PAIR-GM2520130V-CL360A72; Assigned Items:	Processing
114-1416013-4708206	312-2535L-UD	17-5772-00	Ordered Items: 1 x LLX-TO1138104-CL360A70; 1 x CLX-M0-17-5772-00-1; 1 x MLX-SHETOCAMR18-83HQ-1-CL360A50; Assigned Items:	Processing
111-6157243-5704231	TY603-B000R	Sku 2	Ordered Items: 1 x PLX-M0-TY603-B000L; Assigned Items:	Tag Order(s) Queued

- Make sure that the word "**TAG ORDERED QUEUED**" appeared at the bottom. (See picture above)
- That is an indication that the items were transferred already to the shipstation.

1. Go to ShipStation

ss7.shipstation.com/#/orders

ShipStation

Orders Shippments Products Customers

Awaiting Shipment :: All Orders (reload)

Create Label Print New Order Tag Assign Update Rates Hold Other Actions Allocation

Layout Columns Group by

Advanced Search... Show Sidebar

Awaiting Payment 276

Awaiting Shipment 496

On Hold

Stores Views

Pending Fulfillment Shipped Cancelled

OPEN LABEL BATCHES

No Orders Selected... Select one or more orders in the list to make changes

Row 1 to 1 of 1 500 per page

- This is the **Homepage** of the Shipstation.

Note: Those items prior to tagging can be found in **Awaiting Shipment**. After we tagged it, it will transfer to **ON HOLD**. In the ON HOLD section are the items/orders that we need to create labels.

- So select **ON HOLD** and since there are a lot of on-hold items, that is the reason why the TAG ID earlier is very important for us to know the batch that we are actually working on.
- Just follow the steps below.
- Select the **TAG ID** you put earlier.
- Make sure that the number is the same on the **SPREADSHEET**.

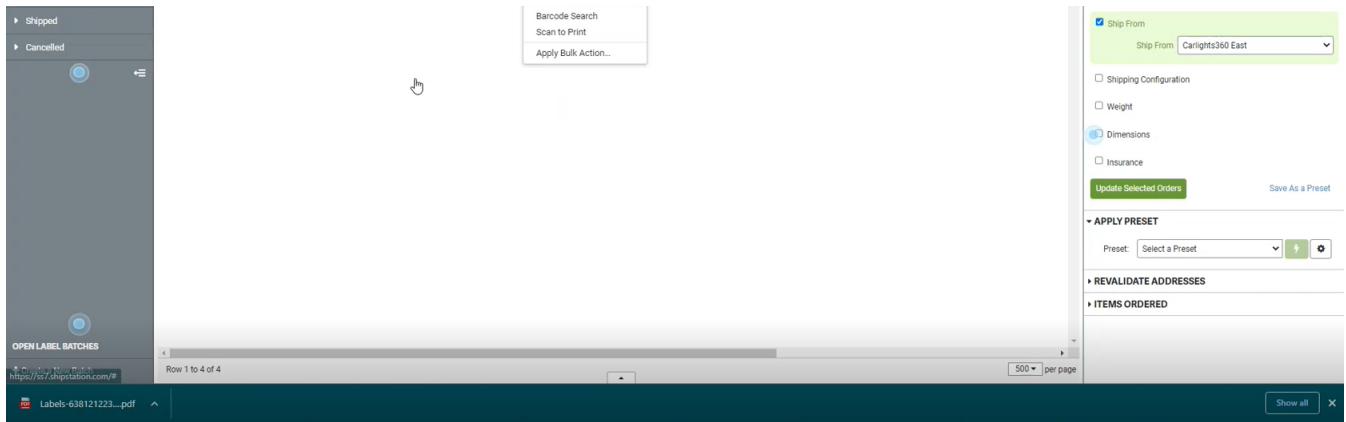
The screenshot shows the ShipStation web interface. On the left, a sidebar lists categories: Awaiting Payment (On Hold: 276), Stores, Views, Awaiting Shipment (496), Pending Fulfillment, Shipped, and Cancelled. The main area is titled 'On Hold :: All Orders (reload)'. At the top, there's a navigation bar with buttons: Create Label, Print, New Order, Tag (which is circled in red), Assign, Update Rates, Restore, Other Actions (which is circled in red), and Allocation. Below the navigation is a search bar and filter dropdowns for Store, Destination, Assigned, Allocation Status, Order Date, and Other. A 'Saved Filters' dropdown is also present. The main table lists orders with columns: Age, Ship From, Order #, Tags, Ship By, ip By, Item SKU, Custom 1, Custom 2, Qty, Rate, Carrier, Order Total, and Recipient. A red circle highlights the 'PTS1 (East)' tag in the 'Tags' column of the second row. The table has several hundred rows, with a red arrow pointing to the second row. At the bottom right of the table, there's a note: 'No Orders Selected... Select one or more orders in the list to make changes.'

- If the numbers are not the same then we have to reconcile and look for what's missing or what the items that were added to it.

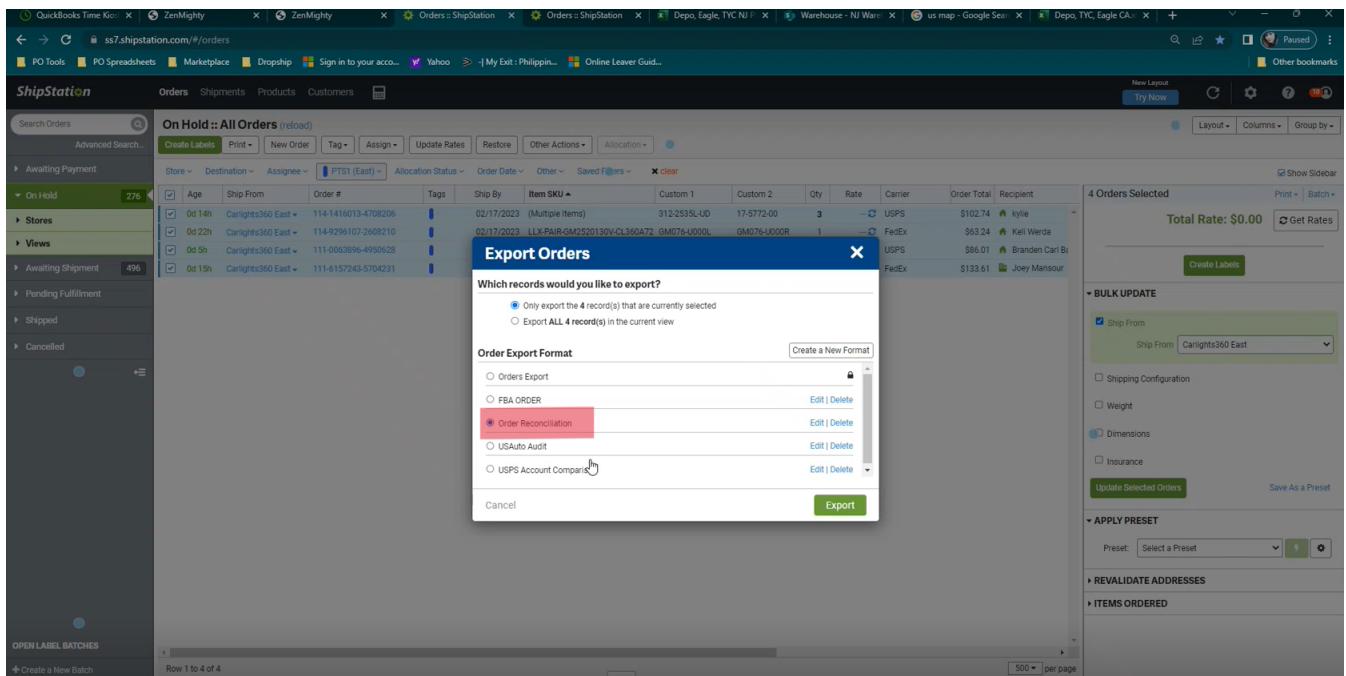
FOR MISSING ITEMS:

- Select "Other Actions"
- Choose Export Orders

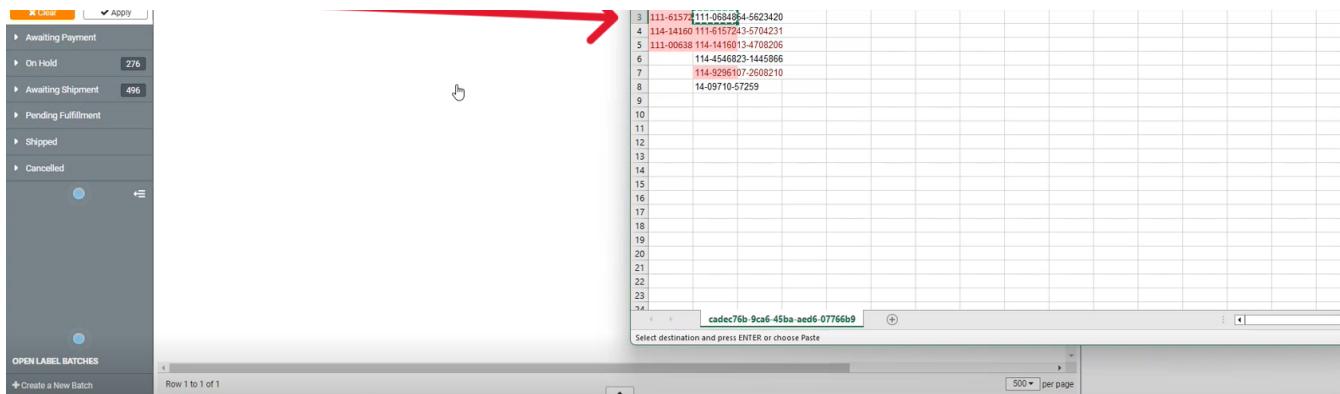
This screenshot shows the same ShipStation interface as the previous one, but with a different focus. The 'Other Actions' dropdown is open, and the 'Export Orders...' option is highlighted with a red circle. The rest of the interface is identical to the first screenshot, including the sidebar, navigation bar, and the 'On Hold :: All Orders' table.



- Click Order Reconciliation



- Then click EXPORT
- It will give you another excel file then just open that and paste the items that are on the Tag order spreadsheet.
- Use **conditional formatting** and highlight the duplicate. This is to identify what are the missing orders.
- We must look and investigate what are the missing orders.



- Once you identified the missing orders, copy them and paste them into the search bar in Shipstation.
- If it appears that it has been **SHIPPED** already, then no need for you to create a label for that. For this case, you have to put **LABEL CREATED** on the main Spreadsheet.

FOR ADDED ITEMS:

- Just check the date of the added items and if it is not the same as the date you are working on. Then just simply remove it.

4. Create a Label

IMPORTANT!

- You should create a label **per BATCH**, not individual labels.
- You have to make sure that you select the COAST correctly (If it's west or east)
- Make sure there's "**NO POSSIBLE ADDRESS**" appears on the system. If there is, EDIT it (There are times that the customer will put "CASA" or "House" in their addresses which gives an error). You can search for the address in Google if you are doubting.
- The address must be **VERIFIED**.
- Delivery time: you have to add one day to it.
- Check always the dimension of the product (Size and Weight). CHANNEL ADVISOR can you help with it or just simply click the highlighted product. If the dimension like the *Length and the Girth* will **EXCEED 105 IN TOTAL**, split the labels as this may cause surcharges on our end.
- Only the **DIMENSION OF WILLCALL**
- for **LINERS** it should have a dimension of 20 x 20 x 12.

- **Select the Label:** Just click the Calculator Icon (Make sure to select the **cheapest one and always consider the DELIVERY DATE**. It must be the exact delivery date that the customer is expecting)
- **THERE ARE ONLY TWO MAIN COURIERS THE USPS AND FEDEX ONLY!** For **INTERNATIONAL SHIPMENT** always use **USPS!!** That's why we have to check the STATES.
- **Select the Shipping Account:** for **USPS FIRST CLASS** we always use **STANDALONE**. As for the others, used between the **CHEAPEST** either stamps or standalone.
- **Check the SKU** (pairs or not. If pair: Make sure that both custom fields are filled out)
- **For product that are ABOVE \$400**, it should have a **signature for both FEDEX AND USPS**. (**Indirect Signature** - Only applicable for Residential Houses : **Direct Signature** - Only applicable for Commercial Houses)

FOR CHANNEL ADVISOR:

- Go to the website and follow the steps below.
- Use the SKU to search for the product.

The screenshot shows the Channel Advisor Product Catalog interface. At the top, there is a navigation bar with links for Home, Products, Sell, Fulfill, Marketing, Help, Account, and Online Leaver Guid... A search bar contains the text "CLX-M0-11-6115-00-1". Below the search bar, a message states: "Number of available SKUs used: 1,823,232 of 2,000,000 (91.1%). Your account is near its SKU limit. See help for ways to reduce SKU count." The main area displays a grid of products. One product is highlighted with a red border: "CLX-M0-11-6115-00-1" which "Fits Dodge Magnum Tail Light 2005 Passenger Side DOT CH2801162 | 480596GAH". The grid includes columns for Flag, Blocked, Listing Status, SKU, Title, Type, Qty Total, Qty Total Avail, DC Quantity: Amazon FBA US CartLights360, DC Quantity: Amazon FBA US WooParts, DC Quantity: Amazon FBA US WooParts241, Qty Pending Payment, Qty Pending Shipment, Buy Now Price, Labels, and Image. At the bottom right, a "Filters Applied" box indicates "Your data is currently filtered. Clear Filters".

FOR CHECKING THE DELIVERY DATE:

- Just click the Order Number above.
 - You will be routed to another website.
 - See the highlighted area. That's where you can see the expected delivery date.
- MAKE SURE IT WILL BE THE SAME TO THE LABEL YOU CREATED.**

The screenshot shows the 'Order details' section of the Amazon Seller Central interface. Key information includes:

- Order summary:** Ship by: Thu, Feb 16, 2023; Deliver by: Tue, Feb 21, 2023 to Wed, Feb 22, 2023; Purchase date: Wed, Feb 15, 2023, 11:28 PM PST.
- Shipping service:** Standard; Fulfillment: Seller; Sales channel: Amazon.com.
- Ship to:** Elias J Montalvo, 5432 CHERI CT APT 216, NEW PORT RICHEY, FL 34652-5036.
- Contact Buyer:** Phone: +1 929-436-4790 ext. 86115; Address Type: Residential.
- Sales proceeds:** Items total: \$39.22; Tax total: \$2.75; Grand total: \$41.97.
- More details:** Tax Collection Model: MarketplaceFacilitator; Tax Collection Responsible Party: Amazon Services LLC.
- Order contents:** A single item listed: Toyota Camry 1997-1999 Tail Light Assembly NAL Type Outer Passenger Side DOT Certified | TO2801124 | 81550-AA010(NAL) ASIN: B0777B06PB SKU: CLX-M1-311-1916R-AF.
- Manage Feedback:** Nita has not left you feedback for this order yet.

TO CHECK IF THERE'S AN INTERNATIONAL ORDER:

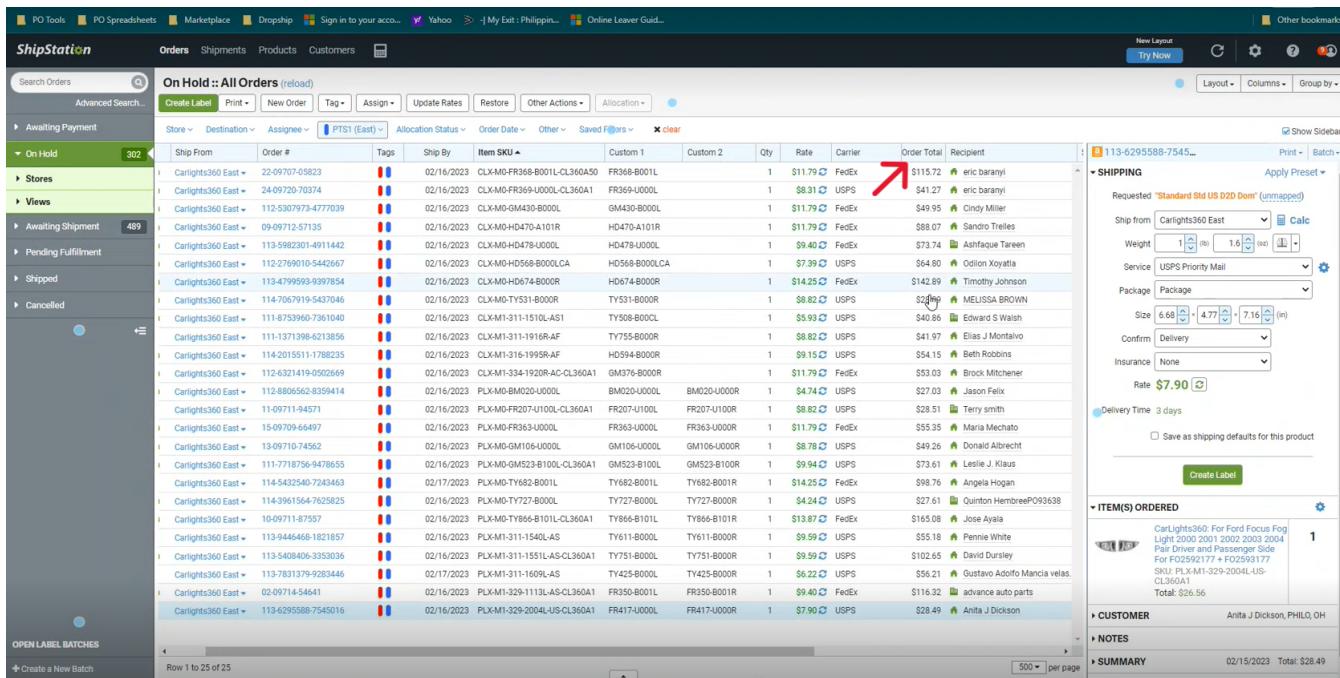
- Just check the **SHIPPING PAID**. If there's an amount under shipping paid then that means it is international.
- It is because, if international: The customer will automatically pay for the shipping fee.

The screenshot shows the ShipStation software interface with the 'Orders' tab selected. The 'On Hold' section displays a list of orders, with one order highlighted. An arrow points to the 'Shipping Paid' column for this order, which shows a value of '\$0.00'. Other columns include Order Total, Recipient, State, Order Date, Item Name, and Shipping Account.

	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><td>I609-AS</td><td>TY425-B000L</td><td>TY425-B00R</td><td>1</td><td>\$6.22</td><td>USPS</td><td>\$56.21</td><td>Gustavo Adolfo Mancia velas...</td><td>GA</td><td>\$0.00</td><td>02/15/2023</td><td>For Toyota ... Stamps.com - USPS KarPar...</td></tr> <tr><td>I113L-US-CL360A1</td><td>FR350-B001L</td><td>FR350-B001R</td><td>1</td><td>\$9.40</td><td>FedEx</td><td>\$116.32</td><td>advance auto parts</td><td>FL</td><td>\$0.00</td><td>02/15/2023</td><td>For Ford Ex...</td></tr> <tr><td>I004L-US-CL360A1</td><td>FR417-U000L</td><td>FR417-U000R</td><td>1</td><td>\$7.90</td><td>USPS</td><td>\$28.49</td><td>Anita J Dickson</td><td>OH</td><td>\$0.00</td><td>02/15/2023</td><td>CarLights36...</td></tr> </table> <p>Show 1 to 25 of 25</p>	I609-AS	TY425-B000L	TY425-B00R	1	\$6.22	USPS	\$56.21	Gustavo Adolfo Mancia velas...	GA	\$0.00	02/15/2023	For Toyota ... Stamps.com - USPS KarPar...	I113L-US-CL360A1	FR350-B001L	FR350-B001R	1	\$9.40	FedEx	\$116.32	advance auto parts	FL	\$0.00	02/15/2023	For Ford Ex...	I004L-US-CL360A1	FR417-U000L	FR417-U000R	1	\$7.90	USPS	\$28.49	Anita J Dickson	OH	\$0.00	02/15/2023	CarLights36...	SKU: PLX-M1-329-2004L-US-CL360A1 Total: \$26.56 ► CUSTOMER Anita J Dickson, PHIL, OH ► NOTES ► SUMMARY 02/15/2023 Total: \$28.49
I609-AS	TY425-B000L	TY425-B00R	1	\$6.22	USPS	\$56.21	Gustavo Adolfo Mancia velas...	GA	\$0.00	02/15/2023	For Toyota ... Stamps.com - USPS KarPar...																											
I113L-US-CL360A1	FR350-B001L	FR350-B001R	1	\$9.40	FedEx	\$116.32	advance auto parts	FL	\$0.00	02/15/2023	For Ford Ex...																											
I004L-US-CL360A1	FR417-U000L	FR417-U000R	1	\$7.90	USPS	\$28.49	Anita J Dickson	OH	\$0.00	02/15/2023	CarLights36...																											

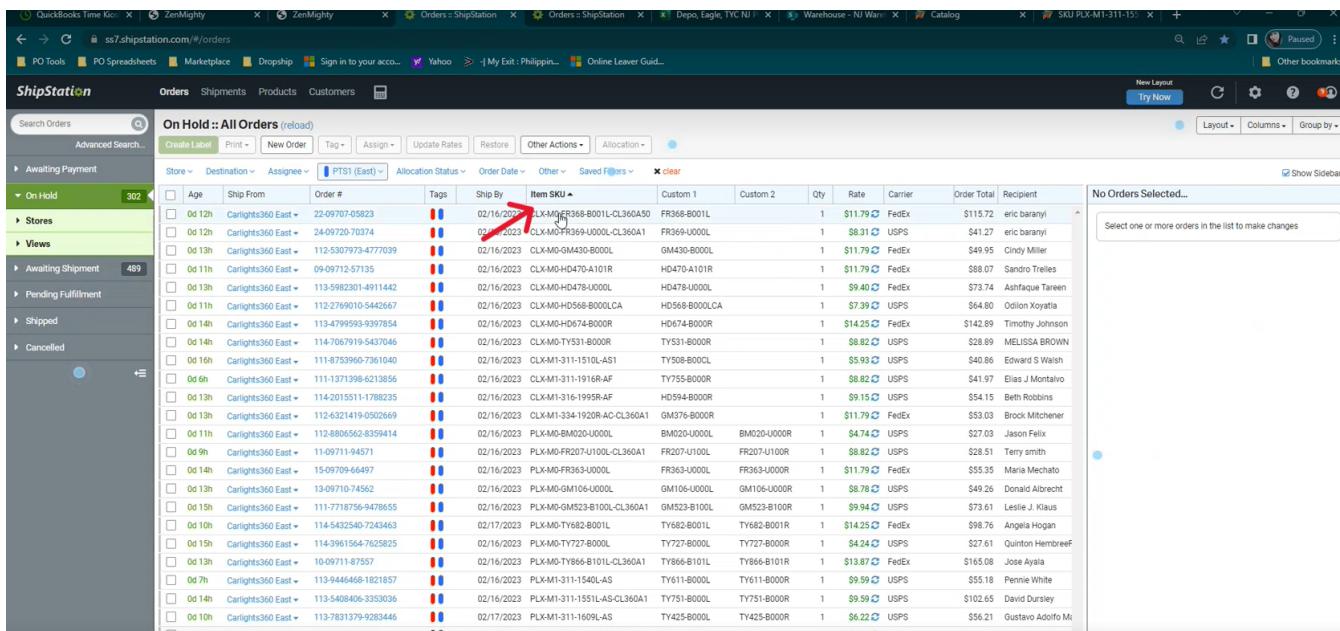
THINGS TO CHECK BEFORE CREATING THE PER BATCH LABEL:

- Check the **ORDER TOTAL**. Make sure no one \$400 and above because there is, we have to select the indirect or direct signature.



The screenshot shows the ShipStation interface with a list of orders on hold. The 'Order Total' column is highlighted with a red arrow. The interface includes various filters like 'Store', 'Destination', and 'Assignee'. On the right side, there are sections for shipping details, including a 'SHIPPING' summary and a 'ITEM(S) ORDERED' table. A note at the bottom right says 'Save as shipping defaults for this product'.

- You have to sort the order by simply clicking the **ITEMS SKU**. It's up to you if you want it from *SINGLE to PAIR* or *PAIR TO SINGLE*



The screenshot shows the ShipStation interface with a list of orders on hold. The 'ITEMS SKU' column header is highlighted with a red arrow. The interface includes various filters like 'Store', 'Destination', and 'Assignee'. On the right side, there are sections for shipping details, including a 'SHIPPING' summary and a 'ITEM(S) ORDERED' table. A note at the bottom right says 'Select one or more orders in the list to make changes'.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">OPEN LABEL BATCHES</div> + Create a New Batch	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td style="width: 10%;">0d 17h</td><td>Carlights360 East</td><td>02-09714-54641</td><td>02/16/2023</td><td>PLX-M1-329-1113L-AS-CL360A1</td><td>FR350-B001L</td><td>FR350-B001R</td><td>1</td><td>\$9.40</td><td>FedEx</td><td>\$116.32</td><td>advance auto parts</td></tr> <tr> <td>0d 9h</td><td>Carlights360 East</td><td>113-6295588-7545016</td><td>02/16/2023</td><td>PLX-M1-329-2004L-US-CL360A1</td><td>FR417-U000L</td><td>FR417-U000R</td><td>1</td><td>\$7.90</td><td>USPS</td><td>\$28.49</td><td>Anita J Dickson</td></tr> </table>	0d 17h	Carlights360 East	02-09714-54641	02/16/2023	PLX-M1-329-1113L-AS-CL360A1	FR350-B001L	FR350-B001R	1	\$9.40	FedEx	\$116.32	advance auto parts	0d 9h	Carlights360 East	113-6295588-7545016	02/16/2023	PLX-M1-329-2004L-US-CL360A1	FR417-U000L	FR417-U000R	1	\$7.90	USPS	\$28.49	Anita J Dickson
0d 17h	Carlights360 East	02-09714-54641	02/16/2023	PLX-M1-329-1113L-AS-CL360A1	FR350-B001L	FR350-B001R	1	\$9.40	FedEx	\$116.32	advance auto parts														
0d 9h	Carlights360 East	113-6295588-7545016	02/16/2023	PLX-M1-329-2004L-US-CL360A1	FR417-U000L	FR417-U000R	1	\$7.90	USPS	\$28.49	Anita J Dickson														
Row 1 to 25 of 25																									

- Check the **CUSTOM FIELD 1 and 2**. Make sure that it was filled out appropriately.
- Make sure that if it's PAIR both custom field are filled out.

On Hold :: All Orders (reload)											
Store		Destination		Assigned to		Allocation Status		Order Date		Other	
Age		Ship From		Order #		Tags		Ship By		Item SKU ▾	
Custom 1	Custom 2	Qty	Rate	Carrier	Order Total	Recipient					
0d 12h	Carlights360 East	22-09707-05823	02/16/2023	CLX-M0-FR368-B001L-CL360A50	FR368-B001L	1	\$11.79	FedEx	\$115.72	eric baranyi	
0d 12h	Carlights360 East	24-09720-70374	02/16/2023	CLX-M0-FR369-U000L-CL360A1	FR369-U000L	1	\$8.31	USPS	\$41.27	eric baranyi	
0d 13h	Carlights360 East	112-5307973-4777039	02/16/2023	CLX-M0-GM430-B000L	GM430-B000L	1	\$11.79	FedEx	\$49.95	Cindy Miller	
0d 11h	Carlights360 East	09-09712-57135	02/16/2023	CLX-M0-HD470-A101R	HD470-A101R	1	\$11.79	FedEx	\$88.07	Sandro Treilles	
0d 13h	Carlights360 East	113-2769010-5442667	02/16/2023	CLX-M0-HD474-U000L	HD474-U000L	1	\$9.40	FedEx	\$73.74	Ashraque Taree	
0d 11h	Carlights360 East	112-2769010-5442667	02/16/2023	CLX-M0-HD568-B000LCA	HD568-B000LCA	1	\$7.39	USPS	\$64.80	Odition Xoyatia	
0d 14h	Carlights360 East	113-4799593-9397854	02/16/2023	CLX-M0-HD674-B000R	HD674-B000R	1	\$14.25	FedEx	\$142.89	Timothy Johnso	
0d 14h	Carlights360 East	114-7067919-5437046	02/16/2023	CLX-M0-TY531-B000R	TY531-B000R	1	\$8.82	USPS	\$28.89	MELISSA BROV	
0d 16h	Carlights360 East	111-8753960-7361040	02/16/2023	CLX-M1-311-510L-AS1	TY508-B000	1	\$5.93	USPS	\$40.86	Edward S Walst	
0d 6h	Carlights360 East	111-1371398-6213856	02/16/2023	CLX-M1-311-916R-ASF	TY755-B000R	1	\$8.82	USPS	\$41.97	Elias J Montalv	
0d 13h	Carlights360 East	114-2015511-1788235	02/16/2023	CLX-M1-316-1995R-ASF	HD594-B000R	1	\$9.15	USPS	\$54.15	Beth Robbins	
0d 13h	Carlights360 East	112-6321419-0502669	02/16/2023	CLX-M1-334-1920R-AC-CL360A1	GM376-B000R	1	\$11.79	FedEx	\$53.03	Brock Mitchene	
0d 11h	Carlights360 East	112-8806562-8359414	02/16/2023	PLX-M0-BM020-U000L	BM020-U000L	1	\$4.74	USPS	\$27.03	Jason Felix	
0d 9h	Carlights360 East	110-09711-94571	02/16/2023	PLX-M0-FR207-U100L-CL360A1	FR207-U100R	1	\$8.82	USPS	\$28.51	Terry smith	
0d 14h	Carlights360 East	15-09799-64647	02/16/2023	PLX-M0-FR363-U000L	FR363-U000R	1	\$11.79	FedEx	\$55.35	Maria Mechato	
0d 13h	Carlights360 East	13-09709-14562	02/16/2023	PLX-M0-GM106-U000L	GM106-U000R	1	\$8.78	USPS	\$49.26	Donald Albrech	
0d 15h	Carlights360 East	111-7717856-4748655	02/16/2023	PLX-M0-GM523-B100L-CL360A1	GM523-B100L	1	\$9.94	USPS	\$73.61	Leslie J. Klaus	
0d 10h	Carlights360 East	114-5432540-7243463	02/17/2023	PLX-M0-HT682-B001L	TY682-B001R	1	\$14.25	FedEx	\$98.76	Angela Hogan	
0d 15h	Carlights360 East	114-3961564-7625825	02/16/2023	PLX-M0-HT727-B000L	TY727-B000R	1	\$4.24	USPS	\$27.61	Quinton Hembr	
0d 13h	Carlights360 East	10-09711-75757	02/16/2023	PLX-M0-HT866-B101L-CL360A1	TY866-B101R	1	\$13.87	FedEx	\$165.08	Jose Ayala	
0d 7h	Carlights360 East	111-9446468-1821857	02/16/2023	PLX-M1-311-1540L-AS	TY611-B000L	1	\$9.99	USPS	\$55.18	Pennie White	
0d 14h	Carlights360 East	113-5408406-3353036	02/16/2023	PLX-M1-311-1551L-AS-CL360A1	TY751-B000L	1	\$9.99	USPS	\$102.65	David Dursley	
0d 10h	Carlights360 East	113-7831379-9283446	02/17/2023	PLX-M1-311-1609L-AS	TY425-B000L	1	\$6.22	USPS	\$56.21	Gustavo Adolfo	
0d 17h	Carlights360 East	02-09714-54641	02/16/2023	PLX-M1-329-1113L-AS-CL360A1	FR350-B001L	1	\$9.40	FedEx	\$116.32	advance auto p	
0d 9h	Carlights360 East	113-6295588-7545016	02/16/2023	PLX-M1-329-2004L-US-CL360A1	FR417-U000L	1	\$7.90	USPS	\$28.49	Anita J Dickson	

- Check the **QUANTITY** as well. If there is more than 1 quantity you have to put "2x" on the custom field that corresponds to it.

On Hold :: All Orders (reload)											
Store		Destination		Assigned to		Allocation Status		Order Date		Other	
Age		Ship From		Order #		Tags		Ship By		Item SKU ▾	
Custom 1	Custom 2	Qty	Rate	Carrier	Order Total	Recipient					
0d 12h	Carlights360 East	22-09707-05823	02/16/2023	CLX-M0-FR368-B001L-CL360A50	FR368-B001L	1	\$11.79	FedEx	\$115.72	eric baranyi	
0d 12h	Carlights360 East	24-09720-70374	02/16/2023	CLX-M0-FR369-U000L-CL360A1	FR369-U000L	1	\$8.31	USPS	\$41.27	eric baranyi	
0d 13h	Carlights360 East	112-5307973-4777039	02/16/2023	CLX-M0-GM430-B000L	GM430-B000L	1	\$11.79	FedEx	\$49.95	Cindy Miller	
0d 11h	Carlights360 East	09-09712-57135	02/16/2023	CLX-M0-HD470-A101R	HD470-A101R	1	\$11.79	FedEx	\$88.07	Sandro Treilles	
0d 13h	Carlights360 East	113-2769010-5442667	02/16/2023	CLX-M0-HD474-U000L	HD474-U000L	1	\$9.40	FedEx	\$73.74	Ashraque Taree	
0d 11h	Carlights360 East	112-2769010-5442667	02/16/2023	CLX-M0-HD568-B000LCA	HD568-B000LCA	1	\$7.39	USPS	\$64.80	Odition Xoyatia	
0d 14h	Carlights360 East	113-4799593-9397854	02/16/2023	CLX-M0-HD674-B000R	HD674-B000R	1	\$14.25	FedEx	\$142.89	Timothy Johnso	
0d 14h	Carlights360 East	114-7067919-5437046	02/16/2023	CLX-M0-TY531-B000R	TY531-B000R	1	\$8.82	USPS	\$28.89	MELISSA BROV	
0d 16h	Carlights360 East	111-8753960-7361040	02/16/2023	CLX-M1-311-510L-AS1	TY508-B000L	1	\$5.93	USPS	\$40.86	Edward S Walst	
0d 6h	Carlights360 East	111-1371398-6213856	02/16/2023	CLX-M1-311-916R-ASF	TY755-B000R	1	\$8.82	USPS	\$41.97	Elias J Montalv	
0d 13h	Carlights360 East	114-2015511-1788235	02/16/2023	CLX-M1-316-1995R-ASF	HD594-B000R	1	\$9.15	USPS	\$54.15	Beth Robbins	
0d 13h	Carlights360 East	112-6321419-0502669	02/16/2023	CLX-M1-334-1920R-AC-CL360A1	GM376-B000R	1	\$11.79	FedEx	\$53.03	Brock Mitchene	
0d 11h	Carlights360 East	112-8806562-8359414	02/16/2023	PLX-M0-BM020-U000L	BM020-U000R	1	\$4.74	USPS	\$27.03	Jason Felix	
0d 9h	Carlights360 East	110-09711-94571	02/16/2023	PLX-M0-FR207-U100L-CL360A1	FR207-U100R	1	\$8.82	USPS	\$28.51	Terry smith	
0d 14h	Carlights360 East	15-09709-64647	02/16/2023	PLX-M0-FR363-U000L	FR363-U000R	1	\$11.79	FedEx	\$55.35	Maria Mechato	
0d 13h	Carlights360 East	112-6321419-0502669	02/16/2023	PLX-M0-GM106-U000L	GM106-U000R	1	\$8.78	USPS	\$49.26	Donald Albrech	
0d 15h	Carlights360 East	111-7717856-9478655	02/16/2023	PLX-M0-GM523-B100L-CL360A1	GM523-B100L	1	\$9.94	USPS	\$73.61	Leslie J. Klaus	
0d 10h	Carlights360 East	114-5432540-7243463	02/17/2023	PLX-M0-HT682-B001L	TY682-B001R	1	\$14.25	FedEx	\$98.76	Angela Hogan	
0d 15h	Carlights360 East	114-3961564-7625825	02/16/2023	PLX-M0-HT727-B000L	TY727-B000R	1	\$4.24	USPS	\$27.61	Quinton Hembr	
0d 13h	Carlights360 East	10-09711-75757	02/16/2023	PLX-M0-HT866-B101L-CL360A1	TY866-B101R	1	\$13.87	FedEx	\$165.08	Jose Ayala	
0d 7h	Carlights360 East	113-9446468-1821857	02/16/2023	PLX-M1-311-1540L-AS	TY611-B000L	1	\$9.99	USPS	\$55.18	Pennie White	
0d 14h	Carlights360 East	113-5408406-3353036	02/16/2023	PLX-M1-311-1551L-AS-CL360A1	TY751-B000L	1	\$9.59	USPS	\$102.65	David Dursley	
0d 10h	Carlights360 East	113-7831379-9283446	02/17/2023	PLX-M1-311-1609L-AS	TY425-B000L	1	\$6.22	USPS	\$56.21	Gustavo Adolfo	
0d 17h	Carlights360 East	02-09714-54641	02/16/2023	PLX-M1-329-1113L-AS-CL360A1	FR350-B001L	1	\$9.40	FedEx	\$116.32	advance auto p	
0d 9h	Carlights360 East	113-6295588-7545016	02/16/2023	PLX-M1-329-2004L-US-CL360A1	FR417-U000L	1	\$7.90	USPS	\$28.49	Anita J Dickson	

Row 1 to 25 of 25 500 per page

- Check the **SHIP FROM**. Make sure that if you worked on the east orders, it should also be indicated there east.

The screenshot shows the ShipStation software interface. On the left, there's a sidebar with categories like 'Awaiting Payment' (302), 'Stores' (493), and 'Views'. The main area is titled 'On Hold :: All Orders (reload)' and lists 25 orders. The columns include Order #, Tags, Ship By, Item SKU, Custom 1, Custom 2, Qty, Rate, Carrier, Order Total, and Recipient. The 'Ship From' column header is highlighted with a red arrow. The URL at the bottom is https://ss7.shipstation.com/#.

Order #	Tags	Ship By	Item SKU	Custom 1	Custom 2	Qty	Rate	Carrier	Order Total	Recipient
22-09707-05823		02/16/2023 CLX-M0-FR368-B001-L-CL360A50	FR368-B001L	1	\$11.79	FedEx	\$115.72	eric baranyi		
24-09720-70374		02/16/2023 CLX-M0-FR369-U000-L-CL360A1	FR369-U000L	1	\$8.31	USPS	\$41.27	eric baranyi		
112-5307973-4777039		02/16/2023 CLX-M0-GM430-B000-L	GM430-B000L	1	\$11.79	FedEx	\$49.95	Cindy Miller		
09-09712-57135		02/16/2023 CLX-M0-HD470-A101R	HD470-A101R	1	\$11.79	FedEx	\$88.07	Sandro Treilles		
113-5982301-4911442		02/16/2023 CLX-M0-HD478-U000-L	HD478-U000L	1	\$9.40	FedEx	\$73.74	Ashfaque Taree		
112-2769010-5442667		02/16/2023 CLX-M0-HD568-B000-LCA	HD568-B000LCA	1	\$7.39	USPS	\$64.80	Odilon Xoyatla		
113-4799593-9397854		02/16/2023 CLX-M0-HD674-B000-R	HD674-B000R	1	\$14.25	FedEx	\$142.89	Timothy Johnson		
114-7067919-5437046		02/16/2023 CLX-M0-TV531-B000-R	TY531-B000R	1	\$8.82	USPS	\$28.89	MELISSA BROV		
111-8753960-7361040		02/16/2023 CLX-M1-311-1510L-AS1	TY508-B000CL	1	\$5.93	USPS	\$40.86	Edward S Walst		
111-1371398-6213856		02/16/2023 CLX-M1-311-1916R-AS	TY755-B000R	1	\$8.82	USPS	\$41.97	Elias J Montalv		
114-2015511-1788235		02/16/2023 CLX-M1-316-1995R-AS	HD594-B000R	1	\$9.15	USPS	\$54.15	Beth Robbins		
112-6321419-0502669		02/16/2023 CLX-M1-334-1920R-AC-CL360A1	GM376-B000R	1	\$11.79	FedEx	\$53.03	Brock Mitchene		
112-8806562-8359414		02/16/2023 PLX-M0-BM020-U000-L	BM020-U000L	1	\$4.74	USPS	\$27.03	Jason Felix		
111-09712-94571		02/16/2023 PLX-M0-FR207-U100-L-CL360A1	FR207-U100	1	\$8.82	USPS	\$28.51	Terry smith		
15-09709-66497		02/16/2023 PLX-M0-FR363-U000-L	FR363-U000R	1	\$11.79	FedEx	\$55.35	Maria Mechato		
13-09710-74562		02/16/2023 PLX-M0-GM106-U000-L	GM106-U000R	1	\$8.78	USPS	\$49.26	Donald Albrech		
111-7718756-9478655		02/16/2023 PLX-M0-GM523-B100-L-CL360A1	GM523-B100L	1	\$9.94	USPS	\$73.61	Leslie J. Klaus		
114-542540-7243463		02/17/2023 PLX-M0-TV682-B001L	TY682-B001L	1	\$14.25	FedEx	\$98.76	Angela Hogan		
114-3961564-7625825		02/16/2023 PLX-M0-TV727-B000-L	TY727-B000R	1	\$4.24	USPS	\$27.61	Quinton Hemb		
10-09711-87557		02/16/2023 PLX-M0-TV866-B101-L-CL360A1	TY866-B101L	1	\$13.87	FedEx	\$165.08	Jose Ayala		
113-9446468-1821857		02/16/2023 PLX-M1-311-1540L-AS	TY611-B000L	1	\$9.59	USPS	\$55.18	Pennie White		
113-5408406-3353036		02/16/2023 PLX-M1-311-1551L-AS-CL360A1	TY751-B000L	1	\$9.59	USPS	\$102.65	David Dursley		
113-7831379-9283446		02/17/2023 PLX-M1-311-1609L-AS	TY425-B000L	1	\$6.22	USPS	\$56.21	Gustavo Adolfo		
02-09714-54641		02/16/2023 PLX-M1-329-113L-AS-CL360A1	FR350-B001L	1	\$9.40	FedEx	\$116.32	advance auto p		
113-6295588-7545016		02/16/2023 PLX-M1-329-2004L-US-CL360A1	FR417-U000R	1	\$7.90	USPS	\$28.49	Anita J Dickson		

5. Generate Labels

IMPORTANT!

MAKE SURE YOU ALREADY CHECKED EVERYTHING like

EVERYTHING!!

Labels are expensive!

- Select all the orders.

The screenshot shows the ShipStation software interface. The table header has a 'Select All' checkbox. The URL at the bottom is https://ss7.shipstation.com/#.

Order #	Tags	Ship By	Item SKU	Custom 1	Custom 2	Qty	Rate	Carrier	Order Total	Recipient
22-09707-05823		02/16/2023 CLX-M0-FR368-B001-L-CL360A50	FR368-B001L	1	\$11.79	FedEx	\$115.72	eric baranyi		
24-09720-70374		02/16/2023 CLX-M0-FR369-U000-L-CL360A1	FR369-U000L	1	\$8.31	USPS	\$41.27	eric baranyi		
112-5307973-4777039		02/16/2023 CLX-M0-GM430-B000-L	GM430-B000L	1	\$11.79	FedEx	\$49.95	Cindy Miller		
09-09712-57135		02/16/2023 CLX-M0-HD470-A101R	HD470-A101R	1	\$11.79	FedEx	\$88.07	Sandro Treilles		
113-5982301-4911442		02/16/2023 CLX-M0-HD478-U000-L	HD478-U000L	1	\$9.40	FedEx	\$73.74	Ashfaque Taree		
112-2769010-5442667		02/16/2023 CLX-M0-HD568-B000-LCA	HD568-B000LCA	1	\$7.39	USPS	\$64.80	Odilon Xoyatla		
113-4799593-9397854		02/16/2023 CLX-M0-HD674-B000-R	HD674-B000R	1	\$14.25	FedEx	\$142.89	Timothy Johnson		
114-7067919-5437046		02/16/2023 CLX-M0-TV531-B000-R	TY531-B000R	1	\$8.82	USPS	\$28.89	MELISSA BROV		
111-8753960-7361040		02/16/2023 CLX-M1-311-1510L-AS1	TY508-B000CL	1	\$5.93	USPS	\$40.86	Edward S Walst		
111-1371398-6213856		02/16/2023 CLX-M1-311-1916R-AS	TY755-B000R	1	\$8.82	USPS	\$41.97	Elias J Montalv		
114-2015511-1788235		02/16/2023 CLX-M1-316-1995R-AS	HD594-B000R	1	\$9.15	USPS	\$54.15	Beth Robbins		
112-6321419-0502669		02/16/2023 CLX-M1-334-1920R-AC-CL360A1	GM376-B000R	1	\$11.79	FedEx	\$53.03	Brock Mitchene		
112-8806562-8359414		02/16/2023 PLX-M0-BM020-U000-L	BM020-U000L	1	\$4.74	USPS	\$27.03	Jason Felix		
111-09712-94571		02/16/2023 PLX-M0-FR207-U100-L-CL360A1	FR207-U100	1	\$8.82	USPS	\$28.51	Terry smith		
15-09709-66497		02/16/2023 PLX-M0-FR363-U000-L	FR363-U000R	1	\$11.79	FedEx	\$55.35	Maria Mechato		
13-09710-74562		02/16/2023 PLX-M0-GM106-U000-L	GM106-U000R	1	\$8.78	USPS	\$49.26	Donald Albrech		
111-7718756-9478655		02/16/2023 PLX-M0-GM523-B100-L-CL360A1	GM523-B100L	1	\$9.94	USPS	\$73.61	Leslie J. Klaus		
114-542540-7243463		02/17/2023 PLX-M0-TV682-B001L	TY682-B001L	1	\$14.25	FedEx	\$98.76	Angela Hogan		
114-3961564-7625825		02/16/2023 PLX-M0-TV727-B000-L	TY727-B000R	1	\$4.24	USPS	\$27.61	Quinton Hemb		
10-09711-87557		02/16/2023 PLX-M0-TV866-B101-L-CL360A1	TY866-B101L	1	\$13.87	FedEx	\$165.08	Jose Ayala		
113-9446468-1821857		02/16/2023 PLX-M1-311-1540L-AS	TY611-B000L	1	\$9.59	USPS	\$55.18	Pennie White		
113-5408406-3353036		02/16/2023 PLX-M1-311-1551L-AS-CL360A1	TY751-B000L	1	\$9.59	USPS	\$102.65	David Dursley		
113-7831379-9283446		02/17/2023 PLX-M1-311-1609L-AS	TY425-B000L	1	\$6.22	USPS	\$56.21	Gustavo Adolfo		
02-09714-54641		02/16/2023 PLX-M1-329-113L-AS-CL360A1	FR350-B001L	1	\$9.40	FedEx	\$116.32	advance auto p		
113-6295588-7545016		02/16/2023 PLX-M1-329-2004L-US-CL360A1	FR417-U000R	1	\$7.90	USPS	\$28.49	Anita J Dickson		

Order #	Customer	Shipped Date	Carrier	Rate	Recipient
22-09707-05823	Carlights360 East	02/16/2023	CLX-M0-FR368-B001L-CL360A50	FR368-B001L	1 \$11.79 FedEx \$115.72 eric baranyi
24-09720-70374	Carlights360 East	02/16/2023	CLX-M0-FR369-U000L-CL360A1	FR369-U000L	1 \$8.31 USPS \$41.27 eric baranyi
112-5307973-4777039	Carlights360 East	02/16/2023	CLX-M0-GM430-B000L	GM430-B000L	1 \$11.79 FedEx \$49.95 Cindy Miller
09-09712-57135	Carlights360 East	02/16/2023	CLX-M0-HD470-A101R	HD470-A101R	1 \$11.79 FedEx \$88.07 Sandro Treilles
113-5982301-4911442	Carlights360 East	02/16/2023	CLX-M0-HD478-U000L	HD478-U000L	1 \$9.40 FedEx \$73.74 Ashfaque Taree
112-2769010-5442667	Carlights360 East	02/16/2023	CLX-M0-HD568-B000LCA	HD568-B000LCA	1 \$7.39 USPS \$64.80 Odilon Xoyatla
113-4799593-9397854	Carlights360 East	02/16/2023	CLX-M0-HD674-B000R	HD674-B000R	1 \$14.25 FedEx \$142.89 Timothy Johnst
114-7067919-5437046	Carlights360 East	02/16/2023	CLX-M0-TY531-B000R	TY531-B000R	1 \$8.82 USPS \$28.89 MELISSA BROW
111-8753960-7361040	Carlights360 East	02/16/2023	CLX-M1-311-1510L-AS1	TY508-B000L	1 \$5.93 USPS \$40.86 Edward S Walst
111-1371398-6213856	Carlights360 East	02/16/2023	CLX-M1-311-1916R-AS	TY755-B000R	1 \$8.82 USPS \$41.97 Elias J Montalv
114-2015511-1788235	Carlights360 East	02/16/2023	CLX-M1-316-1995R-AS	HD594-B000R	1 \$9.15 USPS \$54.15 Beth Robbins
112-6321419-0502669	Carlights360 East	02/16/2023	CLX-M1-334-1920R-AC-CL360A1	GM376-B000R	1 \$11.79 FedEx \$53.03 Brock Mitchene
112-8806562-8359414	Carlights360 East	02/16/2023	PLX-M0-BM020-U000L	BM020-U000L	1 \$4.74 USPS \$27.03 Jason Felix
111-09711-94571	Carlights360 East	02/16/2023	PLX-M0-FR207-U100L-CL360A1	FR207-U100L	1 \$8.82 USPS \$28.51 Terry smith
15-09709-66497	Carlights360 East	02/16/2023	PLX-M0-FR363-U000L	FR363-U000R	1 \$11.79 FedEx \$55.35 Maria Mechato
13-09710-74562	Carlights360 East	02/16/2023	PLX-M0-GM106-U000L	GM106-U000R	1 \$8.78 USPS \$49.26 Donald Albrech
111-7718756-9478655	Carlights360 East	02/16/2023	PLX-M0-GM523-B100L-CL360A1	GM523-B100L	1 \$9.94 USPS \$73.61 Leslie J. Klaus
114-5432540-7243463	Carlights360 East	02/17/2023	PLX-M0-TV682-B001L	TY682-B001L	1 \$14.25 FedEx \$98.76 Angela Hogan
114-3961564-7625825	Carlights360 East	02/16/2023	PLX-M0-TV727-B000L	TY727-B000L	1 \$4.24 USPS \$27.61 Quinton Hembr
10-09711-87557	Carlights360 East	02/16/2023	PLX-M0-TV866-B101L-CL360A1	TY866-B101R	1 \$13.87 FedEx \$165.08 Jose Ayala
113-9446468-1821857	Carlights360 East	02/16/2023	PLX-M1-311-1540L-AS	TY611-B000R	1 \$9.59 USPS \$55.18 Pennie White
113-5408406-3353036	Carlights360 East	02/16/2023	PLX-M1-311-1551L-AS-CL360A1	TY751-B000L	1 \$9.59 USPS \$102.65 David Dursley
113-7831379-9283446	Carlights360 East	02/17/2023	PLX-M1-311-1609L-AS	TY425-B000R	1 \$6.22 USPS \$56.21 Gustavo Adolfo
02-09714-54641	Carlights360 East	02/16/2023	PLX-M1-329-1113L-AS-CL360A1	FR350-B001L	1 \$9.40 FedEx \$116.32 advance auto p
113-6295588-7545016	Carlights360 East	02/16/2023	PLX-M1-329-2004L-US-CL360A1	FR417-U000L	1 \$7.90 USPS \$28.49 Anita J Dickson

- Then follow the step-by-step process below:

1. Click the **CREATE LABELS** above.

On Hold :: All Orders (reload)														
Store		Destination	Assignee	PTS1 (East)	Allocation Status	Order Date	Other	Saved Filters	Allocation					
Age	Ship From	Order #	Tags	Ship By	Item SKU	Custom 1	Custom 2	Qty	Rate	Carrier	Order Total	Recipient		
0d 12h	Carlights360 East	22-09707-05823		02/16/2023	CLX-M0-FR368-B001L-CL360A50	FR368-B001L		1	\$11.79	FedEx	\$115.72	eric baranyi		
0d 12h	Carlights360 East	24-09720-70374		02/16/2023	CLX-M0-FR369-U000L-CL360A1	FR369-U000L		1	\$8.31	USPS	\$41.27	eric baranyi		
0d 13h	Carlights360 East	112-5307973-4777039		02/16/2023	CLX-M0-GM430-B000L	GM430-B000L		1	\$11.79	FedEx	\$49.95	Cindy Miller		
0d 11h	Carlights360 East	09-09712-57135		02/16/2023	CLX-M0-HD470-A101R	HD470-A101R		1	\$11.79	FedEx	\$88.07	Sandro Treilles		
0d 13h	Carlights360 East	113-5982301-4911442		02/16/2023	CLX-M0-HD478-U000L	HD478-U000L		1	\$9.40	FedEx	\$73.74	Ashfaque Taree		
0d 11h	Carlights360 East	112-2769010-5442667		02/16/2023	CLX-M0-HD568-B000LCA	HD568-B000LCA		1	\$7.39	USPS	\$64.80	Odilon Xoyatla		
0d 14h	Carlights360 East	113-4799593-9397854		02/16/2023	CLX-M0-HD674-B000R	HD674-B000R		1	\$14.25	FedEx	\$142.89	Timothy Johnst		
0d 14h	Carlights360 East	114-7067919-5437046		02/16/2023	CLX-M0-TY531-B000R	TY531-B000R		1	\$8.82	USPS	\$28.89	MELISSA BROW		
0d 16h	Carlights360 East	111-8753960-7361040		02/16/2023	CLX-M1-311-1510L-AS1	TY508-B000L		1	\$5.93	USPS	\$40.86	Edward S Walst		
0d 6h	Carlights360 East	111-1371398-6213856		02/16/2023	CLX-M1-311-1916R-AS	TY755-B000R		1	\$8.82	USPS	\$41.97	Elias J Montalv		
0d 13h	Carlights360 East	114-2015511-1788235		02/16/2023	CLX-M1-316-1995R-AS	HD594-B000R		1	\$9.15	USPS	\$54.15	Beth Robbins		
0d 13h	Carlights360 East	112-6321419-0502669		02/16/2023	CLX-M1-334-1920R-AC-CL360A1	GM376-B000R		1	\$11.79	FedEx	\$53.03	Brock Mitchene		
0d 11h	Carlights360 East	112-8806562-8359414		02/16/2023	PLX-M0-BM020-U000L	BM020-U000L		1	\$4.74	USPS	\$27.03	Jason Felix		
0d 9h	Carlights360 East	111-09711-94571		02/16/2023	PLX-M0-FR207-U100L-CL360A1	FR207-U100L		1	\$8.82	USPS	\$28.51	Terry smith		
0d 14h	Carlights360 East	15-09709-66497		02/16/2023	PLX-M0-FR363-U000L	FR363-U000R		1	\$11.79	FedEx	\$55.35	Maria Mechato		
0d 13h	Carlights360 East	13-09710-74562		02/16/2023	PLX-M0-GM106-U000L	GM106-U000R		1	\$8.78	USPS	\$49.26	Donald Albrech		
0d 15h	Carlights360 East	111-7718756-9478655		02/16/2023	PLX-M0-GM523-B100L-CL360A1	GM523-B100L		1	\$9.94	USPS	\$73.61	Leslie J. Klaus		
0d 10h	Carlights360 East	114-5432540-7243463		02/17/2023	PLX-M0-TV682-B001L	TY682-B001L		1	\$14.25	FedEx	\$98.76	Angela Hogan		
0d 15h	Carlights360 East	114-3961564-7625825		02/16/2023	PLX-M0-TV727-B000L	TY727-B000L		1	\$4.24	USPS	\$27.61	Quinton Hembr		
0d 13h	Carlights360 East	10-09711-87557		02/16/2023	PLX-M0-TV866-B101L-CL360A1	TY866-B101R		1	\$13.87	FedEx	\$165.08	Jose Ayala		
0d 7h	Carlights360 East	113-9446468-1821857		02/16/2023	PLX-M1-311-1540L-AS	TY611-B000R		1	\$9.59	USPS	\$55.18	Pennie White		
0d 14h	Carlights360 East	113-5408406-3353036		02/16/2023	PLX-M1-311-1551L-AS-CL360A1	TY751-B000L		1	\$9.59	USPS	\$102.65	David Dursley		
0d 10h	Carlights360 East	113-7831379-9283446		02/17/2023	PLX-M1-311-1609L-AS	TY425-B000R		1	\$6.22	USPS	\$56.21	Gustavo Adolfo		
0d 17h	Carlights360 East	02-09714-54641		02/16/2023	PLX-M1-329-1113L-AS-CL360A1	FR350-B001L		1	\$9.40	FedEx	\$116.32	advance auto p		
0d 9h	Carlights360 East	113-6295588-7545016		02/16/2023	PLX-M1-329-2004L-US-CL360A1	FR417-U000L		1	\$7.90	USPS	\$28.49	Anita J Dickson		

2. Click **CONTINUE**

On Hold :: All Orders (reload)														
Store		Destination	Assignee	PTS1 (East)	Allocation Status	Order Date	Other	Saved Filters	Allocation					
Age	Ship From	Order #	Tags	Ship By	Item SKU	Custom 1	Custom 2	Qty	Rate	Carrier	Order Total	Recipient		
0d 12h	Carlights360 East	22-09707-05823		02/16/2023	CLX-M0-FR368-B001L-CL360A50	FR368-B001L		1	\$11.79	FedEx	\$115.72	eric baranyi		
0d 12h	Carlights360 East	24-09720-70374		02/16/2023	CLX-M0-FR369-U000L-CL360A1	FR369-U000L		1	\$8.31	USPS	\$41.27	eric baranyi		
0d 13h	Carlights360 East	112-5307973-4777039		02/16/2023	CLX-M0-GM430-B000L	GM430-B000L		1	\$11.79	FedEx	\$49.95	Cindy Miller		
0d 11h	Carlights360 East	09-09712-57135		02/16/2023	CLX-M0-HD470-A101R	HD470-A101R		1	\$11.79	FedEx	\$88.07	Sandro Treilles		
0d 13h	Carlights360 East	113-5982301-4911442		02/16/2023	CLX-M0-HD478-U000L	HD478-U000L		1	\$9.40	FedEx	\$73.74	Ashfaque Taree		
0d 11h	Carlights360 East	112-2769010-5442667		02/16/2023	CLX-M0-HD568-B000LCA	HD568-B000LCA		1	\$7.39	USPS	\$64.80	Odilon Xoyatla		
0d 14h	Carlights360 East	113-4799593-9397854		02/16/2023	CLX-M0-HD674-B000R	HD674-B000R		1	\$14.25	FedEx	\$142.89	Timothy Johnst		
0d 14h	Carlights360 East	114-7067919-5437046		02/16/2023	CLX-M0-TY531-B000R	TY531-B000R		1	\$8.82	USPS	\$28.89	MELISSA BROW		
0d 16h	Carlights360 East	111-8753960-7361040		02/16/2023	CLX-M1-311-1510L-AS1	TY508-B000L		1	\$5.93	USPS	\$40.86	Edward S Walst		
0d 6h	Carlights360 East	111-1371398-6213856		02/16/2023	CLX-M1-311-1916R-AS	TY755-B000R		1	\$8.82	USPS	\$41.97	Elias J Montalv		
0d 13h	Carlights360 East	114-2015511-1788235		02/16/2023	CLX-M1-316-1995R-AS	HD594-B000R		1	\$9.15	USPS	\$54.15	Beth Robbins		
0d 13h	Carlights360 East	112-6321419-0502669		02/16/2023	CLX-M1-334-1920R-AC-CL360A1	GM376-B000R		1	\$11.79	FedEx	\$53.03	Brock Mitchene		
0d 11h	Carlights360 East	112-8806562-8359414		02/16/2023	PLX-M0-BM020-U000L	BM020-U000L		1	\$4.74	USPS	\$27.03	Jason Felix		
0d 9h	Carlights360 East	111-09711-94571		02/16/2023	PLX-M0-FR207-U100L-CL360A1	FR207-U100L		1	\$8.82	USPS	\$28.51	Terry smith		
0d 15h	Carlights360 East	15-09709-66497		02/16/2023	PLX-M0-FR363-U000L	FR363-U000R		1	\$11.79	FedEx	\$55.35	Maria Mechato		
0d 13h	Carlights360 East	13-09710-74562		02/16/2023	PLX-M0-GM106-U000L	GM106-U000R		1	\$8.78	USPS	\$49.26	Donald Albrech		
0d 15h	Carlights360 East	111-7718756-9478655		02/16/2023	PLX-M0-GM523-B100L-CL360A1	GM523-B100L		1	\$9.94	USPS	\$73.61	Leslie J. Klaus		
0d 10h	Carlights360 East	114-5432540-7243463		02/17/2023	PLX-M0-TV682-B001L	TY682-B001L		1	\$14.25	FedEx	\$98.76	Angela Hogan		
0d 15h	Carlights360 East	114-3961564-7625825		02/16/2023	PLX-M0-TV727-B000L	TY727-B000L		1	\$4.24	USPS	\$27.61	Quinton Hembr		
0d 13h	Carlights360 East	10-09711-87557		02/16/2023	PLX-M0-TV866-B101L-CL360A1	TY866-B101R		1	\$13.87	FedEx	\$165.08	Jose Ayala		
0d 7h	Carlights360 East	113-9446468-1821857		02/16/2023	PLX-M1-311-1540L-AS	TY611-B000R		1	\$9.59	USPS	\$55.18	Pennie White		
0d 14h	Carlights360 East	113-5408406-3353036		02/16/2023	PLX-M1-311-1551L-AS-CL360A1	TY751-B000L		1						

Screenshot of ShipStation interface showing a list of orders on hold. A red circle highlights the 'Continue' button at the bottom right of the order list.

Order #	Problem	Remove from batch
02-09714-54641	⚠ This order is currently On Hold. Are you sure you want to process it? FedEx may add a Home Delivery Surcharge to this shipment later if this is a residential address.	
111-8753960-736T040	⚠ This order is currently On Hold. Are you sure you want to process it?	
111-3961564-762825	⚠ This order is currently On Hold. Are you sure you want to process it?	
111-7718756-9478655	⚠ This order is currently On Hold. Are you sure you want to process it?	
15-09709-66497	⚠ This order is currently On Hold. Are you sure you want to process it?	
111-4799593-9397854	⚠ This order is currently On Hold. Are you sure you want to process it?	
113-5408406-3353036	⚠ This order is currently On Hold. Are you sure you want to process it?	
Cancel		
Continue		

3. Make sure that you entered the **CORRECT SCHEDULED SHIPPED DATE**. The date must be the same with the date you created the label.

Screenshot of ShipStation interface showing a list of orders on hold. A red circle highlights the 'Scheduled Ship Date: 02/16/2023' field in the 'Label Batch Status' modal. An arrow points from this field to the 'Create Label(s)' button.

Order #	Tags	Ship By	Item SKU	Custom 1	Custom 2	Qty	Rate	Carrier	Order Total	Recipient
22-09707-05823									\$115.72	eric baranyi
24-09720-70274									\$41.27	eric baranyi
111-5307973-4777039									\$49.95	Cindy Miller
09-011h Carights360 East									\$88.07	Sandro Treilles
111-5982301-4911442									\$73.74	Ashfaque Taree
112-2769010-5442667									\$64.80	Odilon Xoyatta
113-4799593-9397854									\$142.89	Timothy Johns
114-0706719-5437046									\$28.89	MELISSA BROV
111-8753960-7361040									\$40.86	Edward S Walat
111-1371598-6213856									\$41.97	Elias J Montalv
114-2015511-1788235									\$54.15	Beth Robbins
112-6321419-0502669									\$53.03	Brock Mittleme
113-8806562-8359414									\$27.03	Jason Felix
111-99711-94571									\$28.51	Terry smith
114-09709-66497									\$55.35	Maria Mechato
13-09710-7458									\$49.26	Donald Albrech
111-7718756-9478655									\$73.61	Leslie J Klaus
110-09710-7424043									\$98.76	Angela Hogan
114-3432540-7243463									\$27.61	Quinton Hemb
114-3961564-762825									\$165.08	Jose Ayala
113-09711-97557									\$55.18	Pennie White
113-9446468-1821857									\$102.65	David Dursley
114-5408406-3353036									\$14.00	Gustavo Adolfo
113-7831379-9283446									\$116.32	advance auto p
02-09714-54641									\$28.49	Anita J Dickson
113-0295588-7545016										
Cancel										
Create Label(s)										

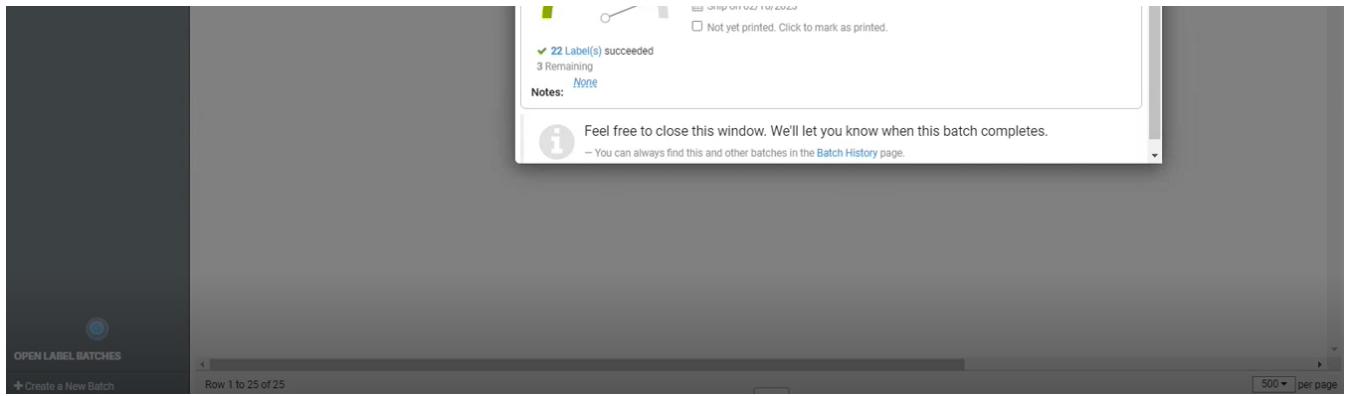
4. Then click the **CREATE LABEL**.
5. Take note of the **LABEL BATCH NUMBER**.

Screenshot of ShipStation interface showing a list of orders on hold. A red arrow points to the 'Label Batch #363932' in the 'Label Batch Status' modal.

Order #	Tags	Ship By	Item SKU	Custom 1	Custom 2	Qty	Rate	Carrier	Order Total	Recipient
02-16/2023 PLX-M1-311-1591L-AS-CL360A1		TY751-B000L	TY751-B000R	1	\$9.59	USPS	\$27.03	Jason Felix		
02-17/2023 PLX-M1-311-1609L-AS		TY425-B000L	TY425-B000R	1	\$6.22	USPS	\$55.18	Pennie White		
02-16/2023 PLX-M1-329-1113L-AS-CL360A1		FR350-B001L	FR350-B001R	1	\$9.40	FedEx	\$56.21	Gustavo Adolfo		
02-16/2023 PLX-M1-329-2004L-AS-CL360A1		FR417-U000L	FR417-U000R	1	\$7.90	USPS				
Cancel										
Create Label(s)										

Label Batch #363932

Processing...
Carights360 East
Processed Today at 8:28 AM by CJ Paet
Shipped on 02/16/2023



- Once done, this one will appear on the upper right.

A screenshot of the ShipStation software interface. On the left, there is a sidebar with categories: Awaiting Payment (277), On Hold (277), Stores, Views, Awaiting Shipment (493), Pending Fulfillment, Shipped, and Cancelled. The "On Hold" category is highlighted. In the main area, there is a table titled "On Hold :: All Orders (reload)". A red arrow points from the text "Then go to Shipments." to the "Shipments" tab at the top of the interface.

- Then go to **Shipments**.
- Since all of the orders that already have a label will be transferred to shipment.

A screenshot of the ShipStation software interface. The "Shipments" tab is selected. In the main area, there is a table titled "Awaiting Shipment :: All Orders (reload)". A red arrow points from the text "Since all of the orders that already have a label will be transferred to shipment." to the "Shipments" tab at the top of the interface.

OPEN LABEL BATCHES

Create a New Batch

Row 1 to 493 of 493

500 per page

- Then after, go to the search bar and enter the **LABEL BATCH NUMBER** you copied earlier.
- Make sure that it has the same number of orders you had earlier.

ShipStation

Orders Shipments Products Customers

Shipments : Recent

Print Void Shipment(s) Track Shipment(s) Create Return Resend Confirmation(s) Export Notify Marketplace(s)

Advanced Search...

Shipments

Recent

In Transit

Delivered

Delivery Exception

Voided

Fulfillments

Returns

Batches

End of Day

USPS Pickup

Carrier Pickup

Notifications Forms Batch # Order # Provider Recipient Service Ship Date Tracking # Ship From Qty Ordered

Ship Date Tracking # Ship From Qty Ordered

Row 1 to 250 of 5,574

ShipStation

Orders Shipments Products Customers

Shipments : Results for 363932

Print Void Shipment(s) Track Shipment(s) Create Return Resend Confirmation(s) Export Notify Marketplace(s)

Advanced Search...

Shipments

25

Fulfillments

Returns

Batches

25

End of Day

USPS Pickup

Carrier Pickup

Notifications Forms Batch # Order # Provider Recipient Service Ship Date Tracking # Ship From Qty Ordered

	Notifications	Forms	Batch #	Order #	Provider	Recipient	Service	Ship Date	Tracking #	Ship From	Qty Ordered
<input checked="" type="checkbox"/>			363932	113-7831379-9283446	Stamps.com	Gustavo Adolfo	USPS First Class Mail	02/16/2023	X 9400111899562130181359	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	113-9446468-1821857	Stamps.com	Penie White	USPS Priority Mail	02/16/2023	X 9405511206214424925192	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	112-8806562-8597414	Stamps.com	Jason Felix	USPS First Class Mail	02/16/2023	X 9400111999562130181144	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	15-09709-66497	FedEx	Maria Mechate	FedEx Home Delivery®	02/16/2023	0 944687772947	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	09-09712-57135	FedEx	Sandro Treilles	FedEx Home Delivery®	02/16/2023	0 944687772660	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	113-6255588-7545016	Stamps.com	Anita J Dickson	USPS Priority Mail	02/16/2023	X 9405511206214424925710	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	114-3961564-7625825	Stamps.com	Quinton Hembree	USPS First Class Mail	02/16/2023	X 9400111999562130181601	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	113-5408406-5353036	Stamps.com	David Dursey	USPS Priority Mail	02/16/2023	X 9405511206214424925526	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	24-09720-70374	Stamps.com	eric baranyi	USPS Priority Mail	02/16/2023	X 9405511206214424925239	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	112-2769010-5442667	Stamps.com	Odilon Xoyat	USPS Priority Mail	02/16/2023	X 9405511206214424924577	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	111-1371398-4213856	Stamps.com	Elias J Montalvo	USPS Priority Mail	02/16/2023	X 9405511206214424924546	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	111-7718756-9478655	Stamps.com	Leslie K. Klaus	USPS Priority Mail	02/16/2023	X 9405511206214424924560	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	22-09707-05823	FedEx	eric baranyi	FedEx Home Delivery®	02/16/2023	0 944687772134	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	112-5307973-4777039	FedEx	Cindy Miller	FedEx Home Delivery®	02/16/2023	0 944687779285	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	111-8753960-7361040	Stamps.com	Edward S Wash	USPS First Class Mail	02/16/2023	X 9400111999562130181977	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	11-09711-94571	Stamps.com	Terry smith	USPS Priority Mail	02/16/2023	X 9405511206214424924447	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	114-2015511-1788235	Stamps.com	Beth Robins	USPS Priority Mail	02/16/2023	X 9405511206214424924454	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	114-7067919-5437046	Stamps.com	MELISSA BROWN	USPS Priority Mail	02/16/2023	X 9405511206214424924461	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	10-09711-87557	FedEx	Jose Ayala	FedEx Home Delivery®	02/16/2023	0 9446877769859	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	112-6321419-0502669	FedEx	Brock Mitchener	FedEx Home Delivery®	02/16/2023	0 944687770646	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	113-5962301-4911442	FedEx	Ashfaque Tareen	FedEx Ground®	02/16/2023	0 9446877799778	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	114-5422540-7243463	FedEx	Angela Hogan	FedEx Home Delivery®	02/16/2023	0 944687770072	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	113-4799593-5097854	FedEx	Timothy Johnson	FedEx Home Delivery®	02/16/2023	0 9446877796767	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	02-09714-54641	FedEx	advance auto pa...	FedEx Ground®	02/16/2023	0 944687770360	Carlights360 East	1
<input checked="" type="checkbox"/>			363932	13-09710-74562	Stamps.com	Donald Albrecht	USPS Priority Mail	02/16/2023	X 9405511206214424924393	Carlights360 East	1

Row 1 to 25 of 25

250 per page

- Select **PRINT**
- Choose **LABELS**

ShipStation

Shipments : Results for 363932

Batch #	Order #	Provider	Recipient	Service	Ship Date	Tracking #	Ship From	Qty Ordered
363932	113-7831379-9283446	Stamps.com	Gustavo Adolfo	USPS First Class Mail	02/16/2023	# 9400111899562130181359	Carlights360 East	1
363932	113-944646-821857	Stamps.com	Pennie White	USPS Priority Mail	02/16/2023	# 9405511206214424925192	Carlights360 East	1
363932	112-8803062-8359414	Stamps.com	Jason Feller	USPS First Class Mail	02/16/2023	# 9400111899562130181144	Carlights360 East	1
363932	15-09709-66497	FedEx	Maria Mechado	FedEx Home Delivery®	02/16/2023	394687772947	Carlights360 East	1
363932	09-09712-57135	FedEx	Sandro Treilles	FedEx Home Delivery®	02/16/2023	394687772660	Carlights360 East	1
363932	113-629588-7545016	Stamps.com	Anita J Dickson	USPS Priority Mail	02/16/2023	# 9405511206214424925710	Carlights360 East	1
363932	114-395156-762525	Stamps.com	Quinton Hembree	USPS First Class Mail	02/16/2023	# 9400111899562130181601	Carlights360 East	1
363932	113-540340-7635036	Stamps.com	David Dursley	USPS Priority Mail	02/16/2023	# 940551120621442492582	Carlights360 East	1
363932	24-97720-70374	Stamps.com	eric baranyi	USPS Priority Mail	02/16/2023	# 940551120621442492523	Carlights360 East	1
363932	112-2769010-5442667	Stamps.com	Odilon Xoyata	USPS Priority Mail	02/16/2023	# 9405511206214424924577	Carlights360 East	1
363932	111-137936-0213856	Stamps.com	Elias J Montalvo	USPS Priority Mail	02/16/2023	# 9405511206214424924546	Carlights360 East	1
363932	111-771875-9478655	Stamps.com	Leslie J Klaus	USPS Priority Mail	02/16/2023	# 9405511206214424924560	Carlights360 East	1
363932	22-970740-5823	FedEx	eric baranyi	FedEx Home Delivery®	02/16/2023	394687772134	Carlights360 East	1
363932	112-5307973-4777039	FedEx	Cindy Miller	FedEx Home Delivery®	02/16/2023	394687769285	Carlights360 East	1
363932	111-875960-7361040	Stamps.com	Edward S Wale	USPS First Class Mail	02/16/2023	# 9400111899562130181977	Carlights360 East	1
363932	11-97119-14571	Stamps.com	Terry Smith	USPS Priority Mail	02/16/2023	# 9405511206214424924447	Carlights360 East	1
363932	114-201551-1788235	Stamps.com	Beth Robbins	USPS Priority Mail	02/16/2023	# 9405511206214424924454	Carlights360 East	1
363932	114-7067919-5437046	Stamps.com	MELISSA BROWN	USPS Priority Mail	02/16/2023	# 9405511206214424924461	Carlights360 East	1
363932	10-097118-7557	FedEx	Jose Ayala	FedEx Home Delivery®	02/16/2023	394687769859	Carlights360 East	1
363932	112-6321419-0502669	FedEx	Brock Mitchener	FedEx Home Delivery®	02/16/2023	394687770646	Carlights360 East	1
363932	113-5982301-4911442	FedEx	Ashfaque Tareen	FedEx Ground®	02/16/2023	394687769778	Carlights360 East	1
363932	114-5432540-7243463	FedEx	Angela Hogan	FedEx Home Delivery®	02/16/2023	394687770072	Carlights360 East	1
363932	113-479595-9397854	FedEx	Timothy Johnson	FedEx Home Delivery®	02/16/2023	394687769767	Carlights360 East	1
363932	02-09714-54641	FedEx	advance auto pa...	FedEx Ground®	02/16/2023	394687770360	Carlights360 East	1
363932	13-09710-74562	Stamps.com	Donald Albrecht	USPS Priority Mail	02/16/2023	# 9405511206214424924393	Carlights360 East	1

ShipStation

Shipments : Results for 363932

Print Labels

Print document by:

Print via ShipStation Connect

Print directly to your printer.

Preview in Browser

Open the PDF in your browser and print from your PDF reader.

Download a PDF

Save a copy of the document to your computer.

Remember my selection and always do this for this type of document.

Downloads

Batch 363932.pdf

Batch 363932.tif

Batch 363932.jpg

- Once the file has been downloaded successfully, rename the file to the same format below: **Batch name** (just like how it shows in the spreadsheet) and the **Total number of labels created**.

Home	Name	Date modified	Type	Size
Today				
	PDF CL230216E-NJ-2 (25 orders)	16/02/2023 8:31 am	Microsoft Edge P...	2,146 KB
Yesterday				
	PDF 113-6442786-9297866 JWL (Ship by 02-16)	15/02/2023 4:59 pm	Microsoft Edge P...	89 KB
	PDF 112-7893744-3215443 JWL (Ship by 02-16)	15/02/2023 4:58 pm	Microsoft Edge P...	89 KB
	Word Document 1140461019403	15/02/2023 4:52 pm	Text Document	1,257 KB
	Excel Workbook ac0b7911-ceb2-44ab-8aab-bda3b5a4fe08	15/02/2023 4:37 pm	Microsoft Excel C...	6 KB
	Excel Workbook f66f7b84-ec29-4984-b3ff-b19afe9ef1b0	15/02/2023 4:02 pm	Microsoft Excel C...	162 KB
	PDF 1 - For Sam Teng	15/02/2023 3:27 pm	Microsoft Edge P...	75 KB
	Excel Workbook TEMPLATE-FBA-CL230215-2	15/02/2023 1:56 pm	Microsoft Excel W...	11 KB
	Excel Workbook FBA-CL230215-2	15/02/2023 1:53 pm	Microsoft Excel W...	10 KB
	Word Document 1140323019403	15/02/2023 1:35 pm	Text Document	1,201 KB
	PDF CL230215LKQ-NJ N-V	15/02/2023 11:01 am	Microsoft Edge P...	2,699 KB
	PDF CL230215LKQ-NJ G-M	15/02/2023 11:00 am	Microsoft Edge P...	4,160 KB
	PDF CL230215LKQ-NJ A-F	15/02/2023 11:00 am	Microsoft Edge P...	2,870 KB
	PDF 23-09703-01573 MIX (Ship by 02-15)	15/02/2023 9:33 am	Microsoft Edge P...	88 KB
	PDF 17-09703-28778 MIX (Ship by 02-15)	15/02/2023 9:06 am	Microsoft Edge P...	89 KB

91 items 1 item selected 2.09 MB

- After you renamed it, go to the **WAREHOUSE SHAREPOINT** and upload the file there.

The screenshot shows a SharePoint library named "Warehouse" (Private group) with a "Downloads" folder selected. A file from the "Downloads" folder, "CL230216E-NJ-2 (25 orders)", is being uploaded to the "Warehouse" library. The file is highlighted in yellow in both locations. The SharePoint interface includes a navigation bar, search bar, and various document thumbnails.

Name	Date modified	Type	Size
CL230216E-NJ-2 (25 orders)	16/02/2023 8:31 am	Microsoft Edge P...	2,146 KB
113-6442786-9297866 JWL (Ship by 02-16)	15/02/2023 4:59 pm	Microsoft Edge P...	89 KB
112-7893744-3215443 JWL (Ship by 02-16)	15/02/2023 4:58 pm	Microsoft Edge P...	89 KB
1140461019403	15/02/2023 4:52 pm	Text Document	1,257 KB
ac0b7911-ceb2-44ab-8aab-bda3b5a4fe08	15/02/2023 4:37 pm	Microsoft Excel C...	6 KB
f66f7b84-ec29-4984-b3ff-b19afe9ef1b0	15/02/2023 4:02 pm	Microsoft Excel C...	162 KB
1 - For Sam Teng	15/02/2023 3:27 pm	Microsoft Edge P...	75 KB
TEMPLATE-FBA-CL230215-2	15/02/2023 1:56 pm	Microsoft Excel W...	11 KB
FBA-CL230215-2	15/02/2023 1:53 pm	Microsoft Excel W...	10 KB
1140323019403	15/02/2023 1:35 pm	Text Document	1,201 KB
CL230215LKQ-NJ N-V	15/02/2023 11:01 am	Microsoft Edge P...	2,699 KB
CL230215LKQ-NJ G-M	15/02/2023 11:00 am	Microsoft Edge P...	4,160 KB
CL230215LKQ-NJ A-F	15/02/2023 11:00 am	Microsoft Edge P...	2,870 KB
23-09703-01573 MIX (Ship by 02-15)	15/02/2023 9:33 am	Microsoft Edge P...	88 KB
17-09703-28778 MIX (Ship by 02-15)	15/02/2023 9:06 am	Microsoft Edge P...	89 KB

91 items 1 item selected 2.09 MB

END!