

任务十七



Shopee平台订单 发货流程



颜值立方



教学目标

知识目标

Knowledge goals

- 1.了解订单发货流程。
- 2.了解商品打包和面单粘贴的流程。

技能目标

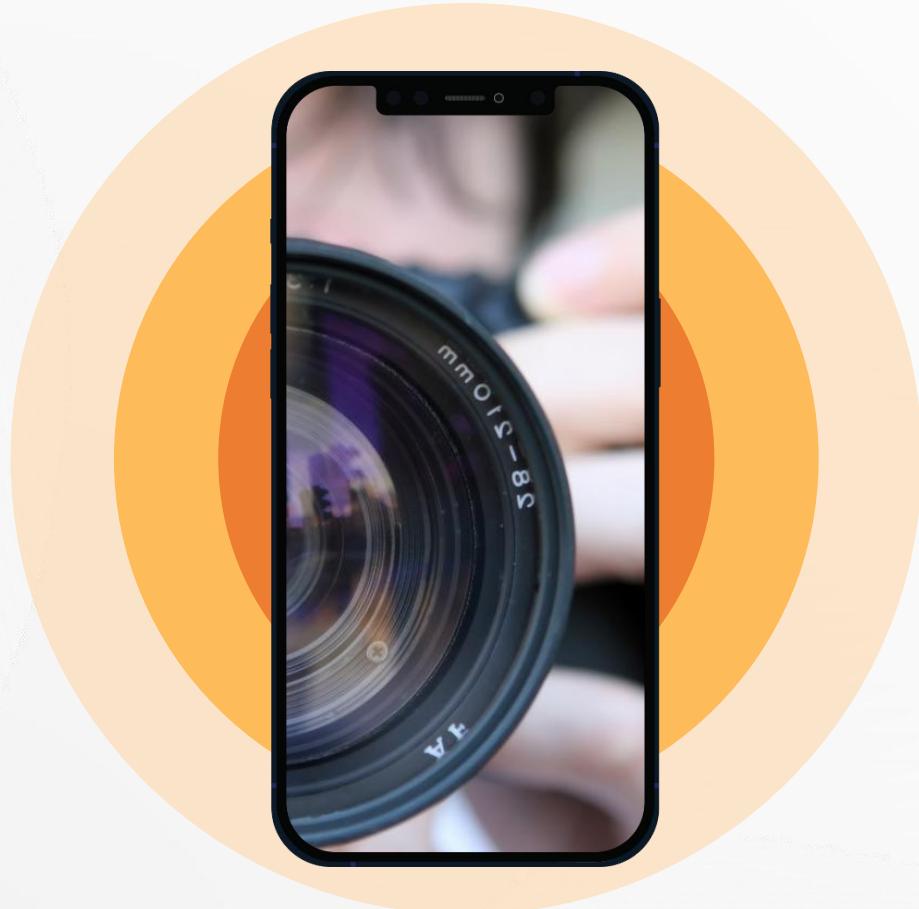
skill goals

- 1.能够进行商品打包。
- 2.能够完成订单发货工作。





任务导入



本次任务预计时间

20min



A 职业技术学院的学生小吴，作为Shopee平台店铺的运营人员，需要对买家在Shopee平台上购买的商品进行发货处理。

小吴应该怎么处理？



任务描述



本次任务预计时间

20min



当买家在Shopee平台上发起申请后，订单就进入了待出货状态。

小吴首先要完成商品备货，确保能够发货，然后在Shopee平台上进行发货操作。



任务属性



- 1 岗位属性
Job attributes
 - 本任务可以培养跨境物流助理岗位的辅助开展国内直发、海外仓发货能力。
 - 本任务可以培养跨境物流专员的仓储、发货能力。
 - 本任务可以培养跨境电商运营专员岗位的平台使用能力。
- 2 课程属性
Course attributes
 - 本任务适用于《跨境电子商务（730702）》专业—《跨境物流实务》课程。
 - 本任务适用于《跨境电子商务（530702）》专业—《跨境电商运营》课程。
 - 本任务适用于《跨境电子商务（330702）》专业—《跨境物流管理》课程。
- 3 赛项属性
Event attributes
 - 暂无
- 4 职业考试
Vocational Examination
 - 本任务有助于《电子商务师五级》职业考试的学习。
- 5 实训任务
Simulation Tasks
 - 本任务属于实训任务，学习结束后将进行实操训练。

任务实施

01

单个
发货

Individual
shipments

02

批次
出货

Mass Ship



01

单个发货

Individual shipments





步骤一 单个发货

1 【安排出货 (Arrange Shipment)】

可以在【卖家中心 (Seller Centre)】>【我的物流 (My Shipment)】>【物流 (To Ship)】页面查看订单。

The screenshot shows the Shopee Seller Centre interface for managing shipments. The left sidebar has categories like Shipment, Order, Product, Marketing Centre, Customers, and Finance. The main area is titled 'My Shipment' and has tabs for All, Unpaid, To ship 181 (which is selected), Shipping 216, Completed, Cancellation, Return/Refund, and Failed Delivery. A search bar allows filtering by Order ID or Input order ID. Below the tabs, it shows 'All 181' orders, with 'To Process 11' and 'Processed 170'. The '181 Orders' section lists products with their details: Product(s), Total Price, Status, Countdown, All Channels, and Actions. Each product row includes a 'View Shipping Details' and 'Print Waybill' button. The status for most orders is 'To ship' with a note 'Waiting for courier to confirm shipment.'



步骤一 单个发货

1 【安排出货 (Arrange Shipment)】

页面切换至【处理中 (To Process)】，单击【安排出货 (Arrange Shipment)】

The screenshot shows the Shopee Seller Center interface. The left sidebar includes categories like Shipment, Order, Product, Marketing Centre, and Customers. The main area displays 11 orders in the 'To Process' status. Each order row includes product details, price, delivery method, and an 'Arrange Shipment' button. A red arrow points to the 'My Shipment' menu item in the sidebar, another to the 'To Process 11' button at the top, and a third to the 'Arrange Shipment' button on the first order row.

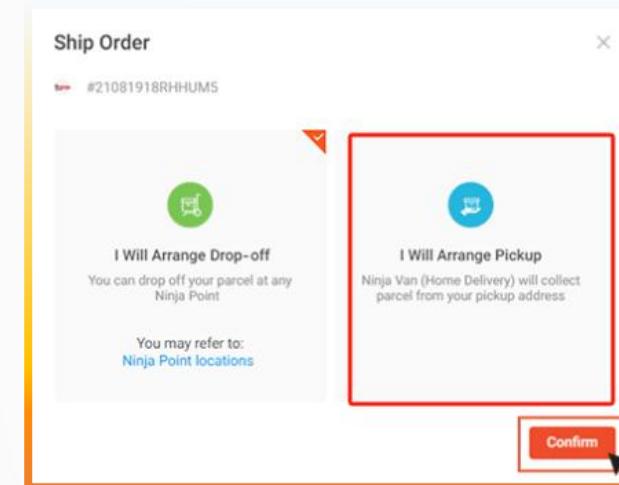
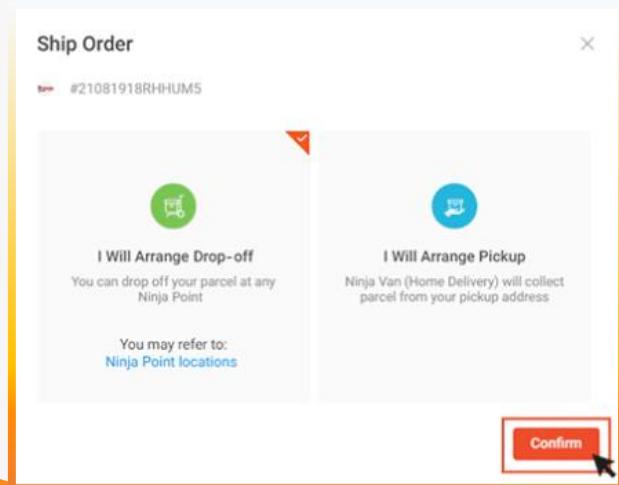


步骤一 单个发货

1 【安排出货 (Arrange Shipment)】

【我将安排寄货 (I Will Arrange Drop-off)】点击【确定 (Confirm)】完成发货。

【我将安排取货 (I Will Arrange Pickup)】点击【确定 (Confirm)】物流将到卖家收件地址取货，完成发货。





步骤一 单个发货

1 【安排出货 (Arrange Shipment)】

在寄出包裹之前，打印一份A6尺寸的运送标签。

将商品按打包要求进行打包，将运送标签贴在包裹，并确保条形码清晰可见。

将商品寄往相应的仓库（或等待物流上门取件），仓库收到商品后扫描面单，商品状态会由待出货变为运送中。



02

批次出货

Mass Ship

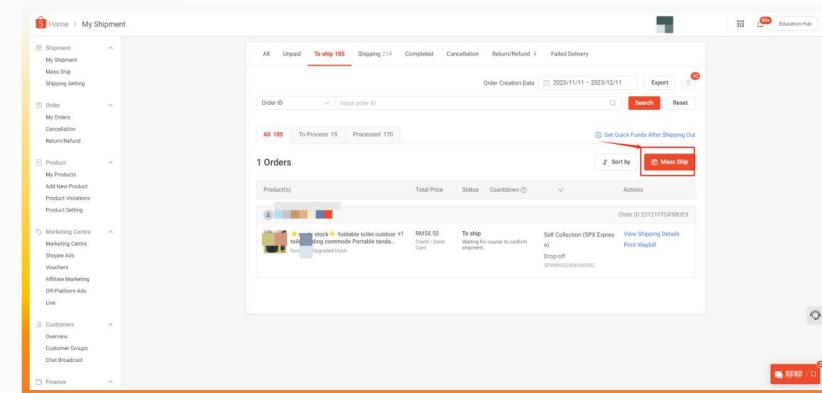
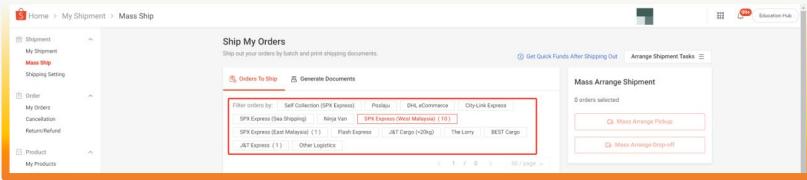




步骤二 批次出货

1 【批次出货（Mass Ship）】

- ①单击【物流（Shipment）】，点击【批次出货（Mass Ship）】
- ②在【依照物流方式筛选订单（Filter orders by）】处选择适当的shopee支援物流。





步骤二 批次出货

1 【批次出货（Mass Ship）】

选择需要批次出货的订单。单击【批量安排取货（Mass Arrange Pickup）】【批量安排寄货（Mass Arrange Drop-off）】出货选择的商品。

The screenshot shows the Shopee Mass Ship interface. On the left, there's a sidebar with categories like Shipment, Order, Product, Marketing Centre, Customers, and Finance. The main area is titled 'Orders To Ship' and shows a table of selected orders. The table includes columns for Product, Order ID, Buyer, Shipping Channel, and Order Status. Three specific orders are highlighted with red arrows pointing to them. On the right, a modal window titled 'Mass Arrange Shipment' is open, showing three selected orders. It contains two buttons: 'Mass Arrange Pickup' and 'Mass Arrange Drop-off'. A red arrow points to the 'Mass Arrange Drop-off' button.

Product	Order ID	Buyer	Shipping Channel	Order Status
TENRSHBC	mohdonbi	Standard Delivery	SPX Express (West Malaysia)	Ship out products by 13/12/2023
Z3SWH07BPU	cenvy30pb_ow	Standard Delivery	SPX Express (West Malaysia)	Ship out products by 13/12/2023
1210T28656Q1	syuzum	Standard Delivery	SPX Express (West Malaysia)	Ship out products by 13/12/2023



步骤二 批次出货

2 【批量安排取货（Mass Arrange Pickup）】

①选择需要批次出货的订单。单击【批量安排取货（Mass Arrange Pickup）】【批量安排寄货（Mass Arrange Drop-off）】出货选择的商品。

The screenshot shows the Shopee Mass Ship interface. On the left, there's a sidebar with categories like Shipment, Order, Product, Marketing Centre, Customers, and Finance. The main area is titled 'Orders To Ship' and shows a table of orders. Three specific orders are highlighted with red arrows pointing to them. On the right, a modal window titled 'Mass Arrange Shipment' is open, showing three selected orders. It has two buttons at the bottom: 'Mass Arrange Pickup' (highlighted with a red arrow) and 'Mass Arrange Drop-off'.

Products	Order ID	Buyer	Shipping Channel	Order Status
	TENRSHBC	mohdonbi njaffer	Standard Delivery SPX Express (West Malaysia)	Ship out products by 13/12/2023
	Z3 SWHD7BPU	cenv30pb_ow	Standard Delivery SPX Express (West Malaysia)	Ship out products by 13/12/2023
	I210T28656Q1	syuzum	Standard Delivery SPX Express (West Malaysia)	Ship out products by 13/12/2023
	SSRACORU	chamsbu	Standard Delivery SPX Express (West Malaysia)	Ship out products by 13/12/2023



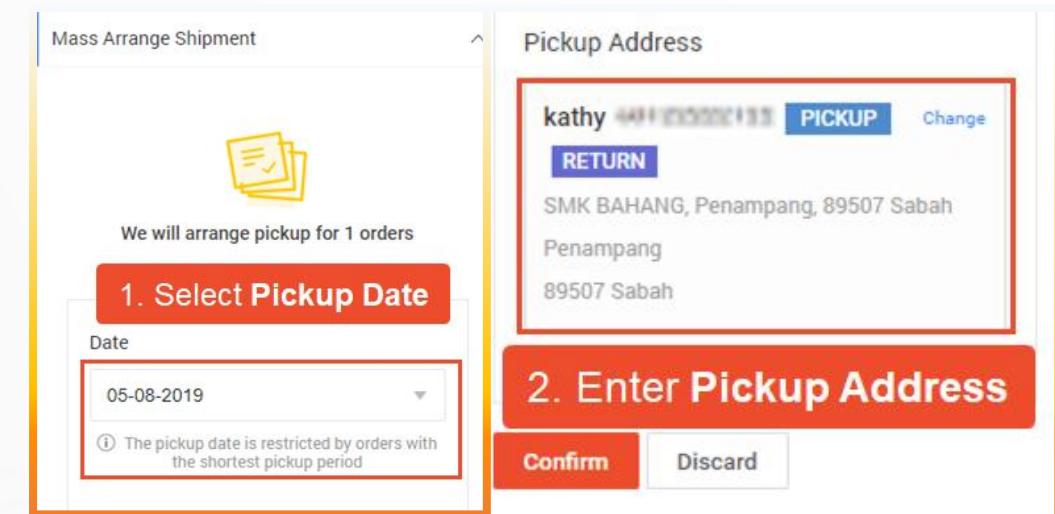
步骤二 批次出货

2 【批量安排取货 (Mass Arrange Pickup)】

②点击【批量安排取货（Mass Arrange Pickup）】，为所选订单安排取货日期，提供取货地址，单击【确定（Confirm）】完成批量取货。

【小提示】

有些区域及卖家无法使用批量安排取货，卖家必须在可使用批量安排取货的站点，且必须有平均每日至少10笔已付费订单，才能享有使用Shopee支援物流的取货服务。取货服务也将取决于物流公司的区域覆盖范围。

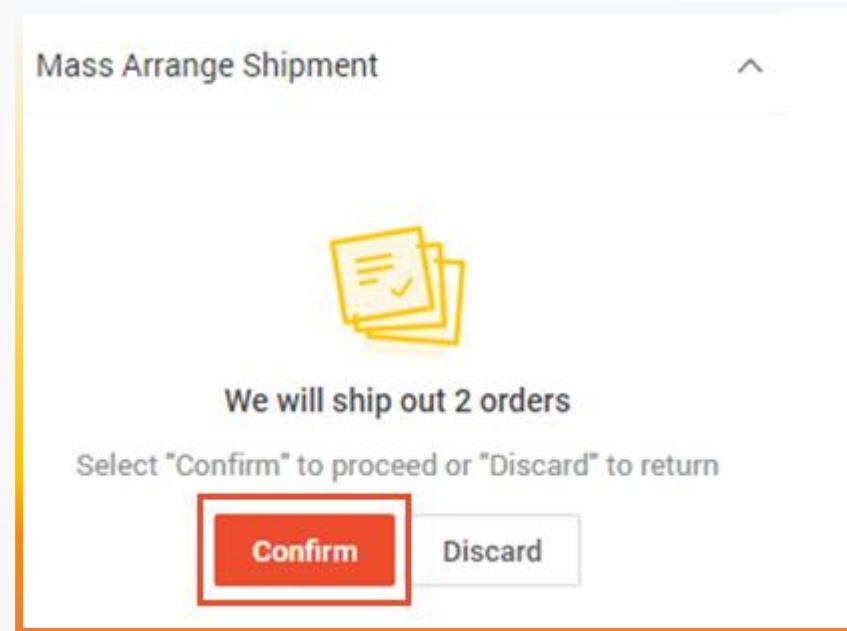




步骤二 批次出货

3 【批量安排寄货（Mass Arrange Drop-off）】

①单击【批量安排寄货（Mass Arrange Drop-off）】，核对后点击【确定（Confirm）】即可完成批量安排出货。





步骤二 批次出货

3 【批量安排寄货（Mass Arrange Drop-off）】

- ②切换至【生成文档（Generate Documents）】批量下载运输文件，选择要批量发货的商品，勾选【运单（Air Waybill）】批量生成运单，同时下载打印发货挑捡表和发货清单，有利于打包。
- ③将商品按打包要求进行打包，将商品寄往相应的仓库（或等待物流上门取货），仓库收到商品后扫描面单，商品状态会由待出货变为运送中。

The screenshot shows the 'Mass Ship' section of a logistics management platform. On the left, there's a sidebar with various navigation options like Shipment, Order, Product, Marketing Centre, Customers, and Finance. The main area has tabs for 'Orders To Ship' and 'Generate Documents'. Under 'Generate Documents', there are filters for channels like SPX Express (Sea Shipping), J&T Express, Ninja Van, and CityLink Express. Below that is a table of orders with columns for Product, Order ID, Buyer, Shipping Channel, Tracking Number, and Printed status. Three specific orders are highlighted with red arrows pointing to them. To the right, a modal window titled 'Generate Shipping Documents' lists three selected orders. It includes sections for 'Picklist', 'Air Waybill & Packing List' (with options for Normal or Thermal), and 'Packing List' (PDF or Excel). Under 'Output file details', 'Air Waybill' is checked. At the bottom of the modal is a large red button labeled 'Generate Selected Documents'.



任务实训

请在shopee模拟实训平台完成订单发货。





恭喜你
完成本任务的学习

Congratulations to you