

# Shipping Documents Improvements

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# Introduction to Shopee Shipping Documents



### What are the Shipping Documents that Shopee provides?

Shipping Documents are essential to a seller's fulfilment process during the picking, packing and packaging stages. Shopee provides the following shipping documents under Seller Centre> Shipment> Mass Ship> Generate Documents

- Picklist [NEW Design] •
- Air Waybill & Packing List [NEW Document] •
  - Normal or Thermal  $\cap$
- Air Waybill .
- Packing List •
  - PDF [NEW Design] or Excel 0

Arrange Shipment Tasks Previous Mass Download 1 orders selected, select shipping documents to download. Air Waybill
Mass Download 1 orders selected, select shipping documents to download.
1 orders selected, select shipping documents to download.
download.
Air Waybill
All Waybill
Picklist
Packing List (HTML)
Packing List (EXCEL)
🔬 Download Selected Documents
* Please allow pop-up window for downloading
Shipping Documents.

The new Shipping Documents Generation Tab allows for more customization on which shipping documents to print that best suits your operational needs.

Seller Tips

						NEW
Orders To Sh	nip 📙 Generate D	ocuments				Generate Shipping Document
Filter orders by:	Poslaju DHL e	Commerce .	&T Express (17)	Ninja Van (1)	City-Link Express	Select the orders to generate shipping documents.
Other Logistic	:8			< 1 / 1	> 10 / page v	Picklist
						Air Waybill & Packing List ③
Shipping Document	All 🗸	Order Type	All	Process Status	All Orders 🗸 🗸	Normal Thermal
Sort By	Ship By Dat $$					Air Waybill
Product(s)	Order ID	Buyer	Shipping Option	Tracking Number*	Printed	Packing List
					Packing List	O PDF Excel
Q Q	201228R9F0BAMM	potatobuyer	Ninja Van	SOP5797616157	Picklist	Output file details
						Picklist + Packing List
						A Generate Selected Documents



5

**Seller Tips** 

The columns such as #, Parent SKU, Product Image, Name, SKU, Variation Name, Qty, Order ID are shown and remain the same as the

previous design.

### Picklist New Design

- The picklist consolidates all the items required for each selected order and is sort on SKU level. This list will identify the consolidated quantity of each item for all the selected orders.
- In other words, you may use this list to pick out the SKUs before packing them into individual orders during the packing stage.

NEW

A4 Page

S Shopee

ackage 1 01206J/6X0YXX5 package

Parents S20         Product         Name         SX0         Variation         Ory         Order 1D         0	#         Parent SOD         Product Import         Name         SOD         Valuation         Operation         Order ID         A         A         B         <		me: shopthen ad Time: 09:		/2020	Pic	klist		S Shopee	Picklist Usernar for <u>Prevension</u> <u>1</u> 2
issing         1         6           issing         2012/2006/2010/32 gaddoge 1         6           Image: State Stat	Instance         0           2			Product		SKU		Qty.	Order ID	3 *
Cable Tors         1           More Wet         2,538,43           2,538,43         30           3,000m         30           2000m         32           1000m         32           1000m         33           1000m         32           1000m         32           1000m         32           1000m         32           1000m         32           1000m         32           11/10/10/10/10/10/10/10/10/10/10/10/10/1	Calar time         1           Non Wei 2         9           2 Moment         30           100m         30           2 Moment         30           3 Moment <td>1</td> <td></td> <td>1</td> <td>testing</td> <td></td> <td></td> <td>T</td> <td>201229UKG36V3X parkage 1</td> <td>5</td>	1		1	testing			T	201229UKG36V3X parkage 1	5
	22 23 24	2		1	Cable Ties Nylon Wire 2.5/3.6/4.1 x 100mm 150mm 200mm 300mm Length (BLACK/WH TE) (4*/ 6*/			1	201229UKC16V1X parkage 1	30 31 32 33 33 34 36 36 36 36 36 30 30

#### Improvement!

Unit Price and Total columns

as the previous design.



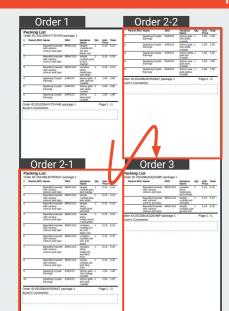
## Packing List (PDF) New Design

The Packing List allows sellers to identify the SKUs to be packed for any particular order.

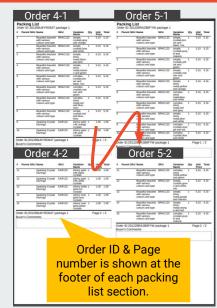
- **Previous:** Packing Lists of selected orders are consolidated into a continuous document.
- New: Packing Lists of selected orders are generated in A6-sized sections. If any order's packlist list is too long, the list would break to the next section with indication of Order ID and Page Number at the bottom.

€ 7/23/2028 LIST O	F ITEMS		Order ID	200707NYM	PAOLIC o	ackage 1	K LIST O	Packlet OF ITEMS		Order ID	200707QNBFVU	CW nav	kane 1	
		Name	SKU	Variation	Qty. Unit	Total		irent SKU		SKU	Variation Name Qty	Unit	Total	
BUYER	'S COMMEN	π						AM278 R'S COMME	Samyang Hot Olicken - Carbonara Ramen (130g x S) NT		3	14.55	43.65	
×	F ITEMS						UST (	OF ITEMS						
	rent SKU	Name	Order ID	200719RY	J4D7AX p			irent SKU	Name	Order ID	200717HVJTPF Variation Name Qty		kage 1	
	M286	SAMY ANG Hot Chicken Ramen Cup (70g)		Name	1 2.89		1 N		Milo Activ-Go Chocolate Malt RTD (4 Packs x 125ml)	200		3.64		
2 WA	M278	Sarryang Hot Chicken – Carbonara Ramen (130g x 5)			1 19.5	0 19.50	2 53	022	Signature Grack Real Seaweed Crisps (100pm)			8.90	8.90	
BUYER	'S COMMEN	л					3		Clico Pocky Biscult Stick (39g/40g) (1plick)	GPCKY2	Cookies & 1 Cream	2.80	2.80	
							4		Cilco Pocky Biscuit Stick (199-409) (1pack)	GPCKY3	Strawberry 1	2.80	2.80	
							5		(1plick)	GPCKY4	Chocolate 1	2.80	2.80	
f an d	ord	er's	nac	kin	n		6 W	AM286	SAMYANG Hot Chicken Ramen Cup (70g)		2	2.89	5.78	
					9		7 55	073	Signature Market Dried Strawberries MINI PACK		1	8.00	8.00	
list	IS T	00	long	J, IT					(50g)					
ould	01	orfl	<u></u>		ho	_								14
oulu	00	erno		.0 t	ne		Shopee	Packist						
next	t na	ade.	wh	ich				irent SKU		SKU	Variation Name Qty	Ueit Price	Total	
does		<b>.</b> .			,		8 R	109	Pringles Potato Crisps Spicy Craufish Flavor 110g			3.93	3.93	
			of	-			9 M	NCHY025	Choco Coated Cream Biscuits (200g) Princeles Masala			4.90	4.90	
	Cal			ne			10 PC	105	(107g) [New - Limited Time Only]		1	3.54	3.54	
orde	1.14	le el -							Pringles Potato Crispi - Sour					

**Previous** 



#### NEW



#### **Seller Tips!**



## Air Waybill (AWB)

- Customize your printing settings based on your preference.
- Please **disable your browser's popup blockers** to preview shipping documents, especially for mobile browsers.

Air Waybill aka shipping label or consignment note to be attached onto each parcel for courier reference during the delivery process.

The AWBs are generated individually at the default size of A6.

- Thermal AWB Printer automatically scales to fit your thermal sticker size (typically A6 size)
- Normal AWB According to your preference by adjusting the printing settings (see the next slide)

#### Air Waybills (AWBs)

Ship By Dame: 03.2.3200 Warry Fig: 20.2000 Control C: 20.2000-CTOVVE Parcel Info: NuA Parcel Info:	Order 1	
Silve By Dave: 03-32-3200 Ware Construction of the State of State		620113177110
Weight Gill 2020000 Green C. 2020/20X4/TOVHR Sender Details (Penginim) Name: Dour Ta Posts: 00/12338080 Address: 01.13480 Benating Jaya Selanger Posts: 00/12338080 Address: 01.13480 Benating Jaya Selanger Posts: 00/1233808 Address: 01.233808 Address: 01.238808 Address: 01.23888 Address: 01.238888 Address: 01.23888 Address: 01.23888 Address: 01.23888 Address: 01.23888 Address: 01.23888 Address: 01.238888 Address: 01.23888 Address: 01.238888 Address: 01.238888 Address: 01.238888 Address: 01.238888 Address: 01.238888 Address: 01.238888 Address: 01.238888 Address: 01.238888 Address: 01.238888 Address: 01.2388888 Address: 01.2388888 Address: 01.2388888 Address: 01.23888888 Address:		Order Details (Courier)
Name:         Dotin Yu         KUL-           Phone:         00123338888         Address:         No.1, Alam Bernaka, Petaling, Jaya, Selangor           Pesticoche:         17200         59200           Proce:         00129157656         Address:           Address:         26 Jaman Kuang, Lama, Kuang, Bandar Task Selean, Kuala Lumpor         Image: United Selean, Kuang, Bandar Task Selean, Kuala Lumpor           Postocol:         9200         Image: United Selean, Kuala Lumpor           Postocol:         100         Image: United Selean, Kuala Lumpor           Name:         Viet Selean, Kuala Lumpor         Image: United Selean, Kuala Lumpor	Weight (kg): 0.800000	Parcel Info: N/A
Processed and the second secon	Sender Details (Pengirim)	
Address: No.1, Julian Bernahz, Petaling Jaya, Beardond: 19700 Respected Dealing Contention of the State of th	Name: Doris Ya	
Address: No.1, Julian Bernahz, Petaling Jaya, Beardond: 19700 Respected Dealing Contention of the State of th	Phone: 60123338888	KUI 022
Recipient Devials (Prenetima) Name: Lynderhoo: Phone: 0123157656 Address: 20 Tamen Kluarg Lama, Kluarg, Badara Teak Seletan, Kuala Lumpor Postocide 59200 PO Name: LC:	Address: No.1, Jalan Bersatu, Petaling Jaya, Selangor	
Name: Lynettecheo Phone: do:21913768-biogi Lama, Khaerg, Addees: Bishoff Took Seletan, Kuala Lumpur Protocode 59200 Protocode 59200 Nome: LC:	Postcode:47200	59200
Phone: 00129137656 Address: 25 Taman Kuang Lama, Klang, Brandar Taak Sekatan, Kuala Lumpur Postocole 99200 Postocole 99200 Name: LC:	Recipient Details (Penerima)	
Address: 20 Taman Kulang Lama, Kulang. Radiang Task Selatan, Kulah Lumpur Pedatode 59200 Po Do Name	Name: Lynettecheo	
Bandar Tasik Selitan, Kuala Luimpur		Internet in the second s
POD Name: I.C.:	Address: 26 Taman Kluang Lama, Kluang, Bandar Tasik Selatan, Kuala Lumpur	
Name: I.C.:		
I.C.:		
	Signature:	620113177110

	620113158198
Order Details	Order Details (Courier)
Ship By Date:         06-12-2020           Weight (kg):         0.200000           Order ID:         201206U69X6U72	Parcel Info: N/A
Sender Details (Pengirim)	
Name: Doris Ya Phone: 60123338988 Address: No.1, Jalan Bersatu, Petaling Jaya, Selangor	KUL- KUL022
Postcode:47200	59200
Recipient Details (Penerima) Name: Lynettecheo	1
Phone: 60129157656 Address: 26 Taman Kluang Lama, Kluang, Bandar Tasik Selatan, Kuala Lumpu	■兼■ 52300 ■ 第23
Postcode:59200	
POD Name: I.C.: Signature:	620113158198

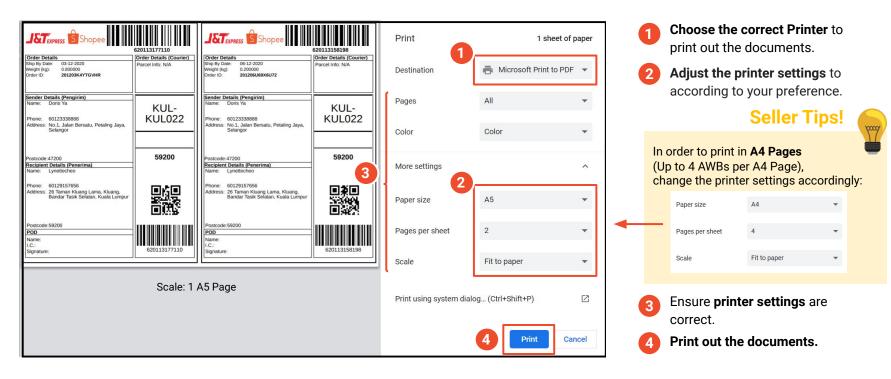






## Air Waybill (AWB)

Print Air Waybills (AWBs) in different printing size according to your preference.





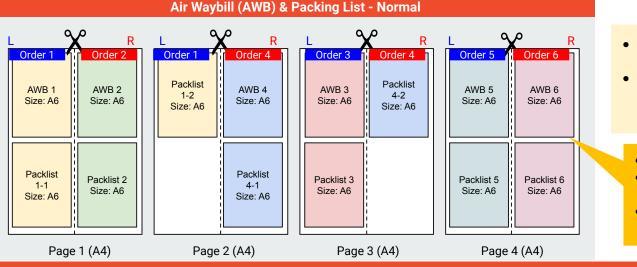
## Air Waybill (AWB) & Packing List - Normal

Both AWB and Packing List of the selected orders are printed on the same paper.

- Air Waybill (AWB) & Packing List Normal AWB and Packing List of the selected orders are generated in A6-sized sections in A4 Page. If the packing list exceeds the A6 Section available, it will continue on to the next A6 section of the A4 Page (similar to the Packing List (PDF)).
- Orders are split into left and right halves on the page. Odd orders located on the left (Order #1, #3....), even orders located on the right (Order #2, #4,...)

#### Fulfilment method:

- 1. Cut the A4 paper down the middle (left and right) to split the documents into two stacks.
- 2. During fulfilment, sellers can process each stack of orders independently, i.e. documents on the left side and right side will not be mixed.
- 3. Looking at either stack, sellers can refer directly to the packlist attached to the bottom of the AWB and pack the correct items for the order.



#### Seller Tips!

- Cut out the A6-Sized AWB to be attached to your parcel.
- Avoid attaching the packing list together with the AWB on your parcel to reduce risk of theft.
  - AWB # means AWB of order 1,2,3,4...
  - Packlist X-Y where X= Order Number; Y=Part #
  - Example: Packlist 1-2 means 2nd part of the Packlist for 1st order.



## Air Waybill (AWB) & Packing List - Thermal

Both AWB and Packing List of the selected orders are printed individually on A6 size thermal sticker.

 Air Waybill (AWB) & Packing List - Thermal - AWB and Packing List are generated individually and will be scaled to fit your thermal stickers (typically A6 size) when printing. If the packing list exceeds the A6 Section available, it will continue on to the next A6 section.

#### Air Waybill (AWB) & Packing List - Thermal



a Parent	201206U6X0YXK5 p SKU Name	SKU	Variation	Qty	Unit	Total
1	Beautiful bracelet with various colours and type	BRAC123	complex, shiny metal.yellow and green	1	5.15	5.15
2	Beautiful bracelet with various colours and type	BRAC123	simple, crystals.gree n and white, mix	1	5.15	5.15
3	Beautiful bracelet with various colours and type	BRAC123	simple, shiny metal.purple and maroon	1	5.15	5.15
4	Beautiful bracelet with various colours and type	BRAC123	simple, shiny metal,orang e and red	1	5.15	5.15
5	Beautiful bracelet with various colours and type	BRAC123	complex, crystals.purp le and marcon	1	5.15	5.15
6	Beautiful bracelet with various colours and type	BRAC123	complex, crystals.red and grey	1	5.15	5.15
7	Beautiful bracelet with various colours and type	BRAC123	complex, shiny metal.purple and marcon	1	5.15	5.15
8	Beautiful bracelet with various colours and type	BRAC123	simple, shiny metal.red and blue, mics	1	5.15	5.15
9	Sparking Crystal Earrings	EAR123	shinny gold - 14K,green crystabi	1	1.00	1.00
10	Sparking Crystal Earrings	EAR123	shinny silver,blue crystals	1	1.00	1.00
Order ID:2 Buyer's Co	01206U6X0YXK5 pi mments:			7	Page 1	/2

Packing list

continues in the next

A6 section

	nt SKU Name	SKU	Variation	Qty	Unit	Total
11	Sparking Crystal Earrings	EAR123	silver,navy crystals	1	1.00	1.00
12	Sparking Crystal Earrings	EAR123	shinny gold 24K, yellow crystals	1	1.00	1.00
13	Sparking Crystal Earrings	EAR123	shinny white gold.orange crystals	1	1.00	1.00
14	Sparking Crystal Earrings	EAR123	shinny rose gold,white crystals	1	1.00	1.00
15	Sparking Crystal Earrings	EAR123	gold,blue crystals	1	1.00	1.00

#### Scale: 5 A6 Thermal Stickers



NEW

## 

**Seller Tips!** 

Avoid attaching the packing list together with

the AWB on your parcel to reduce risk of theft.

Order ID & Page number is shown at the footer of each packing list section.



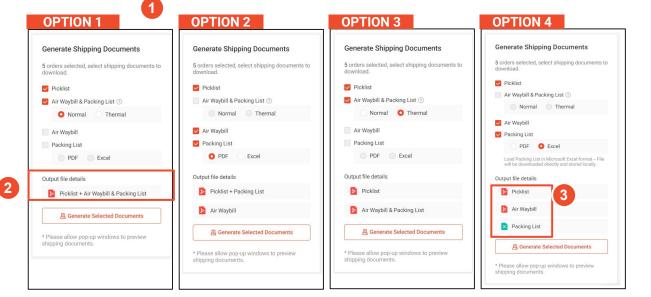


# Printing Combinations



### **Arrangement of Shipping Documents**

- **Previous:** The shipping documents that sellers select will be open in separate browser tabs to be printed separately.
- New: All shipping documents, except Air Waybill, Packing List (Excel) and Air Waybill & Packing List (Thermal), are consolidated and generated in a single browser tab. The sequence of these shipping documents are shown in the following slides.



Private & Confidential

Seller Tips!

The **Output File Details** show the different document files that would be generated.

Packing list (Excel) and Air Waybill are generated as separate files.



## Option 1: Picklist > Air Waybill & Packing List (Normal)

G	enerate Shipping Documents
	orders selected, select shipping documents to wnload.
~	Picklist
~	Air Waybill & Packing List ③
	O Normal 🗌 Thermal
	Air Waybill
	Packing List
	PDF Excel
Ou	tput file details
1	Ficklist + Air Waybill & Packing List
	岛 Generate Selected Documents
	lease allow pop-up windows to preview ipping documents.

#### Picklist

Parent SKU	Product Image	Name	SKU	Variation Name	Qty	Order ID
	2	Beautiful bracelet with various colours and	BRAC123	simple, crystals, brown and black, mix	1	201203K4YTGVHR package 1
	0	type	BRAC123	simple, crystals purple	1	201206U6X0VXK5 package
	Tar		BRAC123	and maroon complex, shiny	1	1
			BRAC123	metal blue and white complex, shiny metal.yellow and	1	
			BRAC123	green simple, crystals.green	1	
			BRAC123	simple, shiny metal.purple and	1	
			BRAC123	maroon simple, shiny	1	
			BRAC123	metal orange and red complex, crystals purple and	1	
			BRAC123	maroon complex, crystals.red	1	
			BRAC123	and grey	1	
				metal.purple and maroon	-	
			BRAC123	simple, shiny metal.red and blue, mixx	1	
8	Δ.	Sparking Crystal Eanings	EAR123	shinny gold - 24K.maroon crystals	2	201203K4YTGVHR package 1
	12.12	cannila	EAR123	24K maroon crystals shinny gold - 14K white crystals	2	201206U6X0VXK5 package
	- 6		EAR123	shinny silver pink	1	1
			EAR123	crystals shinny gold -	1	
			EAR123	14K.green crystals shinny silver,blue	1	
				crystals		
			EAR123	shinny silver,navy crystals	1	
			EAR123	shinny gold - 24K.yellow crystals	1	
			EAR123	shinny white gold.orange crystals	1	
			EAR123	shinny rose gold white	1	
			EAR123	crystals shinny rose gold,blue	1	
	400	Colourful crystals	CRYSTALS123	crystals shinny yellow red.additional pendant		201206U69X6U72 package

#### AWB & Packing list (Normal)

Deder Det hip By Dat Veight (kg) Veder ID:	E 06.12.2020	Order Details (Courier) Parcel Info: NIA	Onder Details           Sine By Date:         06:12:2020           Weight Rig:         0.20000           Order ID:         201206U480K8U72	Order Details (Courier) Parcel Info: NIA
Name: 1	taiks (Pengirim) Doris Va 60123338888 No.1, Jalan Bersatu, Petaling Jaya Selangor	KUL- KUL022	Sender Details (Pengirim) Name: Doris Ya Phone: 6022338688 Address: No.1, Jalan Bersatu, Petaing Jaya, Selanger	KUL- KUL022
Pestcode A Recipient Name:	17200 Details (Penerima) Lynetlocheo	59200	Postcode 47200 Becipient Details (Penenima) Name: Lynettecheo	59200
	60129157656 26 Taman Klusing Lama, Kluang, Bandar Tasik Selatan, Kuala Lump		Phone: 60129157656 Address: 26 Taman Kkarg Lama, Kkarg, Bandar Tasik Selatan, Kuala Lumpur	
Postcode: POD Name: LC:	)rder 1-1	620113158349	Protected 59200 POD Name: Corder 2	620113158198
Order ID:	g List 201206U6X0YXK5 package 1 BKU Name SKU Deauthul bracelet with various colours and type	Variation Qty Live Total Name Price Complex, 1 515 515 provide systems and systems		etation Qty Unit Total Price inny 1 2.00 2.00 fitter Automotion
Packin Order ID: # Parent 1	01205U6X0YXX5 package 1 SKU Name SKU Deadful bracket BRAC123 with velocity colours and type Beadful bracket BRAC123 with velocity BRAC123 with velocity BRAC123	complex, 1 5.15 5.15 phily motal yellow and green simple, 1 5.15 5.15 crystals.gree e and white, max	Order ID: 201206U69X8U72 package 1	wy 1 2.00 2.00
Order ID:	2012/204AXXVFS package 1 SRU Name SRU Boards backies BNAC123 attrained package BNAC123 attrained brackes BNAC123 attrained b	complex,         1         5.15         5.15           pixey         matal_yallow         and pixen           serger,         1         5.15         5.15           serger,         1         5.15         5.15           organ,         1         5.15         5.15           max         serger,         1         5.15         5.15           serger,         1         5.15         5.15         serger,	Order ID 201206U69X6U72 package 1 # Parent BKU Name SKU N 1 Coburtu crystal 5 1 Coburtu crystal 5 1 2 1 Conter ID 201206U69X6U72 package 1	inny 1 2.00 2.00 flow 6.adolfion pendiant
Order ID:	2012/2046/00/YXXS package 1 (RV) Name SKU Boarding tracelet BIO-C123 colours and type Beautify tracelet BIO-C123 colours and type Beautify tracelet BIO-C123 colours and type Beautify tracelet BIO-C123 with various colours and type	compter, 1 5.15 5.15 diany matic yeah serger, 01 5.15 5.15 riant different matic yeah serger, 1 5.15 5.15 diany matic yeah and matic yeah and matic serger, 1 5.15 5.15 diany serger, 1 5.15 5.15 diany diany serger, 1 5.15 5.15 diany serger, 1 5.15 5.15 diany serg	Order ID 201206U69X6U72 package 1 # Parent BKU Name SKU N 1 Coburtu crystal 5 1 Coburtu crystal 5 1 2 1 Conter ID 201206U69X6U72 package 1	inny 1 2.00 2.00 flow 6.adolfion pendiant
Order ID:	2012/2014/X017VX5 package 1 BKU kane BKU BKU kane BKU BKU kane BKU BKU kane BKU BKU kane BKU	conspike, 1         5.15         5.15           prime, 1         surple, 1         surple, 1           surple, 1         5.15         5.15           surple, 1         5.15         5.15           surple, 1         5.15         5.15           surple, 1         5.15         5.15           surple, 2         5.15         5.15           surple, 3         5.15         5.15           primatic purple         surple, 1         5.15           primatic purple         1         5.15	Order ID 201206U69X6U72 package 1 # Parent BKU Name SKU N 1 Coburtu crystal 5 1 Coburtu crystal 5 1 2 1 Conter ID 201206U69X6U72 package 1	inny 1 2.00 2.00 flow 6.adolfion pendiant
Order ID:	Statustication         Biol           Biol Name         Biol           Biolagith Income         Biol           Readult Income         Biol           Biologith Income         Biol           Biol         Biol           Biol         Biol	complex         1         5.15         5.15           and gates         and gates         3.15         5.15           and gates         1         5.15         5.15           and gates         and gates         1         5.15           and gates         1         5.15         5.15	Order ID 201206U69X6U72 package 1 # Parent BKU Name SKU N 1 Coburtu crystal 5 1 Coburtu crystal 5 1 2 1 Conter ID 201206U69X6U72 package 1	inny 1 2.00 2.00 flow 6.adolfion pendiant
Order ID:	Englisher (Englisher)     Englisher (En	complex         1         5.15         5.15           and yattu         and yattu         and yattu         and yattu         and yattu           and yattu         and yattu         b.15         5.15         5.17         and yattu           and yattu         and yattu         b.16         5.16         b.17         and yattu           and yattu         and yattu         b.16         5.16         b.17         and yattu           and yattu         and yattu         b.18         5.15         b.19         and yattu           and yattu         and yattu         b.18         5.15         b.19         and yattu           complex, 1         b.18         5.15         b.19         and yattu         and yattu           complex, 1         b.18         5.15         b.19         and yattu         and yattu           complex, 1         b.18         5.15         5.15         b.19         b.19         b.19           and yattu         b.18         5.15         5.15         b.19         b.19         b.19	Order ID 201206U69X6U72 package 1 # Parent BKU Name SKU N 1 Coburtu crystal 5 1 Coburtu crystal 5 1 2 1 Conter ID 201206U69X6U72 package 1	inny 1 2.00 2.00 flow 6.adolfion pendiant
Order ID:	SEU DAMINO TYONS package 1 Biol Name Bru Bru Bruadi branch and package 1 Resadd branch and package 1 Resadd branch and package 1 Resadd branch Bruck Bruck 1 Bruck Bruck Bruck 1 Bruck Bruck Bruck 1 Bruck Bruck Bruck 1 Bruck Bruck Bruck Bruck 1 Bruck 1	compare, 1         6.30         6.10           compare, 2         5.30         5.31           compare, 2         5.35         5.35           compare, 4         5.36         5.35           compare, 4         5.36         5.35           compare, 4         5.36         5.35           compare, 4         5.36         5.37           compare, 4         5.36         5.37           compare, 4         5.36         5.37           compare, 4	Order ID 201206U69X6U72 package 1 # Parent BKU Name SKU N 1 Coburtu crystal 5 1 Coburtu crystal 5 1 2 1 Conter ID 201206U69X6U72 package 1	inny 1 2.00 2.00 flow 6.adolfion pendiant
Order ID:	SELECTION SECTION SERVICES SELECTION SECTION S	complex, 1         5.35         5.15           complex, pitter	Order ID 201206U69X6U72 package 1 # Parent BKU Name SKU N 1 Coburtu crystal 5 1 Coburtu crystal 5 1 2 1 Conter ID 201206U69X6U72 package 1	inny 1 2.00 2.00 flow 6.adolfion pendiant

#### AWB & Packing list (Normal)

Order 1-2		Order 3	
F Parent SKU Name SKU 11 Spaking Crystal KAR123 Earrys 12 Spaking Crystal EAR123 Earrys 13 Spaking Crystal EAR123 Earrys	Variation Name         Qty Price         Unit Price           Shiny         1         1.00         1.00           shiny pold         2         1         1.00         1.00           shiny pold         1         1.00         1.00         2.00           shiny pold         1         1.00         1.00         2.00           shiny pold         1         1.00         1.00         2.00           shiny white         1         1.00         1.00         2.00		k20113177110 Order Details (Courier) Paycel Info: NIA
4 Sparking Crystal 6AR123 Earnigs 5 Spatking Crystal 6AR123 Earnigs rder ID-2012/06/65/07/0K5 package 1 uyer's Comments:	Crystals	Dider D: 201203/4YTGV4R Sender Details (Pengrim) Name: Dons Va Phone: 00223338888 Address Va. Jalen Denatu, Prosivo Java.	KUL- KUL022
		Setangor Postcode 47200 Becipient Details (Penerima) Name: Lynettecheo	59200
		Phone: 001215/506 Address: 20 Tranas Klaang, Tranas Klaang, Bandar Tasik Selatan, Kuata Lampur Bandar Tasik Selatan, Kuata Lampur Postcode 50200 POD	
		Order 3     Packing List     Order 0.2020/04/10/HR package 1     Paret (0.2020/04/10/HR package 1     Paret (0.2020/04/10/HR package 1     Paret (0.2020/04/10/HR package 1	620113177110
		Name           1         Beautiful bracelett         BHAC123         simp with subcas           2         Beautiful bracelett         BHAC123         simp with subcas           2         Beautiful bracelett         BHAC123         simp only           2         Beautiful bracelett         BHAC123         simp only	et Price Re. 1 5.15 5.15 rd k, mix Re. 1 5.15 5.15 rd ke, 1 5.15 5.15 tab.purp rd sol
		4 Sparking Crystal EAR122 stim 24 Earings 7 28 5 Sparking Crystal EAR122 stim 75 Sparking Crystal EAR122 stim Earings room	r 1.25ue stable navidal - 2 1.00 2.00 navida als ty gold - 2 1.00 2.00 shila als
		6 Spaning Crystal EAR123 shi Earning a Order ID-201203K4YTGVHR package 1 Buver's Contenents:	oy 1 1.00 1.00
age 3		Scale: 1 A	4 Page



## Option 2: Picklist > Packing List (PDF); Air Waybill

Example depicts the generation sequence اممدم أمم لمسما of 2 sh

(1)

Diaklint

of <b>Z orders</b> selected		torisya				S Shopee		Parent SkU Name Sk     Description Parents
shipping documents:	Download Time: 0	Product Image		SKU	Variation Name Qty simple, crystals.brown 1	Order ID 201203K4YTGVHR		2 Descriptions
sinpping documents.	2	NE.	various colours and type	BRAC123	and black, mix simple, crystals.purple 1	package 1 201206U6X0YXK5 package		a with various colours and type
1	3	Sale		BRAC123	and marcon complex, shiny 1 metal blue and white	1		<ol> <li>Beautiful tracels</li> <li>with various</li> <li>colours and type</li> </ol>
				BRAC123	complex, shiny 1 metal yellow and green			4 Describel bracelet Bi with various colours and tope
Generate Shipping Documents	5			BRAC123	simple, crystals,green 1 and white, mix			5 Bradd bracht B
				BRAC123	simple, shiny 1 metal purple and marcon			with various collours and type
2 orders selected, select shipping documents to	7			BRAC123 BRAC123	simple, shirry 1 metal orange and red			8 Besuddu brazeler B with various colours and type 7 Besuddu brazeler B
download.					crystals,purple and marcon			with various and type
	9			BRAC123 BRAC123	complex, crystals, red 1 and groy complex, shiny 1			8 Descated Invested D with visitious calours and tape
V Picklist					metal.purple and marcon			
	11			BRAC123	simple, shiny 1 metal/red and blue, mixs			9 Sparking Crystal El Elarrings
Air Waybill & Packing List ③	12	A a	Sparking Crystal Earrings	EAR123	shinny gold - 2 24K,marcon crystais	201203K4YTGVHR package 1		10 Sparking Crystal E.
Normal Thermal	13	68		EAR123 EAR123	shinny gold - 2 14K, white crystals shinny silver pink 1	201206UEX0YXK5 package		Order ID:201206U6X0YXKS pack Buyer's Comments:
	15			EAR123	crystals shinny gold - 1			Order 1-
✓ Air Waybill	16			EAR123	14K.green crystals shinny silvectike 1			* Parent Skil Name S
	17			EAR123	crystals shinny silvecnavy 1 crystals			11 Sparking Crystel El
Packing List	28			EAR123	shinny gold - 1 24K, yellow crystals			Earcept 12 Sparking Crystal Ex
	19			EAR123 EAR123	shinny white 1 gold,orange crystals shinny rose gold,white 1			Director Di Sparking Crystal El Eastron
O PDF Excel	20			EAR123	shinny rose gold blue 1			Earrigh 14 Sparking Crystal E
				(1	crystals			15 Sparking Crystal E
Dutput file details								Gitter ID:201208U6X0YXKS pack
Picklist + Packing List								Buyer's Comments
E Air Waybill								
A Generate Selected Documents								
* Please allow pop-up windows to preview shipping documents.								
	Page 1				Scale: 1	I A4 Page	_	Page 2
	Ŭ					-		J

Picklist

Order 1-1		Order 2
Packing List Order ID: 201206U8X07YXKS package 1		Packing List Order ID: 20120364Y1GVHR package 1
# Parent SkU Name SkU	Variation Qty Linit Total	# Parenti SKU Name SKU Variation Qty Unit Total
Besudial bracelet BRAC123     with various     coloum and type	Name Price Complex, 1 5.15 5.15 abivy metal pelicev and green	Insurth/Inscript BRAC123 simple, 1 5.15 5.15     with variant gravitation crystalulins use and back ma
2 Beautiful bracelet BRAC123 with values colours and type	sirgle, 1 5.15 5.15 crystals.gree n.ard white,	2 Beautiful Insceller: BEAC123 sample, 1 5.15 5.15 self-variation collaura and type in and
3 Beautiful Sysceles BRAC123 with various colours and type	skrepte, 1 5.15 5.15 disny metal purple and masson	3 Beautiful inscript BRAC123 Introduct, 1 515 515 with vertices and spin menu has minute and spin menu has
<ul> <li>Besadiful brazelet BRAC123 will various colours and type</li> </ul>	simple, 1 5.25 5.25 skey metal.orang e.graf.ted	4 Spectang Crystel EAR122 drawy gold -2 1.00 2.00 Earings crystel EAR123 drawy gold -2 1.00 2.00 Earings crystel
5 Beautiful Strainlife BRAC123 with various colours and type	complex, 1 5.15 5.15 mystels.guep in and	Sawting Crystal EAB123 deexy gald - 2 1.00 2.00     Earnings     Crystal EAB123 deexy gald - 2 1.00 2.00     Earnings     Crystals     Sawting Crystal EAB123 deexy 1 1.00 1.00
<ol> <li>Beaudital traceler BEAC123 with various college and loss</li> </ol>	marbon complex, 1 5.15 5.15 crystals.red and gwy	Spaking Cysial EAR223 sheevy 1 1:00 1:00 Baringt EAR223 sheevy 1 1:00 1:00 sheet perk cysials     Criter ID 2012003K4YTGVHR package 1 Page 1 /1
Colours and type 7 Beautiful Investige BRAC123 with various colours and type	complex, 1 5.15 5.15 shory medial.purple and marsion	Bayer's Comments
8 Beautiful Investing BRAC123 with various colours and type	single, 1 5.15 5.15 shirty metal.ed and blue,	- Lananaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
<ul> <li>Sparking Crystal EAR123</li> <li>Elerings</li> </ul>	nicx stenny pikt -1 1.05 1.05 14K, green crystals	-
10 Sperking Crystel EAR122 Earings Order ID:201206U6X0YXKS package 1	ubinny 1 1.00 1.00 uliver.blue crystals	
Order 1-2	Variation Qry Line Total Name Price showy 1 1.00 1.00 showy pati-1 1.00 1.00 story pati-1 1.00 1.00 246, yabou	-
13 Sparking Crystel EARLIS Eartrage	crystels stanty state 1 1.00 1.00 gold mange	-
14 Sparking Crystal EAR123 Earrings	stranov rose 1 1.00 1.00 gatel, white crystells	
15 Sparking Crystel EAR132 Earings	utenny rose 1 L00 L00 gate.eue crystals	
Onter 10.2012/06/48/07/005 package E Bryer's Contretts:	Page 2 /2	
		Scale: 1 A4 Page
Page 2		Scale. I A4 Page

**Air Waybill** Order 1 Order 2 rder Details (Courier larcel Info: N/A der Details (Couries KUL-KUL022 KUL-KUL022 59200 59200 26 Taman Kkung Lama, Kkung, Bandar Tasik Selatan, Kuala Lumpu Scale: 2 A6 Pages (default)

2

#### **Seller Tips!**

- Print Air Waybill (AWB) according to your preference by adjusting the printer settings.
- You will need to match the packing list back to the AWB for each order during packing and packaging.



## Option 3: Picklist; Air Waybill & Packing List (Thermal)

Example depicts the generation sequence of **2 orders'** selected shipping documents:

	rders selected, select shipping documents to wnload.
~	Picklist
~	Air Waybill & Packing List ③
	Normal O Thermal
	Air Waybill
	Packing List
	PDF Excel
Ou	tput file details
1	Picklist
1	Air Waybill & Packing List
	A Generate Selected Documents
	lease allow pop-up windows to preview pping documents.



Order	1	
J&Tomes BShapee		
Order Benals Dep By Gale: 06-12-020 Respirating: 1,50000 Crain C. 2012/MARKENYCKS	Parcel Mills NA	
Server Deals Program Name Cons to Prove 602333000 Address: No.1, Julie Bonass, Petaling Jaya, Seenger	KUL- KUL022	
Protects 47200 Recipient Death Protecting Same United the	59200	
Prone: 00120157555 Address: 30 Tanter Klang Lana, Klang, Banka Task Selater, Kasa Langur		
Postude Skillo Rob Name 10: Sumbre	G22225049	

#### Air Waybill & Packing List (Thermal)

Order 1-2

Order ID	g List	onchage 1					
r Panet	SKI Name	940	Variation	QY	22	7054	
	deastering with using a second		complex, sharp metal prices and prices	•	5.85		
	with series and spectra		Childle greet	ì	6.21		1
2	with wattack colours and type	80,213	single, shary metal_public and manage	•	\$18	518	
	death/incode with using colours and you		single, slarg metacology	3	5.05		
	with same and spe		contactupues te and	1	6.24		
6	dealth/invoice with varials output and Mor		and prev	•	5.8		
	Sealfurbaces with upon	BACIN	stary metal sector and neuros	1	13	2.15	
	deauth/ibracide with use and type	BAACE20		3	5.0	5.15	
•	Kowking Crowski Earnings		Life parts			100	
9	Sparsing Crowsel	0410	sites later	3	1.00	100	

Order	· 2
J&Toones BShopee	6001327/116
Chair Seisin Sing fig-Sain: 83-12-2000 Neight Sig: 8,30000 Dain C. 2012004/TCHMI	Cruter Setalls (Crurier) Parcel Inte: NIA
Sender Setalits (Prospinit) Name: Duni 13 Prove: 6012203888 Address: Spill Jakar Benada, Prosing Jaya, Senargar	KUL- KUL022
Possoale 2728 Resident Jeneins Name: Uniteditor	59200
Phone 00205/1000 Address: 35 Taman Kisang, Lama, Kisang, Bandar Task Selatari, Kuala Lungur	
Potcade 98000 P00 Nation 1C: Semanteri	



Scale: 5 A6 Thermal Stickers



- Recommended Shipping
   Documents Combination for Sellers using Thermal Printed AWBs.
- You will need to match the packing list back to the AWB for each order during packing and packaging.

Document 2



## Option 4: Picklist; Air Waybill; Packing List (Excel)

Example depicts the generation sequence of **2 orders'** selected shipping documents:

Generate Shipping Documents	3 4
2 orders selected, select shipping documents to download.	5 6 7
V Picklist	9
Air Waybill & Packing List ⑦	10
Normal Thermal	12
🖌 Air Waybill	14
Packing List	16 17
PDF O Excel	18 19 20
Load Packing List in Microsoft Excel format – File will be downloaded directly and stored locally.	21
Output file details	
F Picklist	
🖻 Air Waybill	
Packing List	
E Generate Selected Documents	
* Please allow pop-up windows to preview shipping documents.	Page 1

2 💻	Aiı	' Way	bill	
Order 1			Order 2	
Store State	620113156349 Seler DHalls (Courter) Percel Into: NA		Shopee         Shopee           State Details         00.00000           See of Process         00.00000           See of Process         00.00000           See of Process         00.00000           Onter IO         200.0000	420113177100 Criter Denails (Courie Paccel Info: NA
Sender Details (Pargeline) Name: Dorn Va Phone: 60122338888 Address: Vp. 1. Jake Benam, Petaing Jaya. Setangor	KUL- KUL022		Sender Detalls (Pengisin) Psame: Dotatis na Phane: 4052333888 Address: Ma. J. Main Dessita, Petaling Jaya, Selangar	KUL- KUL022
Postcoder 47200 Becigierot Defails (Pennerima) Maine Lynellectero	59200		Poscade (720) Recipient Details (Penerina) Name (preteches	59200
Phone: 60120137856 Address: 28 Tamae Kluang Lama, Kluang, Bandar Tasik Selatan, Kluala Lumpur			Phone: 6022157656 Address: 76 Tanan Khang Lama, Khala Limpu Bandar Tasik Selatan, Khala Limpu	
Postcode 58200 FOD Name (C: Signature	620113158349	,	Postode 59200 Nane I.C. Signature	620113177110

Scale: 2 A6 Pages (default)

#### Seller Tips! (

Document 2

- Print Air Waybill (AWB) according to your preference by adjusting the printer settings.
- You will need to match the packing list back to the AWB for each order during packing and packaging.



Excel File



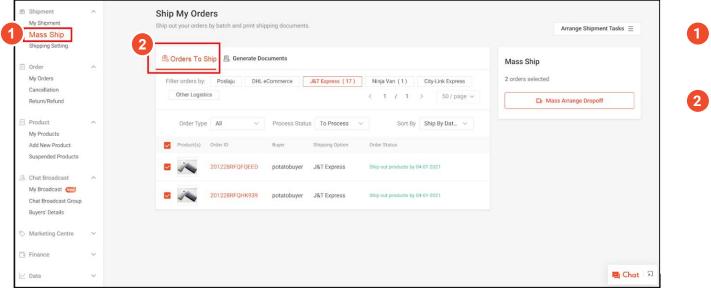
# Step-by-Step to Generate Shipping Documents

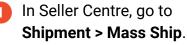


## Select Orders and Shipping Documents from *"Orders To Ship"* Tab



## Step 1-2: Go to Mass Ship > Orders To Ship



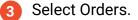


Select "Orders To Ship" Tab.



## Step 3-4: Select orders and mass arrange shipment

Filt	er orders by: Other Logisti	( )	Commerce	J&T Express (17)	Ninja Van (1)         City-Link Express           < 1 / 1 >         50 / page >	
3 -	Order Type	All ~	Process Statu	s To Process V	Sort By Ship By Dat V	Mass Arrange Dropoff
	Product(s)	Order ID 201228RFQFQEED	Buyer potatobuyer	Shipping Option	Order Status Ship out products by 04-01-2021	
	1	201228RFQHK939	potatobuyer	J&T Express	Ship out products by 04-01-2021	



4 Mass arrange shipment for selected Orders.



## Step 5: Select orders and shipping documents to generate

range Shipment Progre	ess		~ (	Collapse
Product(s) Order ID	Buyer	Tracking Number*	Status	
D 201228RFQFQEE D	potatobuyer	620113101940	Successful	
	6a	Recommended PDF: Air Waybill		<u>–</u>
		Recently Used PDF: Picklist		凰
		Manually select shipping documen		

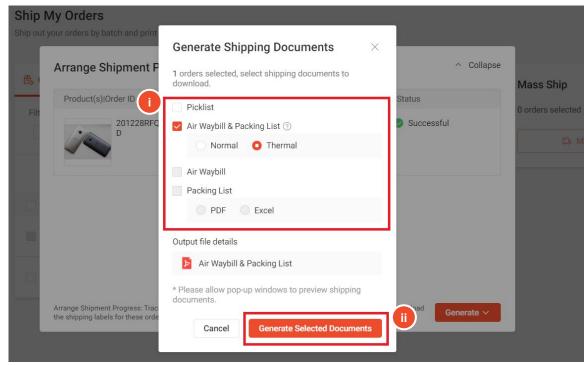
- 5 After successful arrange shipment and tracking number generation, click on "Generate" button for drop down to select Shipping Documents to print.
- Select between Shopee's
   Recommended or your Recently
   Used Shipping Documents
   Combination to print.

OR

Manually select other Shipping Documents Combination to generate (See next slide).



## Step 6b: Manually select other Shipping Documents Combination to Generate



- Manually select other Shipping Documents to generate.
- Click on "Generate Selected Documents" button.

#### **Seller Tips!**



Please **disable your browser's popup blockers** to preview shipping documents, especially for mobile browsers.



## Selecting Orders and Shipping Documents from "Generate Documents" Tab



## Step 1-2: Go to Mass Ship > Generate Documents

伊	Shipment	^	Ship My Ord	lers				
	My Shipment		Ship out your orde	rs by batch and print shi	oping documents			
	Mass Ship			2				
	Shipping Setting		🖽 Orders To S		Documents	1		
Ē	Order	^				-		
	My Orders		Filter orders by	Poslaju DHL	Commerce	J&T Express (17)	Ninja Van (1)	City-Link Express
	Cancellation		Other Logis	tics			< 1 / 1	> 50 / page ~
	Return/Refund							
9	Product	^	Shippir Docume	g All ~	Order Typ	e All ~	Process Status	All Orders 🗸 🗸
	My Products							
	Add New Product		Sort E	ship By Dat 🗸				
	Suspended Products		Product(s)	Order ID	Buyer	Shipping Option	Tracking Number*	Printed
ß	Chat Broadcast	^	24.24					Dealised
	My Broadcast (New)			201228RJNKBRUG	potatobuyer	J&T Express	620113101979	Packing List Picklist
	Chat Broadcast Group							TIONIOL
	Buyers' Details			201228RJNNAJ4F	potatobuyer	J&T Express	620113190070	Packing List
			- Q Q					Picklist
0	Marketing Centre	~		201228RJNQ9PF7	potatobuyer	J&T Express	620113121008	Picklist
6	Finance	$\sim$	المقص بهقص					

In Seller Centre, go to
 Shipment > Mass Ship.

2 Select "Generate Documents" Tab.



## Step 3-5: Select orders and shipping documents to generate

<b>₽</b> 0	orders To Ship	Generate Do	cuments				Generate Shipping Documents
Filte	er orders by:	Poslaju DHL	eCommerce	J&T Express (17)	Ninja Van (1)	City-Link Express	4 orders selected, select shipping documents to download.
	Other Logistic	es			< 1 / 1	> 50 / page ~	4 Picklist
	Shipping Document	All ~	Order Typ	All	<ul> <li>Process Status</li> </ul>	All Orders 🗸 🗸	Air Waybill & Packing List ⑦ Normal Thermal
	Sort By	Ship By Dat 🗸					Air Waybill
	Product(s)	Order ID	Buyer	Shipping Option	Tracking Number*	Printed	Packing List
	<u> </u>	201228RJNKBRUG	potatobuyer	J&T Express	620113101979	Packing List	O PDF Excel
	24, 24,					Picklist	Output file details
~	\$ \$	201228RJNNAJ4F	potatobuyer	J&T Express	620113190070	Packing List Picklist	Picklist + Packing List
<u>~</u>	\$ \$ \$	201228RJNQ9PF7	potatobuyer	J&T Express	620113121008	Picklist	Generate Selected Documents      * Please allow pop-up windows to preview
	ÓÓ	201203K4YTGVHR	potatobuyer	J&T Express	620113177110	Air Waybill Packing List	shipping documents.



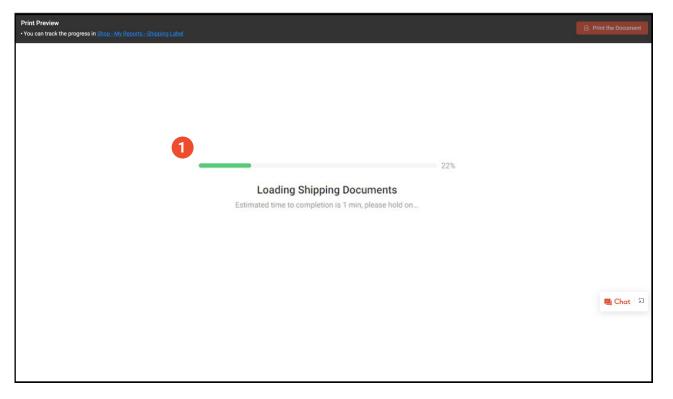
**popup blockers** to preview shipping documents, especially for mobile browsers.



# Generating & Printing the Shipping Documents



## Step 1: Wait for Shipping Documents Generation



After selecting shipping documents and clicking on Generate, a new browser tab will be prompted. Wait for Shipping Documents to generate.



## **Step 2: Print Shipping Documents**

			2
Print Preview			
The shipping documents have been generated. 2 of 2 parcels print successf	ul, 0 parcels print failed.		🔒 Print the Document
- You can track the progress in <u>Shop - My Reports - Shipping Label</u>			
	Picklist	0	
	Username: dorisya	Shopee	
	Download Time: 04:10 PM 28/12/2020 # Parent SKU Product Image Name SKU Variation Name	Qty Order ID	
	1 Beautiful bracelet with BRAC123 simple, crystals, brow various colours and and black, mix	1 201203K4YTGVHR package 1	
	2 hype BRAC123 simple, crystals, purpl 3 BRAC123 complex, shiny	1	
	4 Sparking Crystal EAR123 shinny gold - 24K, marcon crystals	2 201203K4YTGVHR package 1	
	5 EAR123 shinny gold - 14K,white crystals	2	
	6 EAR123 shinny silver,pink crystals		
	7 Colourful crystats CRYSTALS123 shinny yetilow red,additional pendar	1 201206U69X6U72 package 1 1	
	343		
			🖳 Chat 🛛 🕄

2 Once the Shipping documents have been generated, click on "Print the Document".



## **Steps 3-5: Print Shipping Documents**

Picklist Username: dorisya Download Time: 04-10 PM 28/12/2020 # Parent SKU Product Image Name Beauful tracelit for varous colours and	SKU Variation Name Qty	Order ID 201203K4YTGVHR package 1		Print	1 sheet of j	oaper
2 type 3 Sparking Crystal 5 Santing Crystal	BRAC123 simple, crystals gurple 1 and maroon BRAC123 complex, shiny 1 metal blue and white EAR123 shinny gold - 2 Z4K,maroon crystals EAR123 shinny gold - 2 L4K,white crystals	package 1 201203K4YTGVHR package 1		3 Destination	Microsoft Print to PDF	•
6 7 Colourful crystals	EAR123 shimry silver.pink 1 crystals CRYSTALS123 shimry yellow 1 red,additional pendant	201206U69X6U72 package 1		Pages	All	•
				Color	Color	•
				More settings		^
			4	Paper size	A4	•
				Pages per sheet	1	•
				Scale	Fit to paper	-
				Print using system dialo	og (Ctrl+Shift+P)	ß
					5 Print Car	ncel

3 Choose the correct Printer to print out the documents.

4 Ensure **printer settings** are correct.





Learn more about best practices for selling on Shopee via Seller Education Hub:

https://seller.shopee.com.my/edu/