



Shipping Documents Improvements

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Shopee

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
- **Air Waybill**
- **Packing List**
 - PDF [NEW Design] or Excel

Seller Tips!



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

Ship My Orders
Ship out your orders by batch and print shipping documents.

Arrange Shipment Tasks

Orders To Ship [Download Shipping Documents](#)

Filter orders by: Poslaju | DHL eCommerce | J&T Express | Ninja Van | **The Lorry (1)**

Other Logistics < 1 / 1 > 10 / page

Process Status: All Orders | Sort By: Ship By Dat... | Shipping Document: All

Product(s)	Order ID	Buyer	Shipping Option	Tracking #	Printed
	200717JYX81SMV	lynetcheo	The Lorry	TL3058415864	Air Waybill

Previous

Mass Download

1 orders selected, select shipping documents to download.

Air Waybill

Picklist

Packing List (HTML)

Packing List (EXCEL)

[Download Selected Documents](#)

* Please allow pop-up window for downloading Shipping Documents.

Ship My Orders
Ship out your orders by batch and print shipping documents.

Arrange Shipment Tasks

Orders To Ship [Generate Documents](#)

Filter orders by: Poslaju | DHL eCommerce | J&T Express (17) | **Ninja Van (1)** | City-Link Express

Other Logistics < 1 / 1 > 10 / page

Shipping Document: All | Order Type: All | Process Status: All Orders

Sort By: Ship By Dat...

Product(s)	Order ID	Buyer	Shipping Option	Tracking Number*	Printed
	2012289F08AMM	potatobuyer	Ninja Van	SOP5797616157	Packing List Picklist

NEW

Generate Shipping Documents

Select the orders to generate shipping documents.

Picklist

Air Waybill & Packing List

Normal Thermal

Air Waybill

Packing List

PDF Excel

Output file details

Picklist + Packing List

[Generate Selected Documents](#)


* Please allow pop-up windows to preview shipping documents.

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.

Previous


Picklist


Username: shophemall
Download Time: 09:45 PM 29/12/2020




#	Parent SKU	Product Image	Name	SKU	Variation Name	Qty.	Order ID
1			Blue Pen testing tool			1	2012290KG36V3X package 1
2			100pcs/plst Cable Ties Nylon Wire 2.5/3.5/4.5/6 x 100mm 150mm 200mm 300mm Length (BLACK) NEW TEG (4", 6", 8", 12")			1	2012290KG36V3X package 1

Scale: 1 A4 Page

NEW

Picklist


Username: shoriya
Download Time: 09:55 PM 29/12/2020

#	Parent SKU	Product Image	Name	SKU	Variation Name	Qty.	Order ID
1			Crystal pendant with white colour and type	BRAC123	sample, crystal, green and white, mix	1	2012290J20Y3K5 package 1
2				BRAC123	sample, crystal, purple and white	1	2012290J20Y3K5 package 1
3				BRAC123	sample, shiny multi, purple and green	1	2012290J20Y3K5 package 1
4				BRAC123	sample, shiny multi, purple and green	1	2012290J20Y3K5 package 1
5				BRAC123	sample, crystal, green and white, mix	1	2012290J20Y3K5 package 1
6				BRAC123	sample, shiny multi, purple and green	1	2012290J20Y3K5 package 1
7				BRAC123	sample, shiny multi, purple and green	1	2012290J20Y3K5 package 1
8				BRAC123	sample, shiny multi, purple and green	1	2012290J20Y3K5 package 1
9				BRAC123	sample, crystalized and grey	1	2012290J20Y3K5 package 1
10				BRAC123	sample, shiny multi, purple and green	1	2012290J20Y3K5 package 1
11				BRAC123	sample, shiny multi, purple and green	1	2012290J20Y3K5 package 1
12				BRAC123	sample, shiny multi, purple and green	1	2012290J20Y3K5 package 1
13				BRAC123	sample, crystalized and grey	1	2012290J20Y3K5 package 1
14				BRAC123	sample, shiny multi, purple and green	1	2012290J20Y3K5 package 1
15			Shiny Crystal Earrings	EAR123	24K, shabby crystals shiny gold	2	2012290J20Y3K5 package 1
16				EAR123	24K, white crystals shiny silver	1	2012290J20Y3K5 package 1
17				EAR123	crystals shiny gold	1	2012290J20Y3K5 package 1
18				EAR123	24K, green crystals shiny silver blue	1	2012290J20Y3K5 package 1
19				EAR123	crystals shiny silver blue	1	2012290J20Y3K5 package 1
20				EAR123	crystals shiny silver navy	1	2012290J20Y3K5 package 1
21				EAR123	crystals shiny gold	1	2012290J20Y3K5 package 1
22				EAR123	24K, shabby crystals shiny silver	1	2012290J20Y3K5 package 1
23				EAR123	gold change crystals shiny rose gold color	1	2012290J20Y3K5 package 1
24				EAR123	crystals shiny rose gold blue	1	2012290J20Y3K5 package 1
25			Colourful crystal necklace	CRYSTAL512	new yellow multi, additional pendant	1	2012290J20Y3K5 package 1

Scale: 1 A4 Page

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.



Packing List (PDF) NEW DESIGN

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

Unit Price and **Total** columns are shown and remain the same as the previous design.

- **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.

Previous

Previous design shows a continuous document where a long packing list for Order ID 200718RYH4D7AX package 1 overflows to the next page without clear indication of the order it belongs to.

NEW

New design shows packing lists organized into A6-sized sections. Each section includes the Order ID and Page Number at the bottom, ensuring clarity for long lists.



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)

Order 1		Order 2		Order 3		Order 4	
Order Details Ship By Date: 03-12-2020 Weight (kg): 0.800000 Order ID: 201203K4YTGVRH		Order Details Ship By Date: 06-12-2020 Weight (kg): 0.200000 Order ID: 201206U69X6U72		Order Details Ship By Date: 06-12-2020 Weight (kg): 1.500000 Order ID: 201206U69X6U70		Order Details Ship By Date: 07-12-2020 Weight (kg): 20.000000 Order ID: 201207EUCXGCG3	
Sender Details (Pengirim) Name: Doris Ya Phone: 60123338888 Address: No.1, Jalan Bersatu, Petaling Jaya, Selangor		Sender Details (Pengirim) Name: Doris Ya Phone: 60123338888 Address: No.1, Jalan Bersatu, Petaling Jaya, Selangor		Sender Details (Pengirim) Name: Doris Ya Phone: 60123338888 Address: No.1, Jalan Bersatu, Petaling Jaya, Selangor		Sender Details (Pengirim) Name: Doris Ya Phone: 60128882222 Address: Sunset Point, Pulau, Dungun, Terengganu	
Postcode: 47200 Recipient Details (Penerima) Name: Lynettecheo Phone: 60129157656 Address: 26 Taman Kluang Lama, Kluang, Bandar Tasik Selatan, Kuala Lumpur		Postcode: 47200 Recipient Details (Penerima) Name: Lynettecheo Phone: 60129157656 Address: 26 Taman Kluang Lama, Kluang, Bandar Tasik Selatan, Kuala Lumpur		Postcode: 47200 Recipient Details (Penerima) Name: Lynettecheo Phone: 60129157656 Address: 26 Taman Kluang Lama, Kluang, Bandar Tasik Selatan, Kuala Lumpur		Postcode: 23300 Recipient Details (Penerima) Name: Lynettecheo Phone: 60129157656 Address: 26 Taman Kluang Lama, Kluang, Bandar Tasik Selatan, Kuala Lumpur	
Postcode: 59200 POD Name: I.C. #: Signature:		Postcode: 59200 POD Name: I.C. #: Signature:		Postcode: 59200 POD Name: I.C. #: Signature:		Postcode: 59200 POD Name: I.C. #: Signature:	
Parcel Info: N/A KUL-KUL022 59200 		Parcel Info: N/A KUL-KUL022 59200 		Parcel Info: N/A KUL-KUL022 59200 		Parcel Info: N/A KUL-KUL022 59200 	
620113177110 		620113158198 		620113158348 		620113139343 	

Scale: 4 A6 Pages (default)

Air Waybill (AWB)

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



Print 1 sheet of paper

Destination: Microsoft Print to PDF

Pages: All

Color: Color

More settings

Paper size: A5

Pages per sheet: 2

Scale: Fit to paper

Print using system dialog... (Ctrl+Shift+P)

Print Cancel

Scale: 1 A5 Page

- 1 Choose the correct Printer to print out the documents.
- 2 Adjust the printer settings to according to your preference.

Seller Tips!



In order to print in **A4 Pages** (Up to 4 AWBs per A4 Page), change the printer settings accordingly:

Paper size	A4
Pages per sheet	4
Scale	Fit to paper

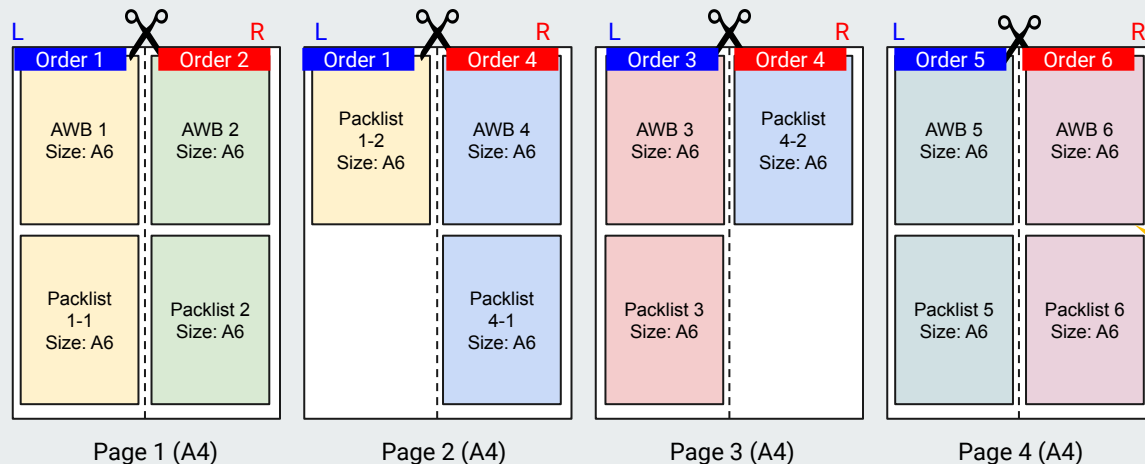
- 3 Ensure **printer settings** are correct.
- 4 Print out the documents.

Air Waybill (AWB) & Packing List - Normal NEW

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.

Air Waybill (AWB) & Packing List - Normal



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

NEW

Seller Tips!



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.
- Avoid attaching the packing list together with the AWB on your parcel to reduce risk of theft.

Air Waybill (AWB) & Packing List - Thermal

Order 1

Order ID: 20120646YKX5

Order Details (Contract)

Ship By Date: 06-12-2020
Weight (kg): 1.200000
Order ID: 20120646YKX5

Parcel Info: N/A

Sender Details (Program)

Name: Doris Ya

Phone: 60129157656
Address: 26 Taman Kluang Lama, Kluang, Bandar Tanah Selatan, Kuala Lumpur

Postcode: 47200

Recipient Details (Personal)

Name: LynetteSheep

Phone: 60129157656
Address: 26 Taman Kluang Lama, Kluang, Bandar Tanah Selatan, Kuala Lumpur

Postcode: 59200

POD: 620113158349

KUL-KUL022

59200

Order 1-1

Packing List

Order ID: 20120646YKX5 package 1

#	Parent SKU Name	SKU	Variation Name	Qty	Unit Price	Total Price
1	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
2	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
3	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
4	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
5	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
6	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
7	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
8	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
9	Sparking Crystal Earrings	EAR123	shiny gold 1.4g, green crystals	1	1.00	1.00
10	Sparking Crystal Earrings	EAR123	shiny silver blue crystals	1	1.00	1.00

Order ID: 20120646YKX5 package 1 Page 1 / 2

Buyer's Comments:

Packing list continues in the next A6 section

Order 1-2

#	Parent SKU Name	SKU	Variation Name	Qty	Unit Price	Total Price
11	Sparking Crystal Earrings	EAR123	shiny gold 1.4g, green crystals	1	1.00	1.00
12	Sparking Crystal Earrings	EAR123	shiny gold 1.4g, green crystals	1	1.00	1.00
13	Sparking Crystal Earrings	EAR123	shiny silver blue crystals	1	1.00	1.00
14	Sparking Crystal Earrings	EAR123	shiny silver blue crystals	1	1.00	1.00

Order ID: 20120646YKX5 package 1 Page 2 / 2

Buyer's Comments:

Scale: 5 A6 Thermal Stickers

Order 2

Order ID: 20120646YKX5

Order Details (Contract)

Ship By Date: 09-12-2020
Weight (kg): 0.900000
Order ID: 20120646YKX5

Parcel Info: N/A

Sender Details (Program)

Name: Doris Ya

Phone: 60129157656
Address: 26, Taman Kluang Lama, Kluang, Bandar Tanah Selatan, Kuala Lumpur

Postcode: 47200

Recipient Details (Personal)

Name: LynetteSheep

Phone: 60129157656
Address: 26 Taman Kluang Lama, Kluang, Bandar Tanah Selatan, Kuala Lumpur

Postcode: 59200

POD: 620113177110

KUL-KUL022

59200

Order 2

Packing List

Order ID: 20120646YKX5 package 1

#	Parent SKU Name	SKU	Variation Name	Qty	Unit Price	Total Price
1	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
2	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
3	Beautiful bracelet with various colours and type	BRAC123	complete, shiny metal blue and red crystals	1	5.15	5.15
4	Sparking Crystal Earrings	EAR123	shiny gold 1.4g, green crystals	1	1.00	1.00
5	Sparking Crystal Earrings	EAR123	shiny gold 1.4g, green crystals	1	1.00	1.00
6	Sparking Crystal Earrings	EAR123	shiny silver blue crystals	1	1.00	1.00

Order ID: 20120646YKX5 package 1 Page 1 / 1

Buyer's Comments:

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



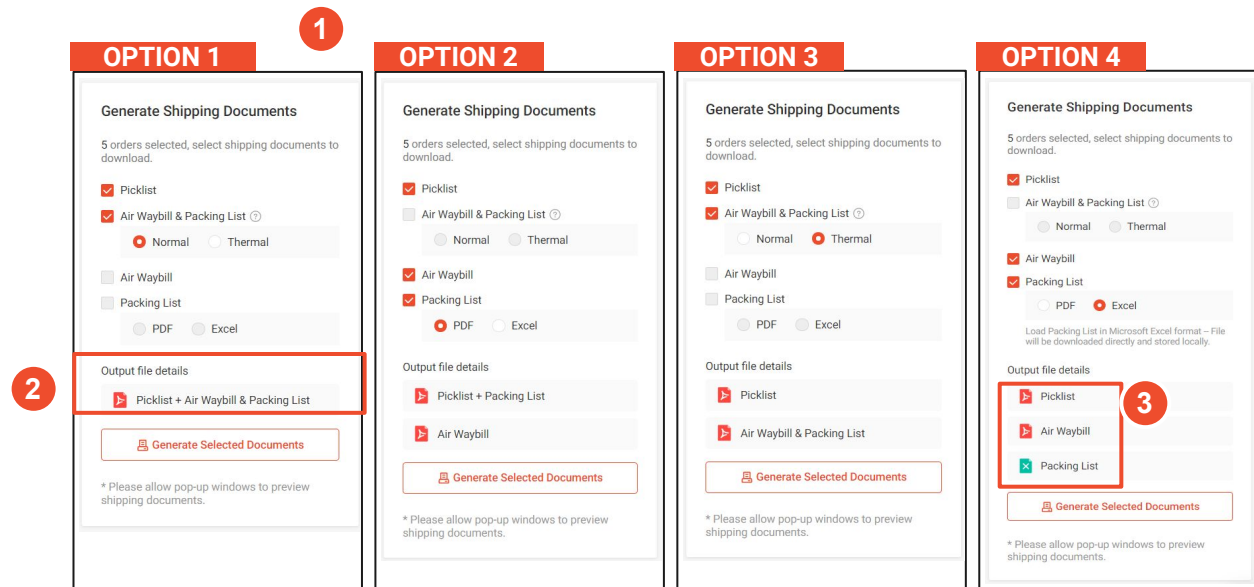
Shopee

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.



OPTION 1 1

Generate Shipping Documents

5 orders selected, select shipping documents to download.

Picklist

Air Waybill & Packing List ⌵

Normal Thermal

Air Waybill

Packing List

PDF Excel

2 Output file details

▶ Picklist + Air Waybill & Packing List

📄 Generate Selected Documents

* Please allow pop-up windows to preview shipping documents.

OPTION 2

Generate Shipping Documents

5 orders selected, select shipping documents to download.

Picklist

Air Waybill & Packing List ⌵

Normal Thermal

Air Waybill

Packing List

PDF Excel

Output file details

▶ Picklist + Packing List

▶ Air Waybill

📄 Generate Selected Documents

* Please allow pop-up windows to preview shipping documents.

OPTION 3

Generate Shipping Documents

5 orders selected, select shipping documents to download.

Picklist

Air Waybill & Packing List ⌵

Normal Thermal

Air Waybill

Packing List

PDF Excel

Output file details

▶ Picklist

▶ Air Waybill & Packing List

📄 Generate Selected Documents

* Please allow pop-up windows to preview shipping documents.

OPTION 4

Generate Shipping Documents

5 orders selected, select shipping documents to download.

Picklist

Air Waybill & Packing List ⌵

Normal Thermal

Air Waybill

Packing List

PDF Excel

Load Packing List in Microsoft Excel format - File will be downloaded directly and stored locally.

Output file details

▶ Picklist

▶ Air Waybill

▶ Packing List **3**

📄 Generate Selected Documents

* Please allow pop-up windows to preview shipping documents.

Seller Tips!



1 Option 1 vs Option 2:

At any one time, either the “Air Waybill & Packing List” option or “Air Waybill” / “Packing List” options can be selected to avoid double printing the same documents.

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

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

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

Example depicts the generation sequence of **3 orders'** selected shipping documents:

Generate Shipping Documents

3 orders selected, select shipping documents to download.

- Picklist
- Air Waybill & Packing List ⌵
- Normal Thermal
- Air Waybill
- Packing List
- PDF Excel

Output file details

Picklist + Air Waybill & Packing List

📄 Generate Selected Documents

* Please allow pop-up windows to preview shipping documents.

Picklist						
#	Parent SKU	Product Image	Name	SKU	Variation Name	Qty
1			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, brown and black, mix type	1
2			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, purple and maroon	1
3			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, yellow and white	1
4			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, green and white, mix type	1
5			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, purple and maroon	1
6			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, purple and maroon	1
7			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, purple and maroon	1
8			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, purple and maroon	1
9			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, purple and maroon	1
10			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, purple and maroon	1
11			Beautiful bracelet with vibrant colors and type	BRAC123	simple, crystal, purple and maroon	1
12			Sparkling Crystal Earrings	EAR123	shiny, gold	2
13			Sparkling Crystal Earrings	EAR123	shiny, gold	2
14			Sparkling Crystal Earrings	EAR123	shiny, silver, pink	1
15			Sparkling Crystal Earrings	EAR123	shiny, gold	1
16			Sparkling Crystal Earrings	EAR123	shiny, silver, blue	1
17			Sparkling Crystal Earrings	EAR123	shiny, silver, pink	1
18			Sparkling Crystal Earrings	EAR123	shiny, gold	1
19			Sparkling Crystal Earrings	EAR123	shiny, silver, blue	1
20			Sparkling Crystal Earrings	EAR123	shiny, silver, pink	1
21			Sparkling Crystal Earrings	EAR123	shiny, silver, blue	1
22			Colorful crystals necklace	CRYSFAL321	shiny, yellow necklace	1

Page 1 Scale: 1 A4 Page

AWB & Packing list (Normal)

Order 1

Order 1-1

Order 2

Order 2

Page 2 Scale: 1 A4 Page

AWB & Packing list (Normal)

Order 1-2

Order 3

Order 3

Order 3

Page 3 Scale: 1 A4 Page

Document 1

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

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

Generate Shipping Documents

2 orders selected, select shipping documents to download.

Picklist

Air Waybill & Packing List

Normal Thermal

Air Waybill

Packing List

PDF Excel

Output file details

Picklist + Packing List 1

Air Waybill 2

* Please allow pop-up windows to preview shipping documents.

1 Picklist

Page 1 Scale: 1 A4 Page

Packing List (PDF)

Page 2 Scale: 1 A4 Page

Document 1

2 Air Waybill

Scale: 2 A6 Pages (default)

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.

Document 2

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

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

Generate Shipping Documents

2 orders selected, select shipping documents to download.

Picklist

Air Waybill & Packing List

Normal Thermal

Air Waybill

Packing List

PDF Excel

Output file details

Picklist 1

Air Waybill & Packing List 2

* Please allow pop-up windows to preview shipping documents.

1

Picklist

Picklist
 Location: doriya
 Download Time: 04:05 PM 26/12/2020

#	Parent SKU	Product Image	Name	SKU	Variation Name	Qty	Order ID
1			Essential treatment with SPF15	BRAC123	sample, crystals green 1 and black 100	1	2020041700001 package 1
2			Essential treatment with SPF15	BRAC123	sample, crystals purple 1 and black 100	1	2020041700001 package 1
3			Essential treatment with SPF15	BRAC123	sample, shiny metal blue and white 100	1	2020041700001 package 1
4			Essential treatment with SPF15	BRAC123	sample, shiny metal yellow and green 100	1	2020041700001 package 1
5			Essential treatment with SPF15	BRAC123	sample, crystals green 1 and white 100	1	2020041700001 package 1
6			Essential treatment with SPF15	BRAC123	sample, shiny metal purple and black 100	1	2020041700001 package 1
7			Essential treatment with SPF15	BRAC123	sample, shiny metal orange and red 100	1	2020041700001 package 1
8			Essential treatment with SPF15	BRAC123	sample, crystals purple and black 100	1	2020041700001 package 1
9			Essential treatment with SPF15	BRAC123	sample, crystals red and blue 100	1	2020041700001 package 1
10			Essential treatment with SPF15	BRAC123	sample, shiny metal purple and black 100	1	2020041700001 package 1
11			Essential treatment with SPF15	BRAC123	sample, shiny metal red and blue 100	1	2020041700001 package 1
12			Essential treatment with SPF15	BRAC123	sample, shiny metal red and blue 100	1	2020041700001 package 1
13			Packing Crystal	EAR123	shiny gold 100	2	2020041700001 package 1
14			Packing Crystal	EAR123	shiny gold 100	2	2020041700001 package 1
15			Packing Crystal	EAR123	shiny gold 100	2	2020041700001 package 1
16			Packing Crystal	EAR123	shiny gold 100	2	2020041700001 package 1
17			Packing Crystal	EAR123	shiny gold 100	2	2020041700001 package 1
18			Packing Crystal	EAR123	shiny gold 100	2	2020041700001 package 1
19			Packing Crystal	EAR123	shiny gold 100	2	2020041700001 package 1
20			Packing Crystal	EAR123	shiny gold 100	2	2020041700001 package 1
21			Packing Crystal	EAR123	shiny gold 100	2	2020041700001 package 1

Page 1
Scale: 1 A4 Page

Document 1

2

Air Waybill & Packing List (Thermal)

Order 1

Order 1-1

Order 1-2

Order 2

Order 2

Scale: 5 A6 Thermal Stickers

Seller Tips!

- 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

2 orders selected, select shipping documents to download.

Picklist

Air Waybill & Packing List

Normal Thermal

Air Waybill

Packing List

PDF Excel

Load Packing List in Microsoft Excel format - File will be downloaded directly and stored locally.

Output file details

- ▶ Picklist 1
- ▶ Air Waybill 2
- ✕ Packing List 3

▶ Generate Selected Documents

* Please allow pop-up windows to preview shipping documents.

1
Picklist

Picklist
Location: dorisya
Download Time: 04:05 PM 29/12/2020

#	Parent SKU	Product Name	SKU	Variation Name	Qty	Order ID
1		Resinfull bracelet with yellow cabochon and tulle	BRAC123	crystal, crystal,green 1 and yellow	2	20230648397083 package 1
2			BRAC123	crystal, crystal,green 1 and purple	1	
3			BRAC123	crystal, crystal, green 1 and yellow and white	1	
4			BRAC123	crystal, crystal, green 1 and yellow and white	1	
5			BRAC123	crystal, crystal,green 1 and white, tulle	1	
6			BRAC123	crystal, crystal, green 1 and white, tulle	1	
7			BRAC123	crystal, crystal, purple and white	1	
8			BRAC123	crystal, crystal, purple and white	1	
9			BRAC123	crystal, crystal,red 1 and white	1	
10			BRAC123	crystal, crystal, white and purple and white	1	
11			BRAC123	crystal, crystal, white and purple and white	1	
12			BRAC123	crystal, crystal, white and purple and white	1	
13			BRAC123	crystal, crystal, white and purple and white	1	
14			BRAC123	crystal, crystal, white and purple and white	1	
15			BRAC123	crystal, crystal, white and purple and white	1	
16			BRAC123	crystal, crystal, white and purple and white	1	
17			BRAC123	crystal, crystal, white and purple and white	1	
18			BRAC123	crystal, crystal, white and purple and white	1	
19			BRAC123	crystal, crystal, white and purple and white	1	
20			BRAC123	crystal, crystal, white and purple and white	1	
21			BRAC123	crystal, crystal, white and purple and white	1	

Page 1
Scale: 1 A4 Page

Document 1

2
Air Waybill

Order 1

Order 2

Scale: 2 A6 Pages (default)

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.

Document 2

3
Packing List (Excel)

Excel File

Document 3

Private & Confidential

16



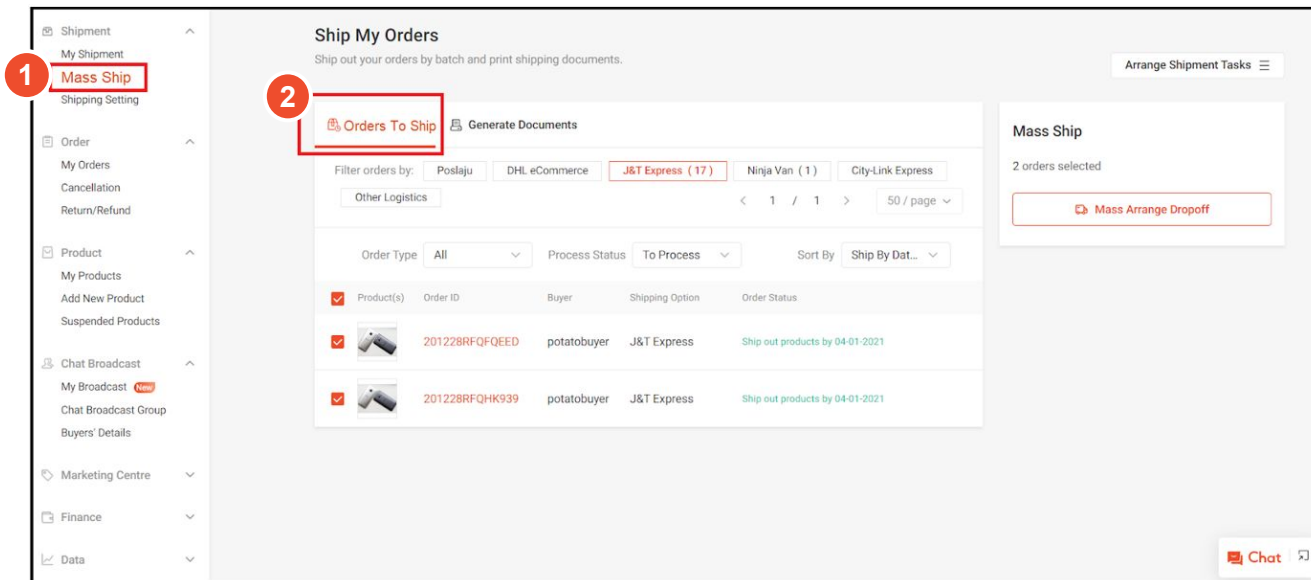
Shopee

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



1 In Seller Centre, go to **Shipment > Mass Ship**.

2 Select **"Orders To Ship"** Tab.

- 1** In Seller Centre, go to **Shipment > Mass Ship**.
- 2** Select **"Orders To Ship"** Tab.

Step 3-4: Select orders and mass arrange shipment

Ship My Orders
Ship out your orders by batch and print shipping documents.

Arrange Shipment Tasks ☰



Orders To Ship | Generate Documents

Filter orders by: Poslaju | DHL eCommerce | **J&T Express (17)** | Ninja Van (1) | City-Link Express

Other Logistics

< 1 / 1 > 50 / page

Order Type: All | Process Status: To Process | Sort By: Ship By Dat...

Product(s)	Order ID	Buyer	Shipping Option	Order Status
<input checked="" type="checkbox"/> 	201228RFQFQED	potatobuyer	J&T Express	Ship out products by 04-01-2021
<input type="checkbox"/> 	201228RFQHK939	potatobuyer	J&T Express	Ship out products by 04-01-2021

Mass Ship
1 orders selected

Mass Arrange Dropoff


Chat


- 3 Select Orders.
- 4 Mass arrange shipment for selected Orders.


Step 5: Select orders and shipping documents to generate

Ship My Orders
Ship out your orders by batch and print shipping documents.

Arrange Shipment Progress ^ Collapse

Product(s) Order ID	Buyer	Tracking Number*	Status
 201228RFQFQEE D	potatobuyer	620113101940	✔ Successful

6a Recommended PDF: Air Waybill 

Recently Used PDF: Picklist 

6b [Manually select shipping documents](#)

Arrange Shipment Progress: Tracking numbers have been successfully generated for 1 of 1 orders. You can download the shipping labels for these orders now. **5** Generate ▾

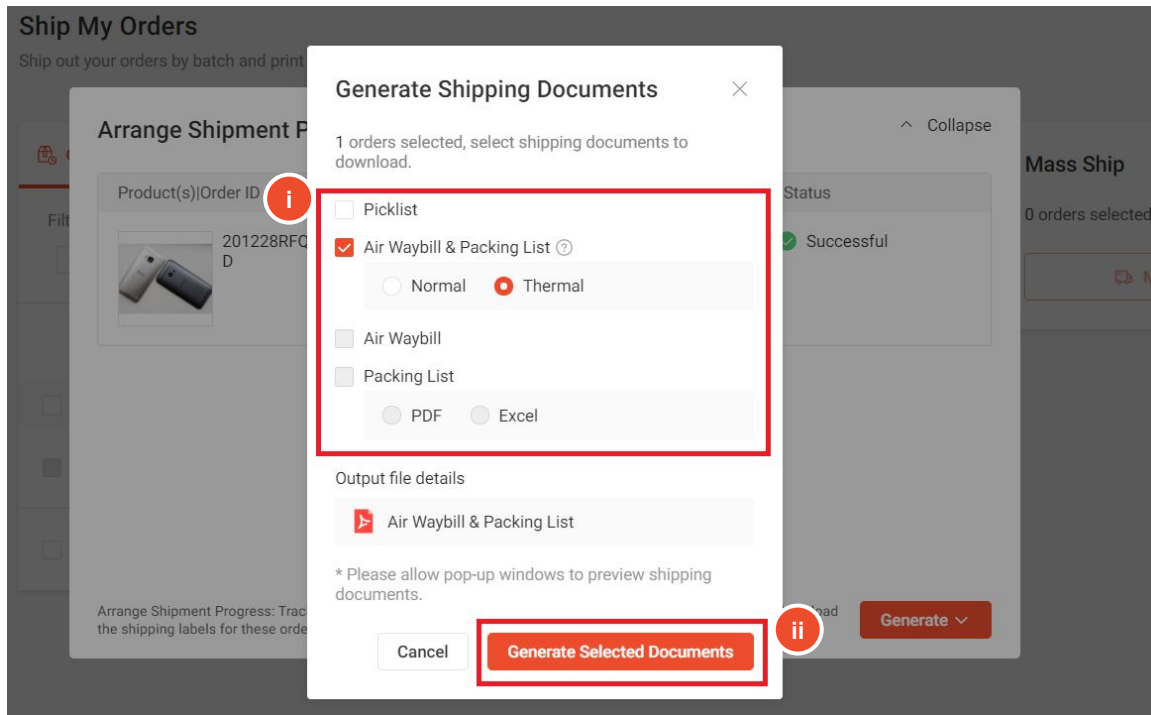
5 After successful arrange shipment and tracking number generation, click on **“Generate”** button for drop down to **select Shipping Documents to print.**

6a Select between **Shopee’s Recommended** or your **Recently Used Shipping Documents Combination** to print.

OR

6b **Manually select other Shipping Documents Combination** to generate (See next slide).

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




Generate Shipping Documents

1 orders selected, select shipping documents to download.

- Picklist
- Air Waybill & Packing List
 - Normal
 - Thermal
- Air Waybill
- Packing List
 - PDF
 - Excel

Output file details

-  Air Waybill & Packing List

* Please allow pop-up windows to preview shipping documents.

Cancel **Generate Selected Documents** Generate

- i Manually select other Shipping Documents to generate.
- ii Click on **“Generate Selected Documents”** button.

Seller Tips!



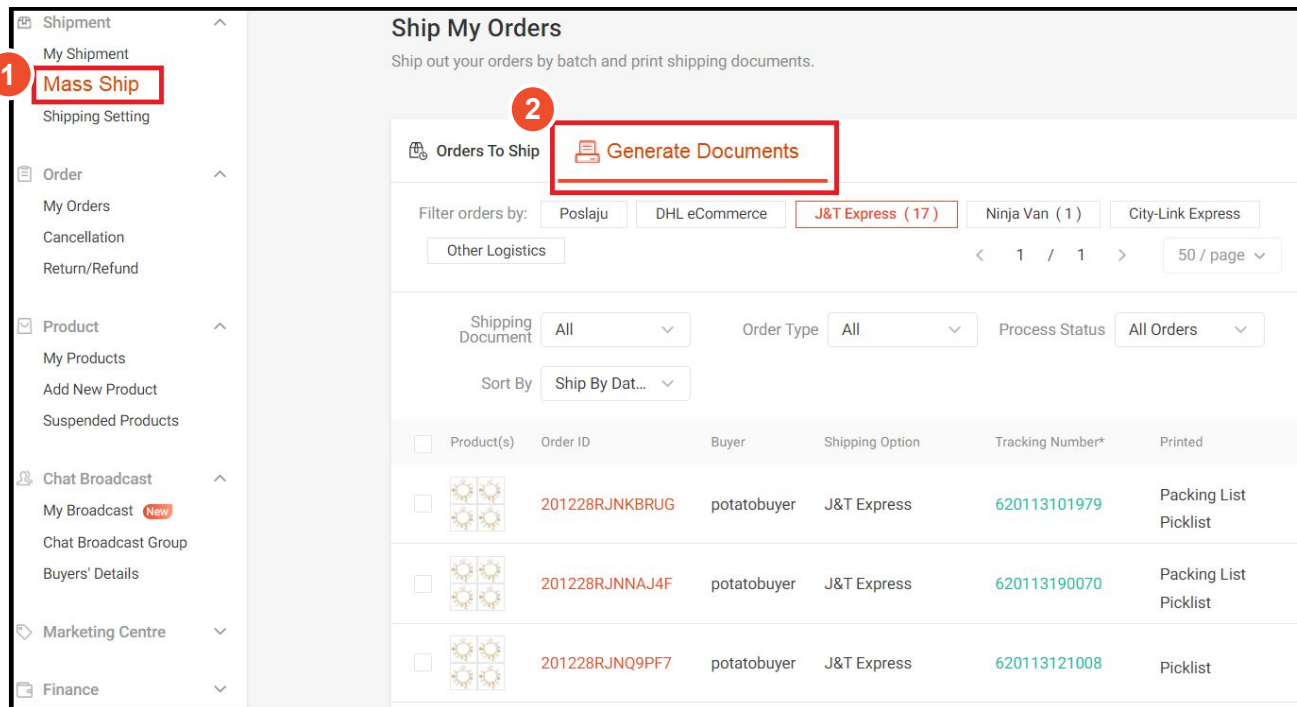
Please **disable your browser's popup blockers** to preview shipping documents, especially for mobile browsers.



Shopee

Selecting Orders and Shipping Documents from “*Generate Documents*” Tab

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



1 Mass Ship




2 Generate Documents

Ship My Orders
Ship out your orders by batch and print shipping documents.

Orders To Ship **Generate Documents**

Filter orders by: Poslaju DHL eCommerce **J&T Express (17)** Ninja Van (1) City-Link Express
Other Logistics < 1 / 1 > 50 / page

Shipping Document: All Order Type: All Process Status: All Orders
Sort By: Ship By Date

<input type="checkbox"/>	Product(s)	Order ID	Buyer	Shipping Option	Tracking Number*	Printed
<input type="checkbox"/>		201228RJNKBRUG	potatobuyer	J&T Express	620113101979	Packing List Picklist
<input type="checkbox"/>		201228RJNNAJ4F	potatobuyer	J&T Express	620113190070	Packing List Picklist
<input type="checkbox"/>		201228RJNQPF7	potatobuyer	J&T Express	620113121008	Picklist

- 1** In Seller Centre, go to **Shipment > Mass Ship**.
- 2** Select **“Generate Documents”** Tab.

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

Ship My Orders
Ship out your orders by batch and print shipping documents.

Arrange Shipment Tasks ☰

Orders To Ship **Generate Documents**

Filter orders by: Poslaju | DHL eCommerce | **J&T Express (17)** | Ninja Van (1) | City-Link Express

Other Logistics < 1 / 1 > 50 / page

Shipping Document: All | Order Type: All | Process Status: All Orders | Sort By: Ship By Dat...

Product(s)	Order ID	Buyer	Shipping Option	Tracking Number*	Printed
<input checked="" type="checkbox"/>	201228R.JNKBRUG	potatobuyer	J&T Express	620113101979	Packing List Picklist
<input checked="" type="checkbox"/>	201228R.JNNAJ4F	potatobuyer	J&T Express	620113190070	Packing List Picklist
<input checked="" type="checkbox"/>	201228R.JNQ9PF7	potatobuyer	J&T Express	620113121008	Picklist
<input checked="" type="checkbox"/>	201203K4YTGVRH	potatobuyer	J&T Express	620113177110	Air Waybill Packing List Picklist

Generate Shipping Documents

4 orders selected, select shipping documents to download.

Picklist

Air Waybill & Packing List ⓘ

Normal Thermal

Air Waybill

Packing List

PDF Excel

Output file details

Picklist + Packing List

Generate Selected Documents

* Please allow pop-up windows to preview shipping documents.

- 3 Select Orders.
- 4 Select Shipping Documents.
- 5 Click on **“Generate Selected Documents”**.

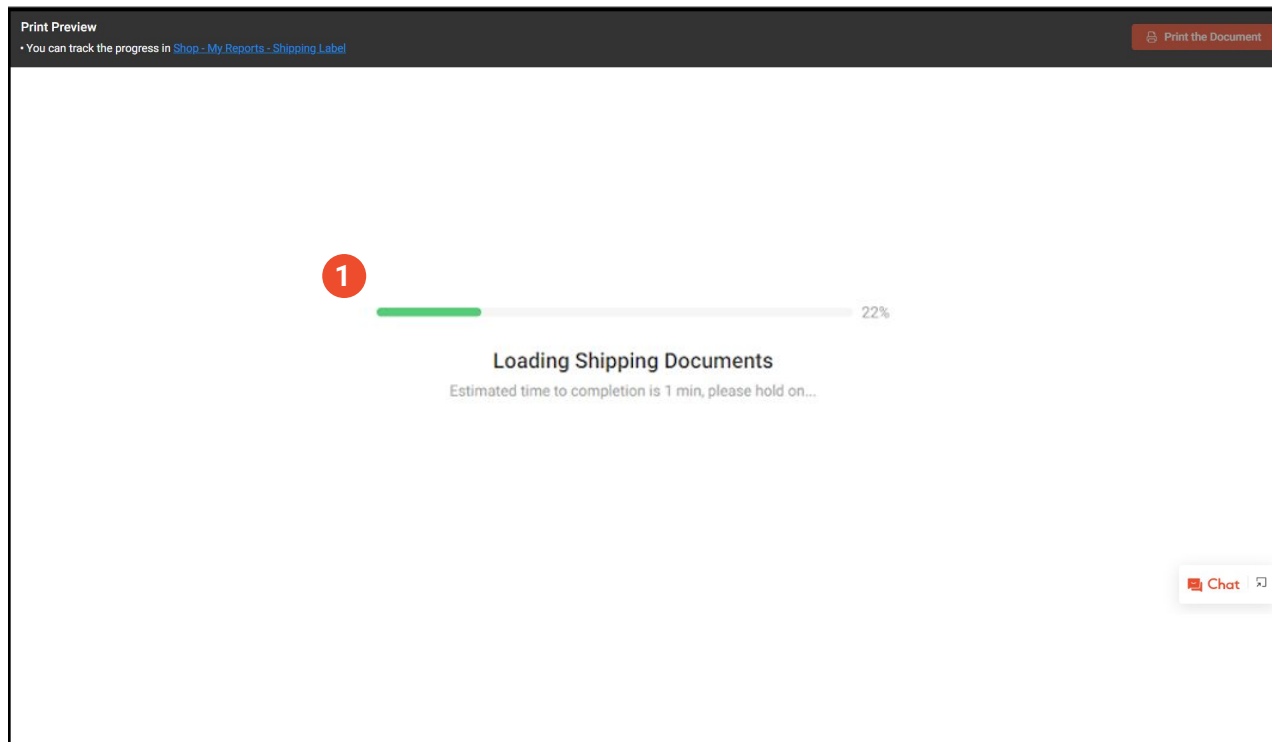
Seller Tips!



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

Generating & Printing the Shipping Documents

Step 1: Wait for Shipping Documents Generation





- 1 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




Print Preview


- The shipping documents have been generated. 2 of 2 parcels print successful, 0 parcels print failed.
- You can track the progress in [Shop - My Reports - Shipping Label](#)

2
 **Print the Document**

Picklist 

Username: dorisya
Download Time: 04:10 PM 28/12/2020







#	Parent SKU	Product image	Name	SKU	Variation Name	Qty	Order ID
1			Beautiful bracelets with various colours and type	BRAC123	simple, crystals, brown and black, mix	1	201203K4YTG0VHR package 1
2				BRAC123	simple, crystals, purple 1 and maroon	1	
3				BRAC123	complex, shiny metal, blue and white	1	
4			Sparkling Crystal Earrings	EAR123	shiny, gold	2	201203K4YTG0VHR package 1
5				EAR123	24K, rainbow crystals shiny, gold	2	
6				EAR123	14K, white crystals shiny, silver, pink crystals	1	
7			Colourful crystals	CRYSTALS123	shiny, yellow red, additional pendant	1	201206M9X6U72 package 1

 **Chat**

2 Once the Shipping documents have been generated, click on **“Print the Document”** .


Steps 3-5: Print Shipping Documents

Picklist
 Username: dorisy
 Download Time: 04:10 PM 28/12/2020

#	Parent SKU	Product Image	Name	SKU	Variation Name	Qty	Order ID
1			Beautiful bracelet with various colours and type	BRAC123	simple, crystals, brown and black, mix	1	201203K4YTGVR package 1
2				BRAC123	simple, crystals, purple and maroon	1	
4			Sparkling Crystal Earrings	EAR123	shiny gold - 24K, rhinon crystals	2	201203K4YTGVR package 1
5				EAR123	shiny gold - 14K, white crystals	2	
6				EAR123	shiny silver, pink crystals	1	
7			Colourful crystals	CRYSTALS123	shiny yellow red, additional pendant	1	201203K4YTGVR package 1

Print 1 sheet of paper

3
Destination

 Microsoft Print to PDF ▾

4

 Pages All ▾
 Color Color ▾

5

 Print Cancel

- 3 Choose the correct **Printer** to print out the documents.
- 4 Ensure **printer settings** are correct.
- 5 **Print out the documents.**



Thank You

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

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