



GUIDE TO MASS PICK AND PACK

SELLER EDUCATION HUB

Table of contents

CONTENT	PAGES
What is mass pick and pack?	1 – 3
Step-by-step guide to mass shipping	4 – 16



WHAT IS MASS PICK AND PACK?

What is mass pick and pack

In the event that a seller experiences high volume of orders, the seller has to follow proper pick and pack practices.

Pick and pack is a part of the fulfilment process where the ordered items are “picked” from the master storage area and ”packed” into proper carton boxes or pouch for delivery.

Follow our guide to standard order packing and learn how to properly handle mass delivery.



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WHAT IS MASS PICK AND PACK?

Importance of mass pick and pack

It is important for sellers to implement a proper pick and pack system to allow streamlining of seller's operations and order fulfilments.



Fulfil more orders fulfilled in a day

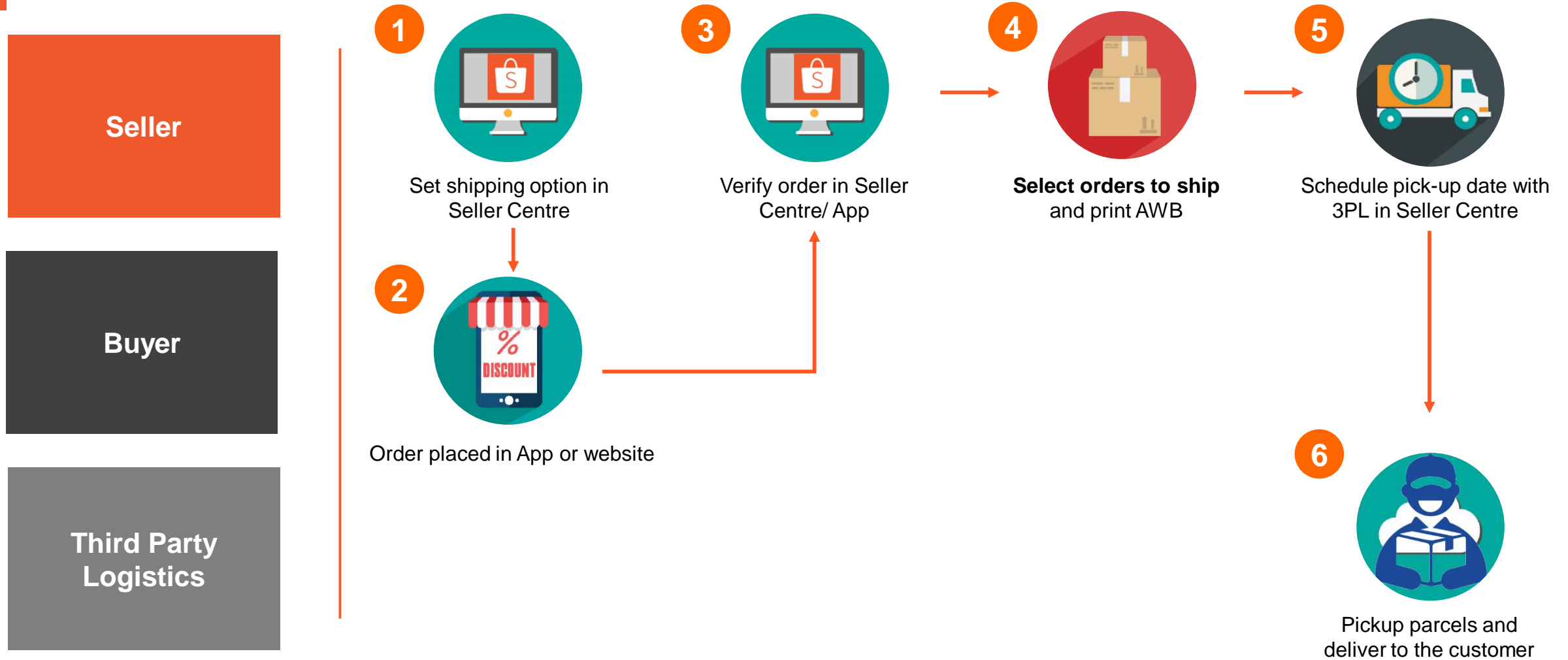


Avoid misplacement of or damaging the products

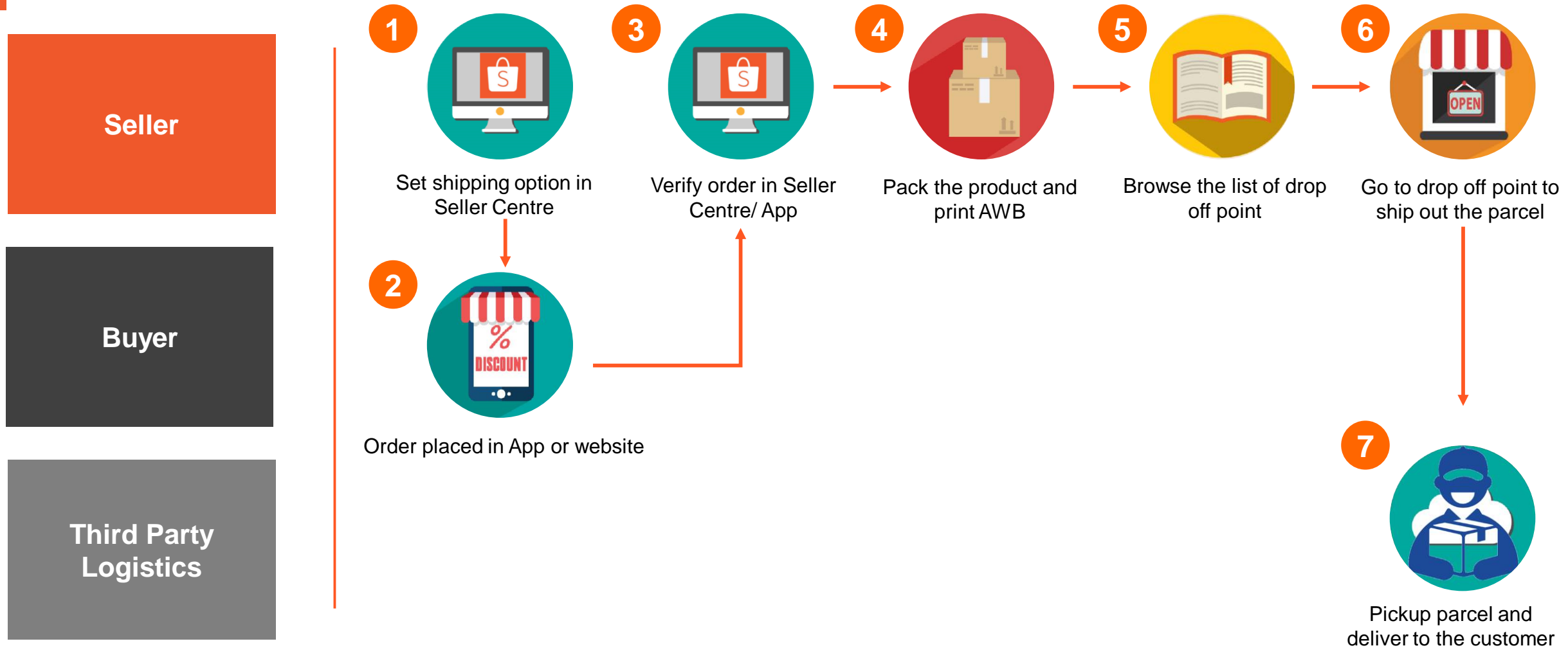


STEP-BY-STEP GUIDE TO MASS SHIPPING

Step-by-step guide to mass shipping: Mass pickup



Step-by-step guide to mass shipping: Mass drop-off



Step-by-step guide to mass shipping – My Sales

Shopee Seller Centre



Welcome to Shopee Seller Centre

Manage your shop with ease. Designed for you to seamlessly organize products, track orders, manage customers & measure shop performance - all in one go.



My Products



My Shop Categories



My Sales



Marketing Centre



My Income



My Wallet



My Data



Shop Settings

Need help? Visit our [Seller Education Hub](#) for tips, FAQs and guides.



Step 1

Review orders via **“My Sales”** on the Seller Centre homepage



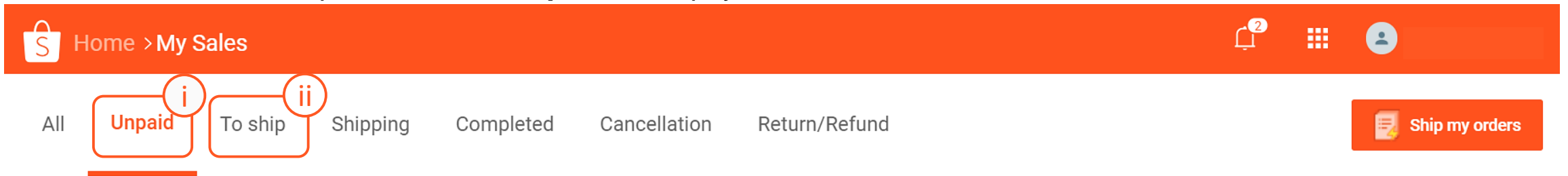
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STEP-BY-STEP GUIDE TO MASS SHIPPING

Step-by-step guide to mass shipping – Unpaid

Step 2 (i)

Orders received will be placed under “**Unpaid**” until payment has been verified



Step 2 (ii)

After payment is verified, an order will be moved under “**To ship**”

Be reminded that buyers can still cancel the orders within one hour while the status is “**To ship**”

Sellers are required to ship orders before ship by date to avoid “Late Shipment”





If payment hasn't verified within 2 days, the associated order will be cancelled!



Step-by-step guide to mass shipping – To ship

The screenshot shows the 'My Sales' page with the 'To ship (2)' filter selected. Two orders are listed:

Product(s)	Order Total	Status	Countdown	Shipping Channel	Actions
 Mini Speaker 1 product	x1 \$25.00 Credit / Debit Card	To ship	To avoid late shipment, please ship before 07-09-2018 (Mon) .		Ship
 Shure Microphone 1 product	x1 \$220.00 Credit / Debit Card	To ship	To avoid late shipment, please ship before 07-09-2018 (Mon) .		Ship

Step 2 (ii)

After payment has been verified, the orders will be moved under “**To ship**”



Be reminded that buyers can still cancel the orders within one hour while the status is “**To ship**”

Sellers are required to ship orders before ship by date to avoid “Late Shipment”



Step-by-step guide to mass shipping – To ship

The screenshot shows a seller dashboard with a navigation bar at the top. The main area has tabs for 'All', 'Unpaid', 'To ship (2)', 'Shipping', 'Completed', 'Cancellation', and 'Return/Refund'. A 'Ship my orders' button is highlighted in the top right. Below the tabs, there are filters for 'All 2', 'To Process 2', and 'Processed 0'. A search bar and date range selector are also present. The main content area displays two orders:

Product(s)	Order Total	Status	Countdown	Shipping Channel	Actions
 1 product	x1 \$25.00 Credit / Debit Card	To ship	To avoid late shipment, please ship before 07-09-2018 (Mon) .		Ship
 1 product	x1 \$220.00 Credit / Debit Card	To ship	To avoid late shipment, please ship before 07-09-2018 (Mon) .		Ship

Step 3

Click on “**Ship my orders**” to start mass shipping process



Step-by-step guide to mass shipping – Arrange Mass Shipment with Ninja Van

The screenshot shows the 'Ship My Orders' interface. At the top, there is a navigation bar with 'Home > My Sales > Ship my orders'. Below this, the main content area is titled 'Ship My Orders' and includes the instruction 'Ship out your orders by batch and print shipping documents.' There are two main tabs: 'Orders To Ship' (highlighted with a red box and an 'i' icon) and 'Download Shipping Labels'. Below the tabs, there is a filter section with 'Filter orders by:' and two buttons: 'Ninja Van (2)' (highlighted with a red box) and 'Other Logistics (2)'. To the right of the filter is a dropdown menu showing '1 - 1 of 2 order' and navigation arrows. Below the filter is a table with columns: 'Product(s)', 'Order ID', 'Buyer', 'Shipping Option', and 'Order Status'. The table contains two rows of data. To the right of the main content area, there is a sidebar titled 'MASS ARRANGE SHIPMENT' with a 'ii' icon. Inside this sidebar, there is a button labeled 'Mass Arrange Pickup' with the subtext 'Confirm and ship 2 selected orders' (highlighted with a red box).

<input type="checkbox"/>	Product(s)	Order ID	Buyer	Shipping Option	Order Status
<input type="checkbox"/>		18070518265FRTE	gelaigulai		Ship out products by 07-09-2018 (Mon)
<input type="checkbox"/>		18070888552TZET	peropero		Ship out products by 07-09-2018 (Mon)

Step 4 (a)(i)

Select the “**Orders To Ship**” tab

Step 4 (a)(ii)

Select the products intended for delivery and choose “**Mass Arrange Pickup**” to arrange mass shipping with the logistic provider



Step-by-step guide to mass shipping – Arrange Mass Shipment with Ninja Van

MASS ARRANGE SHIPMENT

Mass Arrange Pickup
Confirm and ship 2 selected orders

Mass Arrange Dropoff
Confirm and ship 2 selected orders

MASS SHIP

We will ship out 2 orders
Select "Confirm" to proceed or "Discard" to return

Confirm Discard

MASS ARRANGE PICKUP

We will arrange pickup for 2 orders
Please fill up the details and confirm

Date
29-06-2018

The pickup date is restricted by orders with the shortest pickup period

Remark
Leave your remark here

Pickup Address
CORRECT POSTCODE 656223888
2 Orchard Turn, #2
SG 238801

Confirm Discard

Step 5 (a)
Schedule the pickup date for all of the selected orders

Leave a remark for the logistic provider

Provide a pick up address for the logistic provider



Step-by-step guide to mass shipping – Self-shipping list

Step 4 (b)(i)

For self-delivery or other types, select “**Other Logistics**”

Step 4 (b)(ii)

Select the products intended for delivery and click “**Download Shipping List**” to mass update your parcel

	B	C	D	E	F
1	Order ID	Tracking Number	Shipping Option	Username (Buyer)	Product Info
2	18070518265FRTE			gelaigulai	[1] Product Name:Mini Speaker; Price: \$25.00; Quantity: 1;
3	18070888552TZET			peropero	[1] Product Name:Shure Microphone; Price: \$220.00; Quantity: 1;
4	18070518337GHER			selonjor	[2] Product Name:Mini Speaker; Price: \$25.00; Quantity: 1;
5	1807051492BDDE			terlanjur	[3] Product Name:Mini Speaker; Price: \$25.00; Quantity: 1;



Step-by-step guide to mass shipping – Self-shipping list

Step 5 (b)(i)

The downloaded shipping list contains your selected product information, such as order ID, buyer's username and product info

Step 5 (b)(ii)

After input the delivery tracking number on the sheet, sellers need to re-upload it on the same ***“Orders To Ship”*** Tab

	B	C	D	E	F
1	Order ID	Tracking Number	Shipping Option	Username (Buyer)	Product Info
2	18070518265FRTE	11106789DO		gelaigulai	[1] Product Name:Mini Speaker; Price: \$25.00; Quantity: 1;
3	18070888552TZET	11106790TY		peropero	[1] Product Name:Shure Microphone; Price: \$220.00; Quantity: 1;
4	18070518337GHER	11106791GG		selonjor	[2] Product Name:Mini Speaker; Price: \$25.00; Quantity: 1;
5	1807051492BDDE	11106792XD		terlanjur	[3] Product Name:Mini Speaker; Price: \$25.00; Quantity: 1;




Step-by-step guide to mass shipping – Download Shipping Documents

Step 6 (i)

Select “**Download Shipping Labels**” tab





Step 6 (ii)


Select the products intended for delivery and click “**Download Shipping Documents**”

 **Download Shipping Documents:** download all of the selected orders' shipping documents in one file



Step-by-step guide to mass shipping – Shipping Labels

<p>COURIER</p> <p>ORDER ID 18070518265FRTE</p>  <p>18070</p>	<p>COURIER</p> <p>ORDER ID 18070888552TZET</p>  <p>18070</p>
<p>FROM Adidas 1 (prostoreph) 63905371 1 Fusionopolis Place #17-10 Galaxis Building Singapore 138522</p> <p>TO Gail Salvador (gelaigulai) 2 Science Park Drive Singapore Science Park 1 The Ascent Tower B Singapore 118222</p>	<p>FROM Adidas 1 (prostoreph) 63905371 1 Fusionopolis Place #17-10 Galaxis Building Singapore 138522</p> <p>TO Sylvia Ang (peropero) 19 Kent Ridge Crescent Raffles Hall #04-208 Singapore 119278</p>
 Thank you for shopping with Shopee! Please click "Order Received" and rate this product!	 Thank you for shopping with Shopee! Please click "Order Received" and rate this product!


 [Download Shipping Documents](#)
Confirm and print 2 order

If Shipping Labels option is selected, **Download Shipping Documents** downloads all of the selected orders' airway bill in one document



Print and paste the airway bills according to their respective products




Step-by-step guide to mass shipping – Pick List

Picklist 

Username: prostoreph
Download Time: 05:40 PM 06/07/2018

#	Parent SKU	Product Image	Name	SKU	Variation Name	Qty.	Order ID
3			Mini Speaker		Mini Speaker	1	18070518265FRTE
					Mini Speaker	1	18070518337GHER
					Mini Speaker	1	18070518492BDDE
2			Shure Microphone		Shure Microphone	1	18070888552TZET
					Shure Microphone	1	18070888811ZAGH

 **Download Shipping Documents**
Confirm and print 2 order

If Pick List option is selected, **Download Shipping Documents** downloads a list of all the selected orders

Use the Pick List to track products that needs to be picked easily



Step-by-step guide to mass shipping – Pack List

LIST OF ITEMS

Order ID 18070518265FRTE

#	Parent SKU	Name	SKU	Variation Name	Qty.	Unit Price	Total
1		Mini Speaker			1	25.00	25.00

BUYER'S COMMENT

LIST OF ITEMS

Order ID 18070888552TZET

#	Parent SKU	Name	SKU	Variation Name	Qty.	Unit Price	Total
2		Shure Microphone			1	220.00	220.00

BUYER'S COMMENT

LIST OF ITEMS

Order ID 18070518337GHER

#	Parent SKU	Name	SKU	Variation Name	Qty.	Unit Price	Total
1		Mini Speaker			1	25.00	25.00

BUYER'S COMMENT

LIST OF ITEMS

Order ID 18070888811ZAGH

#	Parent SKU	Name	SKU	Variation Name	Qty.	Unit Price	Total
2		Shure Microphone			1	220.00	220.00

BUYER'S COMMENT



Download Shipping Documents
Confirm and print 2 order

If Pack List option is selected, **Download Shipping Documents** downloads a list of the selected orders in the manners shown above

Print and paste the Pack List onto each respective order



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STEP-BY-STEP GUIDE TO MASS SHIPPING



Thank you

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

<https://seller.shopee.sg/help/start>