

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 > My Shipment > Mass Ship > Generate Documents***

- **Picklist**
- **Air Waybill & Packing List [NEW Document]**
- **Air Waybill**
 - Normal or Thermal
- **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 Date Shipping Document: All

Product(s)	Order ID	Buyer	Shipping Option	Tracking #	Printed
	200717JYX81SMV	lynettecho	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 (1) DHL eCommerce (1) J&T Express (2) Ninja Van (1)

The Lorry (1) Shopee Express Other Logistics (1) < 1 / 1 > 10 / page

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

Product(s)	Order ID	Buyer	Shipping Option	Tracking #	Printed
	2008033GJ5PKV0	berniceleeyw	Poslaju	PL711717553982	Air Waybill Packing List Picklist

NEW

Generate Shipping Documents

1 orders selected, select shipping documents to download.

☒ Picklist

☒ Air Waybill & Packing List

☐ Air Waybill

☐ Normal ☐ Thermal

☐ 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

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.

Picklist						
<div> <div>Username: berniceleest1</div> <div>Download Time: 12:04 PM 29/07/2020</div> <div>Shopee</div> </div>						
#	Product Image	Product Name	Variation	Parent SKU	SKU ID	Qty
1		hahahaha 2020-07-02 03:47:23.582		sku		1
2		hahahaha 2020-07-02 03:47:23.582		sku		1
3		hahahaha 2020-07-28 18:22:25.334		sku		4
4						200729JYF68C9U package 1
5						200729JYF68C9V package 1
6						200729JYF68C9W package 1
7		hahahaha 2020-07-28 18:22:25.334		sku		4
8						200729JYF68C9X package 1
9						200729JYF68C9Y package 1
10						200729JYF68C9Z package 1

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.

Previous

7/20/2020

Shopee Packing

LIST OF ITEMS

#	Parent SKU	Name	SKU	Quantity	Unit Price	Total
Order ID 200707NBNADUC package 1						
BUYER'S COMMENT						

LIST OF ITEMS

#	Parent SKU	Name	SKU	Quantity	Unit Price	Total
Order ID 200707NBNADUC package 1						
BUYER'S COMMENT						

LIST OF ITEMS

#	Parent SKU	Name	SKU	Quantity	Unit Price	Total
Order ID 200718R7H47AX package 1						
BUYER'S COMMENT						

LIST OF ITEMS

#	Parent SKU	Name	SKU	Quantity	Unit Price	Total
Order ID 200717N7J7FWK package 1						
BUYER'S COMMENT						

If an order's packing list is too long, it would overflow to the next page, which does not have any indication of the order it belongs to.

NEW

Order 1

Packing List

Order ID: 2007234WCJ4EBQ package 1

#	Product Name	Variation	Parent SKU	SKU ID	Qty
1	Product A	Color A	Parent A	SKU A	1
2	Product B	Color B	Parent B	SKU B	1
3	Product C	Color C	Parent C	SKU C	1
4	Product D	Color D	Parent D	SKU D	1
5	Product E	Color E	Parent E	SKU E	1
6	Product F	Color F	Parent F	SKU F	1
7	Product G	Color G	Parent G	SKU G	1
8	Product H	Color H	Parent H	SKU H	1
9	Product I	Color I	Parent I	SKU I	1
10	Product J	Color J	Parent J	SKU J	1
11	Product K	Color K	Parent K	SKU K	1
12	Product L	Color L	Parent L	SKU L	1
13	Product M	Color M	Parent M	SKU M	1
14	Product N	Color N	Parent N	SKU N	1
15	Product O	Color O	Parent O	SKU O	1
16	Product P	Color P	Parent P	SKU P	1
17	Product Q	Color Q	Parent Q	SKU Q	1
18	Product R	Color R	Parent R	SKU R	1
19	Product S	Color S	Parent S	SKU S	1
20	Product T	Color T	Parent T	SKU T	1

Buyer's Comments:

Order 3

Packing List

Order ID: 2007234WCJ4EBQ package 1

#	Product Name	Variation	Parent SKU	SKU ID	Qty
1	Product A	Color A	Parent A	SKU A	1
2	Product B	Color B	Parent B	SKU B	1
3	Product C	Color C	Parent C	SKU C	1
4	Product D	Color D	Parent D	SKU D	1
5	Product E	Color E	Parent E	SKU E	1
6	Product F	Color F	Parent F	SKU F	1
7	Product G	Color G	Parent G	SKU G	1
8	Product H	Color H	Parent H	SKU H	1
9	Product I	Color I	Parent I	SKU I	1
10	Product J	Color J	Parent J	SKU J	1
11	Product K	Color K	Parent K	SKU K	1
12	Product L	Color L	Parent L	SKU L	1
13	Product M	Color M	Parent M	SKU M	1
14	Product N	Color N	Parent N	SKU N	1
15	Product O	Color O	Parent O	SKU O	1
16	Product P	Color P	Parent P	SKU P	1
17	Product Q	Color Q	Parent Q	SKU Q	1
18	Product R	Color R	Parent R	SKU R	1
19	Product S	Color S	Parent S	SKU S	1
20	Product T	Color T	Parent T	SKU T	1

Order ID: 2007234WCJ4EBQ package 1

Buyer's Comments:

Page 1 / 1

Order 2

Packing List

Order ID: 2007234WCJ4EBQ package 1

#	Product Name	Variation	Parent SKU	SKU ID	Qty
1	Product A	Color A	Parent A	SKU A	1
2	Product B	Color B	Parent B	SKU B	1
3	Product C	Color C	Parent C	SKU C	1
4	Product D	Color D	Parent D	SKU D	1
5	Product E	Color E	Parent E	SKU E	1
6	Product F	Color F	Parent F	SKU F	1
7	Product G	Color G	Parent G	SKU G	1
8	Product H	Color H	Parent H	SKU H	1
9	Product I	Color I	Parent I	SKU I	1
10	Product J	Color J	Parent J	SKU J	1
11	Product K	Color K	Parent K	SKU K	1
12	Product L	Color L	Parent L	SKU L	1
13	Product M	Color M	Parent M	SKU M	1
14	Product N	Color N	Parent N	SKU N	1
15	Product O	Color O	Parent O	SKU O	1
16	Product P	Color P	Parent P	SKU P	1
17	Product Q	Color Q	Parent Q	SKU Q	1
18	Product R	Color R	Parent R	SKU R	1
19	Product S	Color S	Parent S	SKU S	1
20	Product T	Color T	Parent T	SKU T	1

Order ID: 2007234WCJ4EBQ package 1

Buyer's Comments:

Order 4

Packing List

Order ID: 2007234WCJ4EBQ package 1

#	Product Name	Variation	Parent SKU	SKU ID	Qty
1	Product A	Color A	Parent A	SKU A	1
2	Product B	Color B	Parent B	SKU B	1
3	Product C	Color C	Parent C	SKU C	1
4	Product D	Color D	Parent D	SKU D	1
5	Product E	Color E	Parent E	SKU E	1
6	Product F	Color F	Parent F	SKU F	1
7	Product G	Color G	Parent G	SKU G	1
8	Product H	Color H	Parent H	SKU H	1
9	Product I	Color I	Parent I	SKU I	1
10	Product J	Color J	Parent J	SKU J	1
11	Product K	Color K	Parent K	SKU K	1
12	Product L	Color L	Parent L	SKU L	1
13	Product M	Color M	Parent M	SKU M	1
14	Product N	Color N	Parent N	SKU N	1
15	Product O	Color O	Parent O	SKU O	1
16	Product P	Color P	Parent P	SKU P	1
17	Product Q	Color Q	Parent Q	SKU Q	1
18	Product R	Color R	Parent R	SKU R	1
19	Product S	Color S	Parent S	SKU S	1
20	Product T	Color T	Parent T	SKU T	1

Order ID: 2007234WCJ4EBQ package 1

Buyer's Comments:

Page 1 / 1

Order 5

Packing List

Order ID: 2007234WCJ4EBQ package 1

#	Product Name	Variation	Parent SKU	SKU ID	Qty
1	Product A	Color A	Parent A	SKU A	1
2	Product B	Color B	Parent B	SKU B	1
3	Product C	Color C	Parent C	SKU C	1
4	Product D	Color D	Parent D	SKU D	1
5	Product E	Color E	Parent E	SKU E	1
6	Product F	Color F	Parent F	SKU F	1
7	Product G	Color G	Parent G	SKU G	1
8	Product H	Color H	Parent H	SKU H	1
9	Product I	Color I	Parent I	SKU I	1
10	Product J	Color J	Parent J	SKU J	1
11	Product K	Color K	Parent K	SKU K	1
12	Product L	Color L	Parent L	SKU L	1
13	Product M	Color M	Parent M	SKU M	1
14	Product N	Color N	Parent N	SKU N	1
15	Product O	Color O	Parent O	SKU O	1
16	Product P	Color P	Parent P	SKU P	1
17	Product Q	Color Q	Parent Q	SKU Q	1
18	Product R	Color R	Parent R	SKU R	1
19	Product S	Color S	Parent S	SKU S	1
20	Product T	Color T	Parent T	SKU T	1

Order ID: 2007234WCJ4EBQ package 1

Buyer's Comments:

Order 7

Packing List

Order ID: 2007234WCJ4EBQ package 1

#	Product Name	Variation	Parent SKU	SKU ID	Qty
1	Product A	Color A	Parent A	SKU A	1
2	Product B	Color B	Parent B	SKU B	1
3	Product C	Color C	Parent C	SKU C	1
4	Product D	Color D	Parent D	SKU D	1
5	Product E	Color E	Parent E	SKU E	1
6	Product F	Color F	Parent F	SKU F	1
7	Product G	Color G	Parent G	SKU G	1
8	Product H	Color H	Parent H	SKU H	1
9	Product I	Color I	Parent I	SKU I	1
10	Product J	Color J	Parent J	SKU J	1
11	Product K	Color K	Parent K	SKU K	1
12	Product L	Color L	Parent L	SKU L	1
13	Product M	Color M	Parent M	SKU M	1
14	Product N	Color N	Parent N	SKU N	1
15	Product O	Color O	Parent O	SKU O	1
16	Product P	Color P	Parent P	SKU P	1
17	Product Q	Color Q	Parent Q	SKU Q	1
18	Product R	Color R	Parent R	SKU R	1
19	Product S	Color S	Parent S	SKU S	1
20	Product T	Color T	Parent T	SKU T	1

Buyer's Comments:

Packing list continues in the next A6 section

Order 7

Packing List

Order ID: 2007234WCJ4EBQ package 1

#	Product Name	Variation	Parent SKU	SKU ID	Qty
1	Product A	Color A	Parent A	SKU A	1
2	Product B	Color B	Parent B	SKU B	1
3	Product C	Color C	Parent C	SKU C	1
4	Product D	Color D	Parent D	SKU D	1
5	Product E	Color E	Parent E	SKU E	1
6	Product F	Color F	Parent F	SKU F	1
7	Product G	Color G	Parent G	SKU G	1
8	Product H	Color H	Parent H	SKU H	1
9	Product I	Color I	Parent I	SKU I	1
10	Product J	Color J	Parent J	SKU J	1
11	Product K	Color K	Parent K	SKU K	1
12	Product L	Color L	Parent L	SKU L	1
13	Product M	Color M	Parent M	SKU M	1
14	Product N	Color N	Parent N	SKU N	1
15	Product O	Color O	Parent O	SKU O	1
16	Product P	Color P	Parent P	SKU P	1
17	Product Q	Color Q	Parent Q	SKU Q	1
18	Product R	Color R	Parent R	SKU R	1
19	Product S	Color S	Parent S	SKU S	1
20	Product T	Color T	Parent T	SKU T	1

Order ID: 2007234WCJ4EBQ package 1

Buyer's Comments:

Page 1 / 1

Order ID & Package number is shown in the footer of each page

Air Waybill (AWB)

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

- **Normal AWB** - A6-sized AWBs of the selected orders are consolidated and generated in A4 Pages (Up to 4 AWBs per A4 page).
- **Thermal AWB** - AWBs are generated individually and will be scaled to fit your thermal stickers (typically A6 size) when printing.

Normal AWBs

Marketplace Sellers

Order 1	Order 3
J&T Express Order Details Order No: 20231001 Weight (kg): 1.00000 Order ID: 20231001000000000000 Sender Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Recipient Details (Pengirim) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Package Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Barcode 58100	J&T Express Order Details Order No: 20231001 Weight (kg): 1.00000 Order ID: 20231001000000000000 Sender Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Recipient Details (Pengirim) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Package Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Barcode 58100

Mall Sellers

Order 1	Order 2
J&T Express Order Details Order No: 20231001 Weight (kg): 1.00000 Order ID: 20231001000000000000 Sender Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Recipient Details (Pengirim) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Package Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Barcode 58100	J&T Express Order Details Order No: 20231001 Weight (kg): 1.00000 Order ID: 20231001000000000000 Sender Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Recipient Details (Pengirim) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Package Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Barcode 58100

Return AWB available for Mall Sellers only

Scale: 1 A4 Page

Scale: 1 A4 Page

Thermal AWBs

Marketplace Sellers

Order 1	Order 2
J&T Express Order Details Order No: 20231001 Weight (kg): 1.00000 Order ID: 20231001000000000000 Sender Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Recipient Details (Pengirim) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Package Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Barcode 58100	J&T Express Order Details Order No: 20231001 Weight (kg): 1.00000 Order ID: 20231001000000000000 Sender Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Recipient Details (Pengirim) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Package Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Barcode 58100

Mall Sellers

Order 1	Order 2
J&T Express Order Details Order No: 20231001 Weight (kg): 1.00000 Order ID: 20231001000000000000 Sender Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Recipient Details (Pengirim) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Package Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Barcode 58100	J&T Express Order Details Order No: 20231001 Weight (kg): 1.00000 Order ID: 20231001000000000000 Sender Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Recipient Details (Pengirim) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Package Details (Penerima) Name: J&T Address: 8 Jalan Bukit Jelutong 1, Bandar Tasik Selatan, Kuala Lumpur Phone: 03-61999999 Barcode 58100

Return AWB available for Mall Sellers only

Scale: 4 A6 Thermal Stickers

Air Waybill (AWB) & Packing List NEW

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

Seller Tips!



- AWB and Packing List of the selected orders are generated in **A6-sized sections**. If the packing list exceeds the A6 Section available, it will continue on to the next A6 section (similar to the Packing List (PDF)).
- There is a page break in between the *AWB & Packing List* document of each order.

- 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.
- This option is **not suitable** for sellers using thermal printed AWBs.

Marketplace Sellers

Order 1

Order 1
JST Express Shopee
Order ID: 20072743F52NM
Product Name: KUL022
Weight: 0.023
Volume: 59200
Barcode: 6205010002259

Packing List
Order ID: 20072743F52NM package 1
Product Name: KUL022
Weight: 0.023
Volume: 59200
Barcode: 6205010002259

Order 2

Order 2
JST Express Shopee
Order ID: 20072743F52NM
Product Name: KUL022
Weight: 0.023
Volume: 59200
Barcode: 6205010002259

Packing List
Order ID: 20072743F52NM package 1
Product Name: KUL022
Weight: 0.023
Volume: 59200
Barcode: 6205010002259

Scale: 1 A4 Page

Scale: 1 A4 Page

Mall Sellers

Order 1

Order 1
JST Express Shopee
Order ID: 20072743F52NM
Product Name: KUL022
Weight: 0.023
Volume: 59200
Barcode: 6205010002259

Packing List
Order ID: 20072743F52NM package 1
Product Name: KUL022
Weight: 0.023
Volume: 59200
Barcode: 6205010002259

Order 2

Order 2
JST Express Shopee
Order ID: 20072743F52NM
Product Name: KUL022
Weight: 0.023
Volume: 59200
Barcode: 6205010002259

Packing List
Order ID: 20072743F52NM package 1
Product Name: KUL022
Weight: 0.023
Volume: 59200
Barcode: 6205010002259

Return AWB available for Mall Sellers only

Scale: 1 A4 Page

Scale: 1 A4 Page

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 *Packing List (Excel)* and *Air Waybill (Thermal)*, are **consolidated and generated in a single browser tab**. The sequence of these shipping documents are shown in the following slides.

Seller Tips!

1 Option 1 vs Option 2:

At any one time, either the "Shipping Label & Packing List" option or "Shipping Label" / "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 AWB (Thermal) are generated as separate files.

OPTION 1

1

Generate Shipping Documents

10 orders selected, select shipping documents to download.

☒ Picklist

☒ Air Waybill & Packing List

☐ Air Waybill

☐ Normal ☐ Thermal

☐ 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 2

Generate Shipping Documents

10 orders selected, select shipping documents to download.

☒ Picklist

☐ Air Waybill & Packing List

☒ Air Waybill

☐ Normal ☐ Thermal

☒ 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 3

Generate Shipping Documents

10 orders selected, select shipping documents to download.

☒ Picklist

☐ Air Waybill & Packing List

☒ Air Waybill

☐ Normal ☒ Thermal

Print the thermal shipping label by connecting your computer/laptop to a thermal printer.

☒ 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 4

Generate Shipping Documents

10 orders selected, select shipping documents to download.

☒ Picklist

☐ Air Waybill & Packing List

☒ Air Waybill

☒ Normal ☐ Thermal

☒ 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

Generate Selected Documents

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

OPTION 5

Generate Shipping Documents

10 orders selected, select shipping documents to download.

☒ Picklist

☐ Air Waybill & Packing List

☒ Air Waybill

☐ Normal ☒ Thermal

Print the thermal shipping label by connecting your computer/laptop to a thermal printer.

☒ 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

Generate Selected Documents

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

Option 3: Picklist > Packing List; AWBs (Thermal)

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

Generate Shipping Documents

10 orders selected, select shipping documents to download.

☒ Picklist
 ☐ Air Waybill & Packing List

☒ Air Waybill

☐ Normal
 ☒ Thermal

Print the thermal shipping label by connecting your computer/laptop to a thermal printer.

☒ Packing List

☒ PDF
 ☐ Excel

Output file details

☒ Picklist + Packing List
 ☐ Air Waybill

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

1 Picklist

Page 1

Scale: 1 A4 Page

Packing List

Page 2

Scale: 1 A4 Page

Document 1

2 AWB (Thermal)

Scale: 2 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

Generate Shipping Documents

☒ Picklist

☒ Air Waybill

☐ Normal ☒ Thermal

Print the thermal shipping label by connecting your computer/laptop to a thermal printer.

☒ 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






1 Picklist



Username: bernicetost1

Download Time: 10:52 AM 23/07/2020



#	Product Image	Product Name	Variation	Parent SKU	SKU ID	Qty	Orderen
1		Product Name1	A.Blue	sku	112	1	2007222248930 package 1
2							2007222248939 package 1
3							2007222248932 package 1
4		hahahaha 2020-07-02 03:47:23.563		sku		1	2007222248930 package 1
5		hahahaha 2020-07-02 03:47:23.562		sku		1	2007222248930 package 1


Page 1


Scale: 1 A4 Page

Document 1

2 AWB (Thermal)

Order 1





4018990000261

Order Details	Order Details (Chinese)
Order No.: 2017-0001	Order No.: 2017-0001
Order Date: 1/20/2017	Order Date: 1/20/2017
Order ID: 20170101-65617614	Order ID: 20170101-65617614

Sender Details (Phongran)

Name: EU

Phone: 021-89999999

Address: 2 Jinnor-hong 1st Jinnor-hong 1st
Banter Camne Pongran, Kaoh
Lung

KUL022

0023

9520


Postcode: 95200

Recipient Details (Phongran)

Name: Lythorn

Phone: 021-89999999

Address: 20 Jinnor-hong 1st Jinnor-hong 1st
Vang City, Kaoh Lung




Postcode: 95200


PID:

LC: 1

Signature: 0310100000261

Order 2





4018990000261

Order Details	Order Details (Chinese)
Order No.: 2017-0002	Order No.: 2017-0002
Order Date: 1/20/2017	Order Date: 1/20/2017
Order ID: 20170101-65617614	Order ID: 20170101-65617614

Sender Details (Phongran)

Name: EU

Phone: 021-89999999

Address: 2 Jinnor-hong 1st Jinnor-hong 1st
Banter Camne Pongran, Kaoh
Lung

KUL022

0023

9520


Postcode: 95200

Recipient Details (Phongran)

Name: Lythorn

Phone: 021-89999999

Address: 20 Jinnor-hong 1st Jinnor-hong 1st
Vang City, Kaoh Lung



Postcode: 95200

PID:

LC: 1

Signature: 0310100000261

Scale: 2 A6 Thermal Stickers

Document 2

3 Packing List (Excel)

[illegible]

Excel File

Document 3

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

Home / My Shipment / Mass Ship

1

Mass Ship

2

Orders To Ship

Ship My Orders

Ship out your orders by batch and print shipping documents.

Generate Documents

Filter orders by:

Poslaju

DHL eCommerce

J&T Express (14)

Ninja Van

The Lorry

Shopee Express

Other Logistics (5)

<

1

/

1

>




10 / page

Process Status

To Process

Sort By

Ship By Dat...

<input type="checkbox"/>	Product(s)	Order ID	Buyer	Shipping Option	Order Status
<input type="checkbox"/>		200729MGHB2TQY	potatoseller	J&T Express	Ship out products by 29-07-2020
<input type="checkbox"/>		200729MGHB2TR0	potatoseller	J&T Express	Ship out products by 29-07-2020
<input type="checkbox"/>		200729MGHB2TR1	potatoseller	J&T Express	Ship out products by 29-07-2020

- 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.

Orders To Ship

Generate Documents

Filter orders by:

Poslaju

DHL eCommerce

J&T Express (14)

Ninja Van

The Lorry

Shopee Express

Other Logistics (5)

< 1 / 1 >




10 / page

Process Status

To Process

Sort By

Ship By Dat...

<input type="checkbox"/>	Product(s)	Order ID	Buyer	Shipping Option	Order Status
<input checked="" type="checkbox"/>		200729MGHB2TQX	potatoseller	J&T Express	Ship out products by 29-07-2020
<input type="checkbox"/>		200729MGHB2TQY	potatoseller	J&T Express	Ship out products by 29-07-2020
<input type="checkbox"/>		200729MGHB2TR0	potatoseller	J&T Express	Ship out products by 29-07-2020

Mass Ship

1 orders selected

Mass Arrange Dropoff



3 Select Orders.

4 Mass arrange shipment for selected Orders.

Step 5: Select orders and shipping documents to generate

Ship out your orders by batch and print shipping documents.


Arrange Shipment Progress ^ Collapse

Product(s) Order ID	Buyer	Tracking #	Status
 200729MGHB2T QX	potatoseller	620101002471	 Successful

6a


Recommended

PDF: Picklist + Shipping Label & Packing List



Recently Used


PDF: Picklist + Shipping Label



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.


 200729MGHB2TRO
 potatoseller
 J&T Express
 Ship out products by 29-07-2020

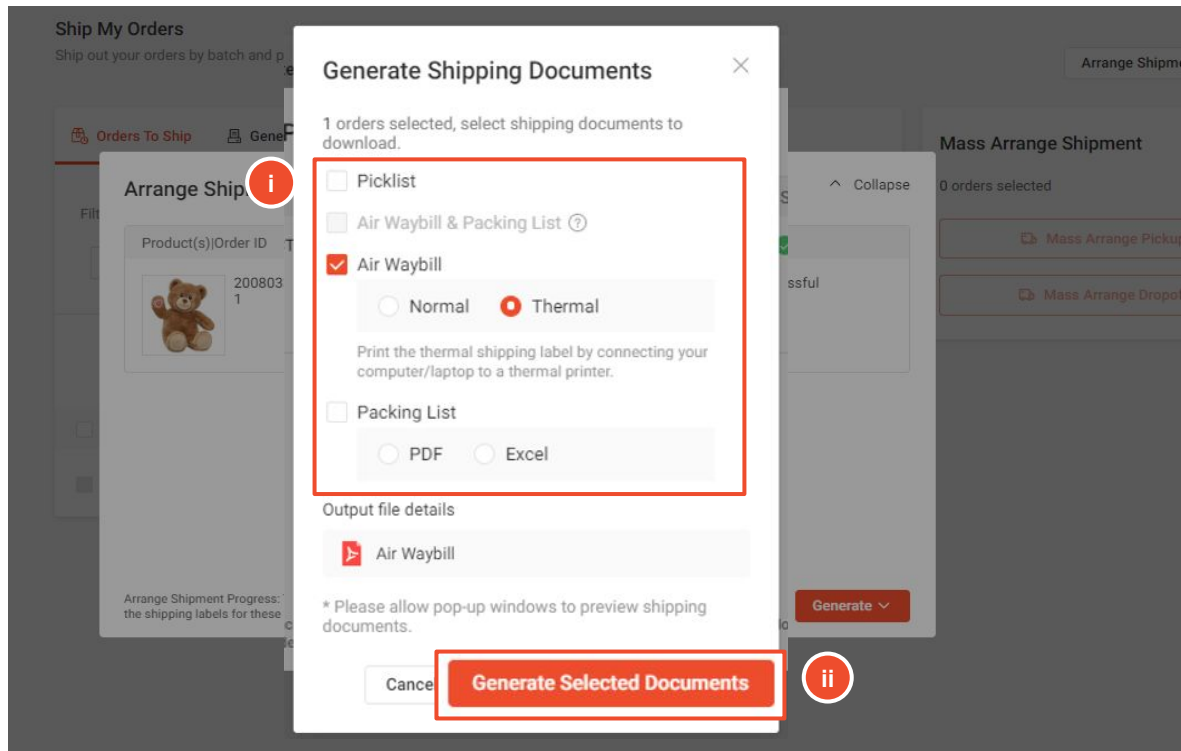
5 After successful arrange shipment and tracking number generation, click on **"Generate"** button for drop down to **select Shipping Documents to print.**

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



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

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

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

1

Shipment

My Shipment

Mass Ship

Shipping Setting

Order

My Orders

Cancellation

Return/Refund

Product

My Products

Add New Product

Suspended Products

Marketing Centre

Marketing Centre

My Ads New

Ship My Orders

Ship out your orders by batch and print shipping documents.

2

Orders to Ship

Generate Documents

Filter orders by:

Poslaju

DHL eCommerce

J&T Express (14)

Ninja Van

The Lorry

Shopee Express

Other Logistics (5)

< 1 / 2 >

10 / page

Process Status


All Orders

Sort By

Ship By Dat...

Shipping Document

All

<input type="checkbox"/>	Product(s)	Order ID	Buyer	Shipping Option	Tracking #	Printed
<input type="checkbox"/>		200727F43F52NM	potatobuyer	J&T Express	620101002259	Air Waybill Packing List 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 (14)** Ninja Van The Lorry

Shopee Express Other Logistics (5)

< 1 / 2 > 10 / page

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

	Product(s)	Order ID	Buyer	Shipping Option	Tracking #	Printed
<input checked="" type="checkbox"/>		200727F43F52NM	potatobuyer	J&T Express	620101002259	Air Waybill Packing List Picklist
<input checked="" type="checkbox"/>		200727F45R751K	potatobuyer	J&T Express	620101002262	Air Waybill Packing List Picklist
<input checked="" type="checkbox"/>		200729JYF68C9U	potatoseller	J&T Express	620101002386	Packing List Picklist
<input type="checkbox"/>		200729JYF68C9V	potatoseller	J&T Express	620101002399	Packing List Picklist

Generate Shipping Documents

1 orders selected, select shipping documents to download.

☒ **Picklist**

☐ Air Waybill & Packing List

☒ **Air Waybill**

☒ Normal ☐ Thermal

☐ Packing List

☐ PDF ☐ Excel

☒ **Picklist + Air Waybill**

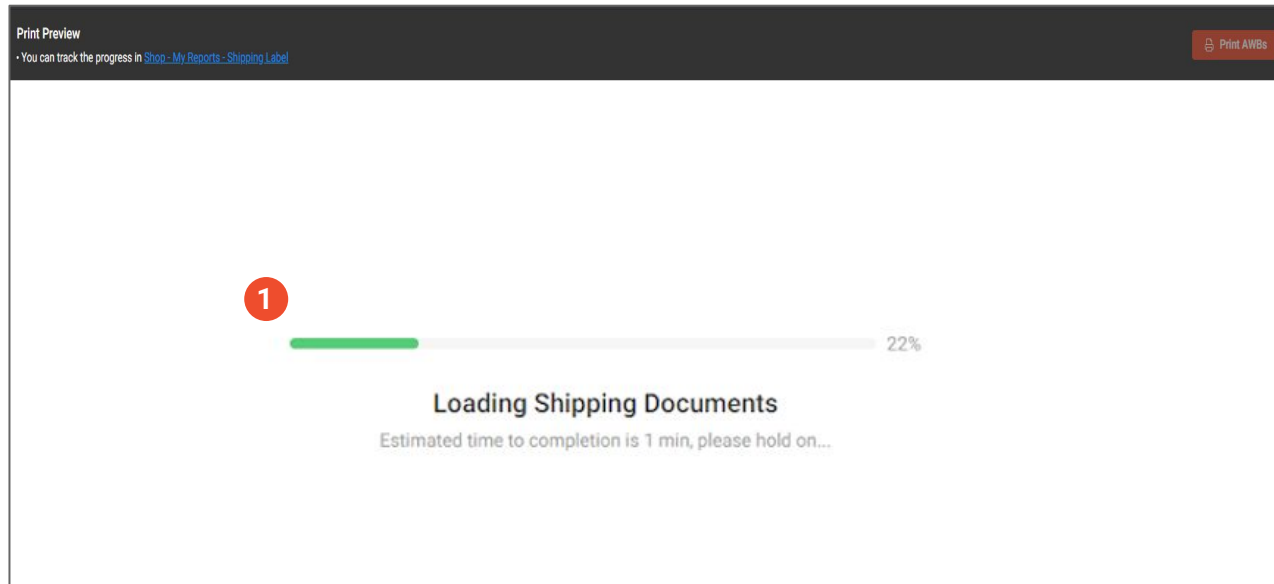
Generate Selected Documents

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

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

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. 10 of 10 parcels print successful, 0 parcels print failed.
- You can track the progress in [Shop - My Reports - Shipping Label](#)


2





Print AWBs

Picklist

Username: berniceleest1

Download Time: 12:04 PM 29/07/2020



#	Product Image	Product Name	Variation	Parent SKU	SKU ID	Qty	Ordersn
1		hahahaha 2020-07-02 03:47:23.582		sku		1	200727F43F52NM package 1
2		hahahaha 2020-07-02 03:47:23.582		sku		1	200727F45R751K package 1
3		hahahaha 2020-07-28 18:22:25.334		sku		4	200729JYF68C9U package 1
4							200729JYF68C9V package 1
5							200729JYF68C9W package 1
6							200729JYF68C9X package 1
7		hahahaha 2020-07-28 18:22:25.334		sku		4	200729JYFKNM38 package 1
8							200729JYFKNM39 package 1
9							200729JYFKNM3A package 1
10							200729JYFKNM3B package 1





- Once the Shipping documents have been generated, click on **"Print AWBs"**.

Steps 3-5: Print Shipping Documents


seller.uat.shopee.com.my/portal/sale/document/?task_id=818f532f41eb658f3750f5044f5445ae

Picklist

Username: bernicebetst1
Download Time: 12 04 PM 29/07/2020

#	Product Image	Product Name	Variation	Parent SKU	SKU ID	Qty	Order Item
1		hahahaha 2020-01-02 03:47:23.962		sku		1	2007271F43F52NAJ package 1
2		hahahaha 2020-01-02 03:47:23.962		sku		1	2007271F4587531K package 1
3		hahahaha 2020-01-28 18:22:25.334		sku		4	2007251YF6BC9U package 1
4							2007251YF6BC9V package 1
5							2007251YF6BC9W package 1
6							2007251YF6BC9X package 1
7		hahahaha 2020-01-28 18:22:25.334		sku		4	2007251YF6N838 package 1
8							2007251YF6N839 package 1
9							2007251YF6N83A package 1
10							2007251YF6N83B package 1

Print 1 sheet of paper

3 Destination  Microsoft Print to PDF

4 Pages All

Color Color

More settings

Paper size A4

Pages per sheet 1

Scale Fit to paper

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

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/>

