

Shipping Documents Improvements

Edited: 28/07/2020

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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

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

Orders To Ship [Download Shipping Documents](#)

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

Other Logistics

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

Product(s) Order ID Buyer Shipping Option Tracking # Printed

200717JYX81SMV lynettechoe 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.

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)

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

Product(s) Order ID Buyer Shipping Option Tracking # Printed

2008033CJ5PKV0 berniceleeyw Poslaju PL711717553982 Air Waybill Packing List Picklist

Seller Tips!

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

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						
		Shopee				
#	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						
5						
6						
7		hahahaha 2020-07-28 18:22:25.334		sku		4
8						
9						
10						

Scale: 1 A4 Page

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

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 DESIGN

Packing list
continues in the next
A6 section

NEW

Packing List				
Order #ID0072340VNCNTD package 1				
Shopee				
Order #ID0072320PEBTRX package 1				
#	Product Name	Variant	Parent SKU	SKU ID
1	Product ABCDE	A,Blue	999	112
1	Product ABCDE	A,Blue	123456789012345678	112
2	Product ABCDE	A,Blue	999	112
2	Product ABCDE	A,Blue	123456789012345678	112
3	Product ABCDE	B,Red	999	118
3	Product ABCDE	B,Red	123456789012345678	118
4	Product ABCDE	B,Blue	999	117
4	Product ABCDE	B,Blue	123456789012345678	117
5	Product ABCDE	C,Orange	999	115
5	Product ABCDE	C,Orange	123456789012345678	115
6	Product ABCDE	D,Orange	999	120
6	Product ABCDE	D,Orange	123456789012345678	120
7	Product ABCDE	C,Red	999	121
7	Product ABCDE	C,Red	123456789012345678	121
8	Product ABCDE	E,Blue	999	122
8	Product ABCDE	E,Blue	123456789012345678	122
9	Product ABCDE	F,Green	999	119
9	Product ABCDE	F,Green	123456789012345678	119
10	Product ABCDE	A,Yellow	999	113
10	Product ABCDE	A,Yellow	123456789012345678	113
11	Product ABCDE	B,Green	999	124
11	Product ABCDE	B,Green	123456789012345678	124
Order #ID0072340VNCNTD package 1				
Shopee				
Order #ID0072320PEBTRX package 1				
Buyer's Comments:				
Page 1 / 1				

Order 6

Order /				
Booking List				
ID:2007234WCJ4EBQ package 1				 Shopee
Product Name	Variation	Parent SKU	SKU ID	Qty
Product ABC-123	A_Red	999	111	1
ID:2007234WCJ4EBQ necklace S				Panel 1 / 1

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

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

Mall Sellers



Order 1

Order 2

Thermal AWBs

Marketplace Sellers



Order 1

Order 2

Mall Sellers



Order 1

Scale: 2 A6 Thermal Stickers

Scale: 1 A4 Page

Return AWB available for Mall Sellers only

Scale: 1 A4 Page

Return AWB available for Mall Sellers only

Scale: 4 A6 Thermal Stickers

Scale: 1 A4 Page

Scale: 1 A4 Page

Scale: 4 A6 Thermal Stickers

Scale: 1 A4 Page

Scale: 1 A4 Page

Scale: 4 A6 Thermal Stickers

Scale: 1 A4 Page

Scale: 1 A4 Page

Air Waybill (AWB) & Packing List NEW

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

- 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.

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

Marketplace Sellers

Order 1

J&T Express  

Order Details
Ship By Date: 2023/07/27
Parent SKU: L00000000
Order ID: 20072714352NM

Parcel Info: N/A

Sender Details (Shipment):
Name: DO
Address: 8 Jalan bukit 1 Jalan bukit pt. Bantor Damai Perdana, Kuala Lumpur

Phone: 00239999999
Postcode: 59200

Recipient Details (Delivery):
Name: DO
Address: 28 Taman Klang Lama, Klang, Selangor, 41000, Malaysia

Phone: 0023957684
Postcode: 58200

POD:
Name: IC
Signature: 

Packing List
Order ID: 20072714352NM package 1
1 Product Name: Variation: Parent SKU: SKU ID: Qty: 1
Order ID: 20072714352NM package 1
Buyer's Comments:

Order 2

J&T Express  

Order Details
Ship By Date: 2023/07/27
Parent SKU: L00000000
Order ID: 20072714352NM

Parcel Info: N/A

Sender Details (Shipment):
Name: DO
Address: 8 Jalan bukit 1 Jalan bukit pt. Bantor Damai Perdana, Kuala Lumpur

Phone: 00239999999
Postcode: 59200

Recipient Details (Delivery):
Name: DO
Address: 28 Taman Klang Lama, Klang, Selangor, 41000, Malaysia

Phone: 0023957684
Postcode: 58200

POD:
Name: IC
Signature: 

Packing List
Order ID: 20072714352NM package 1
1 Product Name: Variation: Parent SKU: SKU ID: Qty: 1
Order ID: 20072714352NM package 1
Buyer's Comments:

Scale: 1 A4 Page

Mall Sellers

Order 1

POS Laju  

Order Details
Ship By Date: 2023/07/27
Parent SKU: L00000000
Order ID: 20072714352NM

Parcel Info: N/A

Sender Details (Shipment):
Name: DO
Address: 8 Jalan bukit 1 Jalan bukit pt. Bantor Damai Perdana, Kuala Lumpur

Phone: 00239999999
Postcode: 59200

Recipient Details (Delivery):
Name: DO
Address: 28 Taman Klang Lama, Klang, Selangor, 41000, Malaysia

Phone: 0023957684
Postcode: 58200

POD:
Name: IC
Signature: 

Packing List
Order ID: 20072714352NM package 1
1 Product Name: Variation: Parent SKU: SKU ID: Qty: 1
Order ID: 20072714352NM package 1
Buyer's Comments:

Order 2

J&T Express  

Order Details
Ship By Date: 2023/07/27
Parent SKU: L00000000
Order ID: 20072714352NM

Parcel Info: N/A

Sender Details (Shipment):
Name: DO
Address: 8 Jalan bukit 1 Jalan bukit pt. Bantor Damai Perdana, Kuala Lumpur

Phone: 00239999999
Postcode: 59200

Recipient Details (Delivery):
Name: DO
Address: 28 Taman Klang Lama, Klang, Selangor, 41000, Malaysia

Phone: 0023957684
Postcode: 58200

POD:
Name: IC
Signature: 

Packing List
Order ID: 20072714352NM package 1
1 Product Name: Variation: Parent SKU: SKU ID: Qty: 1
Order ID: 20072714352NM package 1
Buyer's Comments:

Scale: 1 A4 Page

Return AWB available for Mall Sellers only

Scale: 1 A4 Page

8

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.

OPTION 1

OPTION 2

OPTION 3

OPTION 4

OPTION 5

1
2
3

OPTION 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.

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: Picklist > AWB (Normal) > Packing List

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**

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

PICKLIST							
Username:		bemiceleste1					
Download Time:		10:55 AM 23/07/2020					
#	Product Image	Product Name	Product Variation	Parent SKU	SKU ID	Qty	Orders
1		Product ABCDE	A.Red	999	111	2	2007224WCAJ4ERQ package 1
2			A.Blue		112	1	2007224XAB93Y9C 200722XUJFAU package 1
3						1	2007224XAB93Y9C 200722XUJFAU package 1
4		hahahaha 2020-07-02 03:47:23.592		sku		1	2007224WCAJ4ERQ package 1
5		hahahaha 2020-07-02 03:47:23.592		sku		1	2007224PEB1TRX package 1

Page 1

Scale: 1 A4 Page

AWB (Normal)

<h1>Order 1</h1> <p>J&T EXPRESS Shopee</p>	
 <p>626351801779</p>	
Order Details Order date: 23-01-2020 Weight (kg): 25.000000 Order ID: 298722049462	
Order Details (Customer) Order ref. no.: KUL022	
Customer Details (Penerima) Name: DO Phone: 60399999999 Address: 9 Jalan bukit jelutong 10/10, bukit jelutong, Petaling Jaya, Kuala Lumpur	
Customer Details (Penerima) Name: Puteriawati Phone: 60329151765 Address: 10, Jalan 1/115, Taman Perindustrian Surya Petaling, Mid Valley City, Kuala Lumpur	
Product 10000 POD Name: L.C. Signature:  <p>6263003001779</p>	

Page 2

Packing List

Order 1
 Shopee

Order ID: 20072202U12FA2 package 1

# Product Name	Variation	Parent SKU	SKU ID	Qty
1				

Order ID: 20072202U3F4A3 package 1

Page 1 / 1

Buyer's Comments:

Page 3

Scale: 1 A4 Page

Document 1

Option 2: Picklist > AWB & Packing List #1 > #2 > #3...

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

 Packing List

- PDF
- Excel

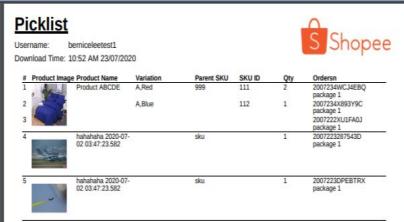
Output file details

 Picklist + Air Waybill + Packing List

Generate Selected Documents

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

Picklist



AWB & Packing list #1



AWB & Packing list #2



Page 1

Scale: 1 A4 Page

Page 2

Scale: 1 A4 Page

Page 3

Scale: 1 A4 Page

Document 1

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**

 **Generate Selected Documents**

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

Private & Confidential

Option 4: Picklist > AWB (Normal); Packing List (Excel)

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 [\(1\)](#)

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

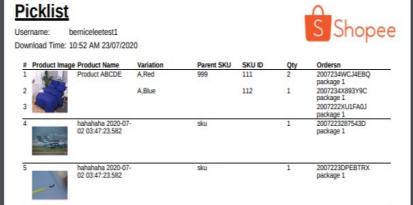
Packing List

Generate Selected Documents

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

1

Picklist



Order 1

Order 2

AWB (Normal)



Page 1

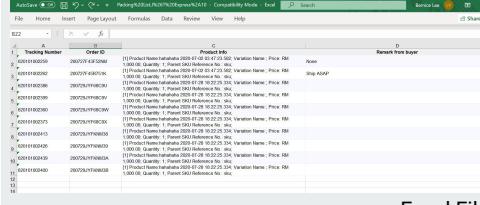
Scale: 1 A4 Page

Page 2

Scale: 1 A4 Page

2

Packing List (Excel)



Excel File

Document 1

Document 2

Option 5: Picklist; AWB (Thermal); Packing List (Excel)

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**

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

Output file details

1  **Picklist**
2  **Air Waybill**
3  **Packing List**

Generate Selected Documents

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

1 Picklist

Picklist

Username: benciletest1
Download Time: 10:52 AM 23/07/2020

#	Product Image	Product Name	Variation	Parent SKU	SKU ID	Qty	Orders
1		Product ABCDE	A.Red	999	111	2	20072349C4HEBQ package 1
2			A.Blue		112	1	20072349B9Y9C package 1
3						1	200722XUJFA0C package 1
4		hahaha	2020-07-02 03:47:23.582	sku		1	20072230E43D package 1
5		Indahhaha	2020-07-02 03:47:23.582	sku		1	20072230E43D package 1

Page 1 Scale: 1 A4 Page

Document 1

2 AWB (Thermal)

Order 1

Order 2

Scale: 2 A6 Thermal Stickers

Document 2

3 Packing List (Excel)

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

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

Finance

Data

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 / 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.

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)

10 / page

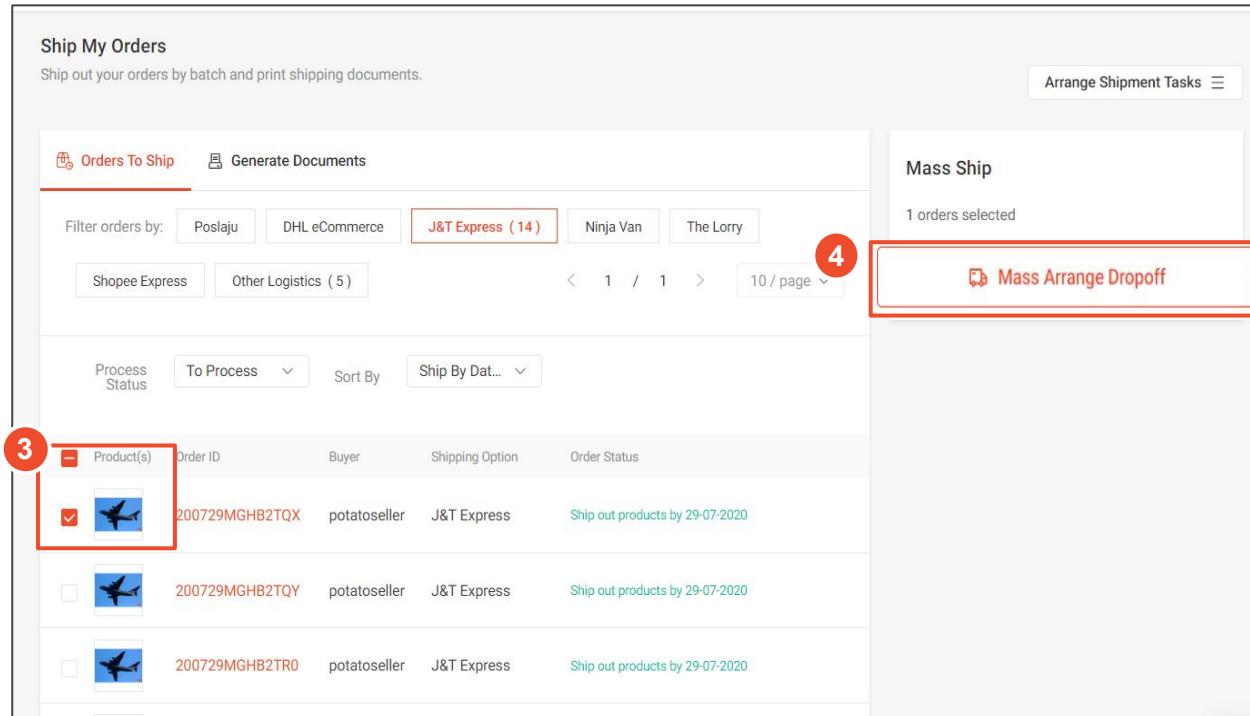
Process Status To Process Sort By Ship By Date...

3 **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"/> 	200729MGHB2TRO	potatoseller	J&T Express	Ship out products by 29-07-2020

4 **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

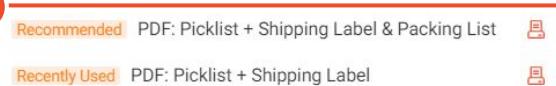
Ship out your orders by batch and print shipping documents.

Arrange Shipment Progress

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

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** ▾

6a  **Recommended** PDF: Picklist + Shipping Label & Packing List 
Recently Used PDF: Picklist + Shipping Label 

6b [Manually select shipping documents](#)

200729MGHB2TQX potatoseller J&T Express Ship out products by 29-07-2020

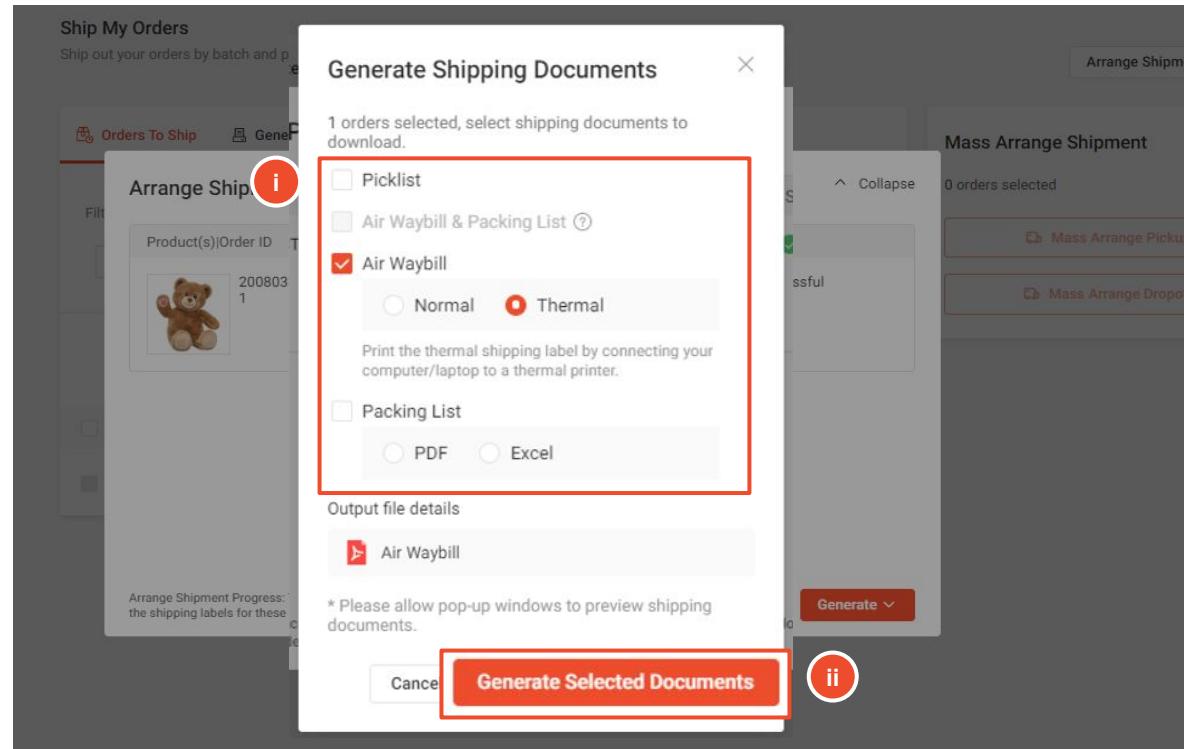
5 After successful arrangement of shipment and tracking number generation, click on “**Generate**” button for drop down to **select Shipping Documents to print**.

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).

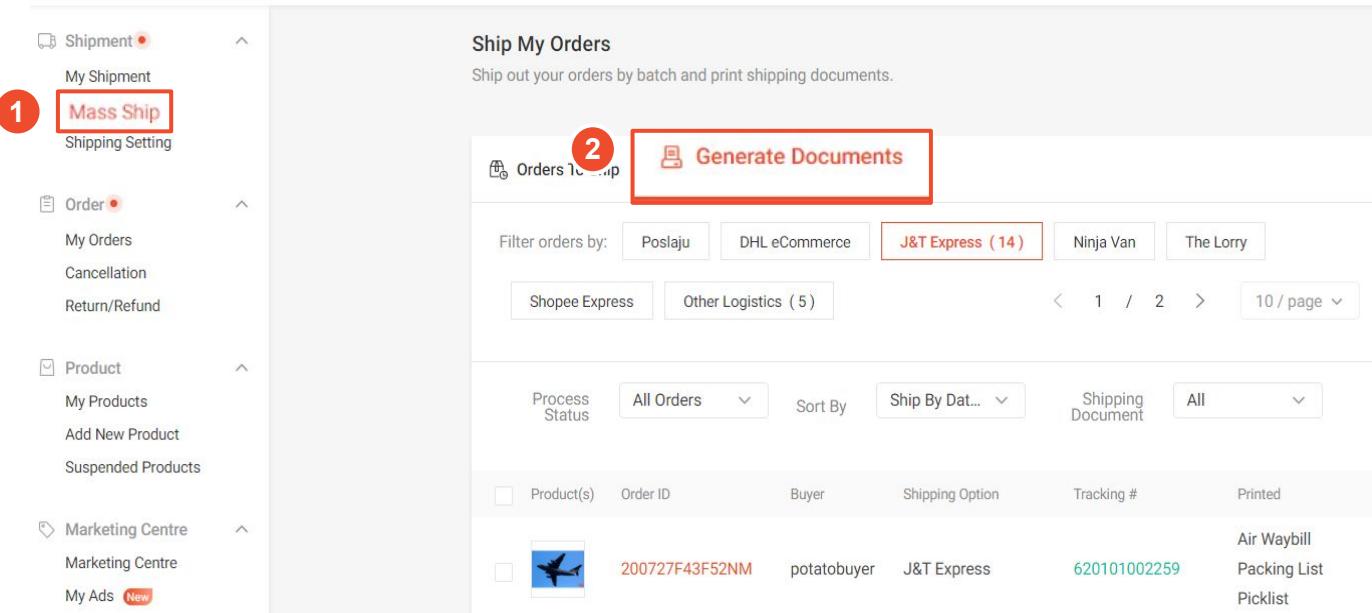
Step 6b: Manually select other Shipping Documents Combination to Generate



- 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



The screenshot shows the Shopee Seller Centre interface. On the left, there is a sidebar with several categories: Shipment (My Shipment, Mass Ship, Shipping Setting), Order (My Orders, Cancellation, Return/Refund), Product (My Products, Add New Product, Suspended Products), and Marketing Centre (Marketing Centre, My Ads). The 'Mass Ship' option is highlighted with a red box and a red number '1' above it. The main content area is titled 'Ship My Orders' and contains a sub-section 'Orders To Ship'. A red box highlights the 'Generate Documents' button, with a red number '2' above it. Below this are filter options: 'Filter orders by' (Poslaju, DHL eCommerce, J&T Express (14), Ninja Van, The Lorry), 'Shopee Express', 'Other Logistics (5)', and a page navigation section. Further down are buttons for 'Process Status' (All Orders, Sort By, Ship By Date, Shipping Document), 'All' (Printed, Air Waybill, Packing List, Picklist), and a table showing order details: Order ID (200727F43F52NM), Buyer (potatobuyer), Shipping Option (J&T Express), Tracking # (620101002259), and a column for documents (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.

Orders To Ship Generate Documents

Filter orders by: Poslaju, DHL eCommerce, **J&T Express (14)**, Ninja Van, The Lorry

Shopee Express, Other Logistics (5)

Process Status: All Orders, Sort By: Ship By Date, 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

Arrange Shipment Tasks

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

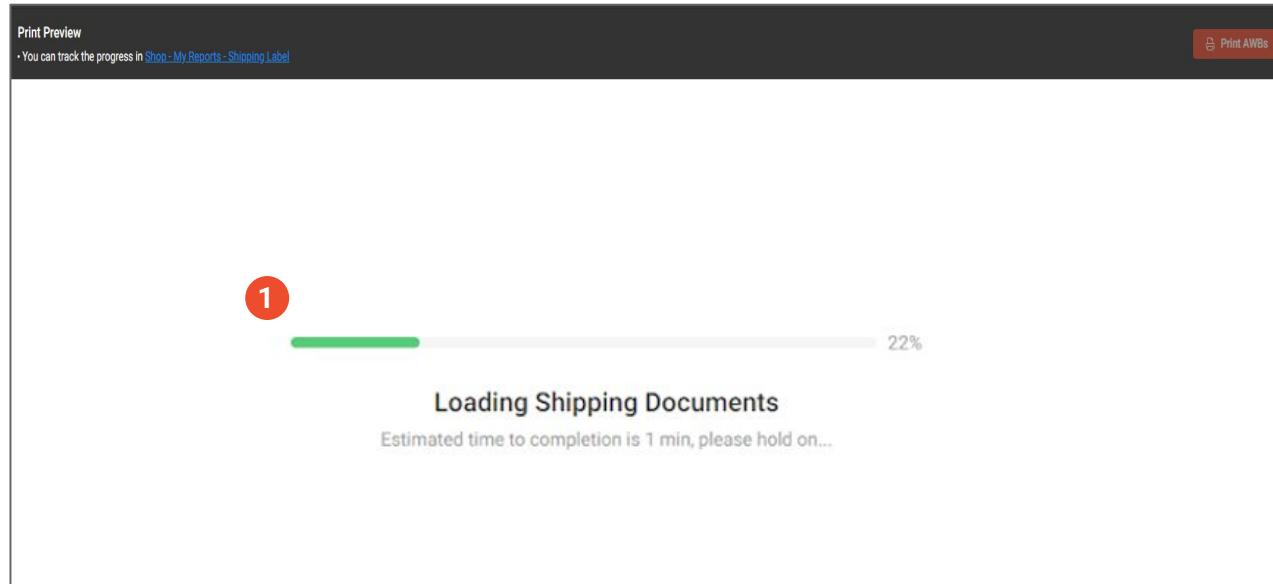
Generate Selected Documents

* 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

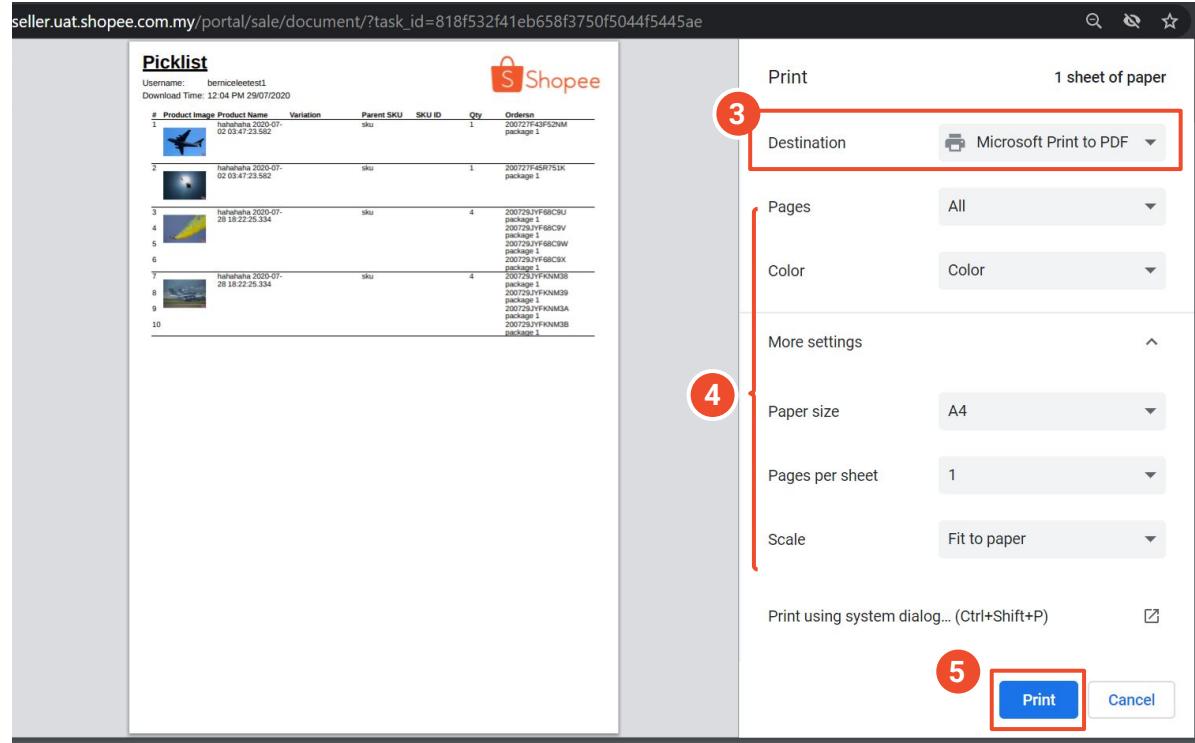
Username: berniceleetest1
Download Time: 12:04 PM 29/07/2020



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

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

Steps 3-5: Print Shipping Documents



The screenshot shows a 'Print' dialog box from Shopee. On the left, there is a 'Picklist' table with 10 rows of shipping information. The dialog box has several settings: 'Destination' set to 'Microsoft Print to PDF' (step 3), 'Pages' set to 'All', 'Color' set to 'Color', 'Paper size' set to 'A4', 'Pages per sheet' set to '1', and 'Scale' set to 'Fit to paper'. At the bottom are 'Print' and 'Cancel' buttons, with 'Print' highlighted in a red box (step 5).

#	Product Image	Product Name	Variation	Parent SKU	SKU ID	Qty	Order
1		hahahaha 2020-07-28 18 22 25.334	02 03 47 23 582	sku	1	1	200727F45R75JK package 1
2		hahahaha 2020-07-28 18 22 25.334	02 03 47 23 582	sku	1	1	200727F45R75JK package 1
3		hahahaha 2020-07-28 18 22 25.334	02 03 47 23 582	sku	4	4	200725JYF86C9U package 1
4		hahahaha 2020-07-28 18 22 25.334	02 03 47 23 582	sku	4	4	200725JYF86C9V package 1
5		hahahaha 2020-07-28 18 22 25.334	02 03 47 23 582	sku	4	4	200725JYF86C9W package 1
6		hahahaha 2020-07-28 18 22 25.334	02 03 47 23 582	sku	4	4	200725JYF86C9X package 1
7		hahahaha 2020-07-28 18 22 25.334	02 03 47 23 582	sku	4	4	200725JYF86C9Y package 1
8		hahahaha 2020-07-28 18 22 25.334	02 03 47 23 582	sku	4	4	200725JYF86C9Z package 1
9		hahahaha 2020-07-28 18 22 25.334	02 03 47 23 582	sku	4	4	200725JYF86C9A package 1
10		hahahaha 2020-07-28 18 22 25.334	02 03 47 23 582	sku	4	4	200725JYF86C9B package 1

- 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/>