PrintGizmO°

Creating Order Shipments:

The final steps to wrapping up and closing out orders

Creating Order Shipments: Getting Started

Entry of *package*, *shipping method*, *tracking* and *status* details is *required* to trigger payment in automated systems of some buying companies

- •Log into your PrintGizmo Dashboard and navigate to: Orders > Active Orders
- Choose View/Update Order from the Action Menu of the Order for which you wish to create a shipment and close out

Creating Order Shipments: Configure Packages By Order

Choose when all Order Products will be shipped together at the same time, by the same method, under the same tracking number

1 Click the Order Shipments tab

/iew/Upda	te Order » 1	2700						•
Order Da	te : 05-03-2022 Or	der Processing	Ø	Update Order	Action 🗸			
Order Due Da	te : 05-17-2022							
Invoice Numb	er :	-						
View Orders U	pdate Order Product	Order Shipments	Order History					
Order Produ	ict Details					Shipping/Billing Address		~
-	D	Product Image	Products	Quantity	Price	Shipping Address	Printer Details	
(increase of the second s	9323	0	Brochures (Test Product Only)	100	\$25.00	Methic Scontal B-1 (1948) Componistoris	REPORT: Consylvation (1220) Advisor Triver	

2 Click the blue Package Configuration button in the Create Shipment area of the Order Shipments tab

ew Orders Update Order Product Order Shipments Order History Quote History			
earch :	Ð	⊕ Create Shipment	^
Product Details Weight - Package (L x W x H) Shipping Company / Tracking	Action	Production Order 12700 *	
A No Records Found		Number	
Showing 0 to 0 of 0 entries Show 25 ¢ records	< >	 By default, the system generates a single Shipment for all to once. Click on "Package Configuration" button to EDIT weight and the package. Click on the "Package Configuration" button to create Mult using multiple package configuration. 	d dimension of
		Package configuration Select Package Pack	ntal

3 Choose Display by Order in the Create Shipment area of the Order Shipments tab

• *Display by Order* groups all products in the order into one or more packages which will be shipped together

View Orders Update Order Produc	ct Order Shipments Order H	istory				
Search :			8	⊕ Create Shipment		
Product Details Weight - Pa	ckage (L x W x H) Shi	pping Company / Tracking	Action			
	A No Records Found	i -		Package configuration	0	Bave Save SReset ← Back
Showing 0 to 0 of 0 entries	Show 25 🜩 recor	ds	< >	Shipment	Display by Order Display by Product	



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4 Enter Tracking Number

- If more than one physical package is being shipped, the tracking number must be applicable to all packages in the shipment
- Enter the package Weight, Length, Width and Height in the appropriate fields

6 If multiple packages are required

- •Click the green Add button
- Enter the Weight, Length, Width and Height of the added package in the appropriate fields
 Repeat as required
- **7** Click the blue *Save* button

8 Click the check box for the package you configured

- If multiple physical packages were configured, they will all be listed under one single check box
- 9 Select the Shipping Method (Carrier)

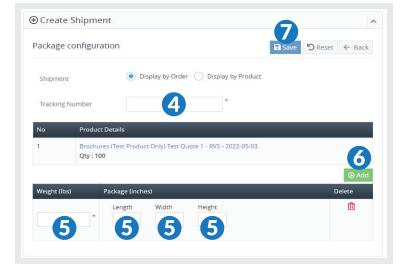
① Select the Shipping Type (Service/Class)

- •This drop down menu will appear once the *Shipping Method* has been selected
- Make sure the Update Order Status toggle is On/ green and select Shipped from the Select Status drop down menu
 - •The Notify Customer check box is not available for selection when you are printing for a broker as contact with broker customers is restricted.

12 Click the blue Submit button

After clicking the blue Submit button

•The Order Shipments tab changes leaving only the shipment summary visible as seen below:



⊕ Create Shipment		^
Production Order Number	*	
	 Packages are created, select the package to generate the Shipping Label. The system generates separate labels for each package. Edit the package using the "Edit" button and make the desire changes. 	
Select Package	 ✓ Brochures (Test Product Only)Test Quote 1 - RVS - 2022-05-03 (100 qty) Shipping Type : Free Shipping Weight : 2 package: 12L x 9W x 3H Tracking Number : 197346825 Total Weight : 2 	
Select Shipping Method	9 *	
Shipping Type	<u> </u>	
Update Order Status		
Select status	Shipped 🗸	
Notify	Customer	
12	Submit	



At this point, the order is considered to be shipped, complete and closed out.



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Creating Order Shipments: Configure Packages By Product

Choose when Order Products will be shipped separately which may or may not be the same time, same method, or same tracking number

1 Click the Order Shipments tab

View/Update	e Order » 12	2700						0
Order Date	: 05-03-2022 Ord	der Processing	1	🖉 Update Order	Action 🛩			
Order Due Date	: 05-17-2022							
Invoice Number		1						
View Orders Upo	ate Order Product	Order Shipments	Order History					
Order Produc	Details					Shipping/Billing Address		~
ID		Product Image	Products	Quantity	Price	Shipping Address	Printer Details	
19. Modify Desig	23 / Upload Proof	6	Brochures (Te Product Only)		\$25.00	Herik kontik 18-1 Heldin Sergen dises	Reference - Consequences 11.256 deciment Environ	

2 Click the blue Package Configuration button in the Create Shipment area of the Order Shipments tab

View Orders Update Order Product Order Shipments Order History Quote History	
earch :	⊕ Create Shipment ^
Product Details Weight - Package (L x W x H) Shipping Company / Tracking A	Action Production Order 12700 *
Showing 0 to 0 of 0 entries Show 25 \blacklozenge records \bigstar	 By default, the system generates a single Shipment for all order items at once. Click on "Package Configuration" button to EDIT weight and dimension of the package. Click on the "Package Configuration" button to create Multiple Shipments using multiple package configuration.
	Package configuration Select Package

6 Choose Display by Product in the Create Shipment area of the Order Shipments tab

• Display by Product allows for each product in the order to be shipped separately

View Orders Update Order Product Order Shipments Order History			
Search :	0	⊕ Create Shipment	^
Product Details Weight - Package (L x W x H) Shipping Company / Tracking	Action		
▲ No Records Found		Package configuration	Bave Save Seset ← Back
Showing 0 to 0 of 0 entries Show 25	× >	Shipment Display by Order Display by Product	

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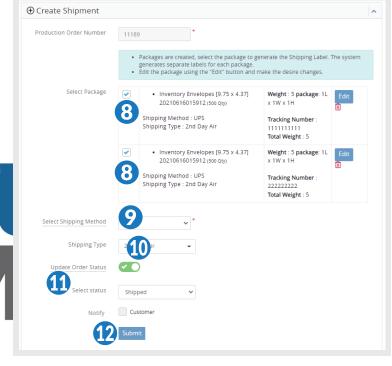
- **4** Enter Tracking Number
 - •This tracking number will be applied to products whose boxes are checked in Step 5
- Click the check box for the product that will ship with the entered tracking number and enter Weight, Length, Width and Height in the appropriate fields
 - •If more than one product from a multi-product order will ship together, with the same tracking number, click the all appropriate check boxes
- **6** If multiple packages are required for the *product*
 - •Click the green Add button for the product
 - Enter the Weight, Length, Width and Height of the added package in the appropriate fields
 Repeat as required
- **7** Click the blue Save button

Repeat Steps 2 through 7 for each remaining product in the order

- Olick the check box(es) for product(s) being shipped
 If multiple physical packages were configured for a product, they will all be listed under that
 - product's check box
- Select the Shipping Method (Carrier)
- Select the Shipping Type (Service/Class)
 This drop down menu will appear once the Shipping Method has been selected



ackage (configuration			7	Save SRese	et 🗲 Bac
Shipment	Display by C	Order 💿 Display by	Product			
Tracking 1	Number	4	*			
	roduct Details	Weight (Ibs) - P	ackage (inches	5)		6
	nventory Envelopes (9.75 x 4.37) 0210616015912					+ Add
5	ξty : 500	Weight *	Length	Width	Height	Û
	nventory Envelopes (9.75 x 4.37) 0210616015912					🕀 Add
5	ty : 500	Weight *	Length	Width	Height	Ū



After clicking the blue *Submit* button:

•The Order Shipments tab changes leaving only the shipment summary visible as seen below:

View Orders Update Order Product Order Shipments	Order History		
Search :			₿
Product Details	Weight - Package (L x W x H) Shipping Company / Tracking Ad	ction
 Inventory Envelopes [9.75 x 4.37] 20210616015912 (500 Qty) 	5 - 1L X 1W X 1H	UPS(UPS - 2nd Day Air)	2 🕹 🛍
Date : 05-06-2022 18:51	Total Weight : 5	-	
 Inventory Envelopes [9.75 x 4.37] 20210616015912 (500 Qty) 	5 - 1L X 1W X 1H		0 2
Date : 05-06-2022 18:52	Total Weight : 5		

At this point, the order is considered to be shipped, complete and closed out.