# **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	< >	<ul> <li>By default, the system generates a single Shipment for all to once.</li> <li>Click on "Package Configuration" button to EDIT weight and the package.</li> <li>Click on the "Package Configuration" button to create Mult using multiple package configuration.</li> </ul>	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)

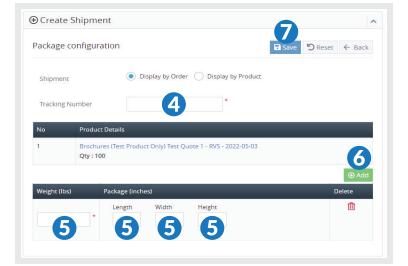
#### ① Select the Shipping Type (Service/Class)

- •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	*	
	<ul> <li>Packages are created, select the package to generate the Shipping Label. The system generates separate labels for each package.</li> <li>Edit the package using the "Edit" button and make the desire changes.</li> </ul>	
Select Package	<ul> <li>✓ Brochures (Test Product Only)Test Quote 1 - RVS - 2022-05-03 (100 qty)</li> <li>Shipping Type : Free Shipping</li> <li>Weight : 2 package: 12L x 9W x 3H Tracking Number : 197346825 Total Weight : 2</li> </ul>	
Select Shipping Method	<b>9</b> *	
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.



# Creating Order Shipments:

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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 $\bigstar$	<ul> <li>By default, the system generates a single Shipment for all order items at once.</li> <li>Click on "Package Configuration" button to EDIT weight and dimension of the package.</li> <li>Click on the "Package Configuration" button to create Multiple Shipments using multiple package configuration.</li> </ul>
	Package configuration           Select Package <ul></ul>

**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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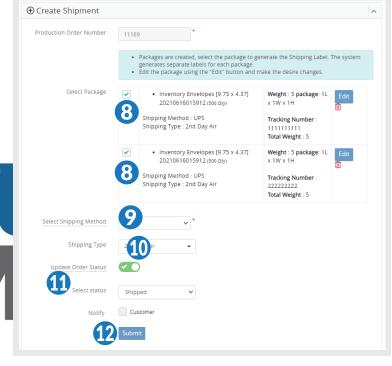
- **4** Enter Tracking Number
  - •This tracking number will be applied to products whose boxes are checked in Step 5
- Click the check box for the product that will ship with the entered tracking number and enter Weight, Length, Width and Height in the appropriate fields
  - •If more than one product 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			<b>7</b>	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
<ul> <li>Inventory Envelopes [9.75 x 4.37] 20210616015912</li> <li>(500 Qty)</li> </ul>	5 - 1L X 1W X 1H	UPS(UPS - 2nd Day Air)	2 🕹 🛍
Date : 05-06-2022 18:51	Total Weight : 5	-	
<ul> <li>Inventory Envelopes [9.75 x 4.37] 20210616015912 (500 Qty)</li> </ul>	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.