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*

❶ Click the *Order Shipments* tab

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

❸ 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*

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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

⑤ 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

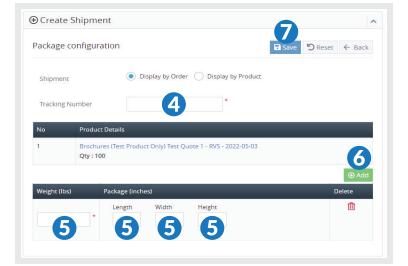⑨ Select the *Shipping Method* (Carrier)

⑩ Select the *Shipping Type* (Service/Class)
- This drop down menu will appear once the *Shipping Method* has been selected

⑪ 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:

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

❶ Click the *Order Shipments* tab

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

❸ 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*

Creating Order Shipments:
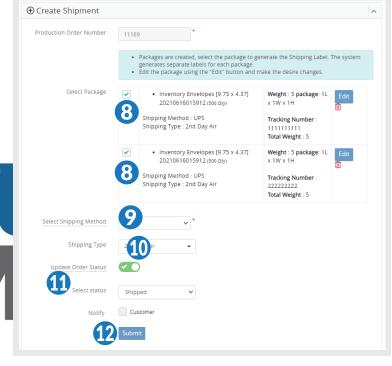## The final steps to wrapping up and closing out orders

④ Enter *Tracking Number*
- •This tracking number will be applied to products whose boxes are checked in Step 5

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

⑧ Click 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

⑨ Select the *Shipping Method* (Carrier)

⑩ Select the *Shipping Type* (Service/Class)
- •This drop down menu will appear once the *Shipping Method* has been selected

⑪ Make sure the *Update Order Status* toggle is *On/green* and select *Shipped* from the *Select Status* drop down menu
- •*Update Order Status* and *Select Status* are available after all products have been checked off to be submitted as
- •The *Notify Customer* check box is not available for selection when printing for a broker as contact with broker customers is restricted.

⑫ After clicking the blue *Submit* button:
- •The *Order Shipments* tab changes leaving only the shipment summary visible as seen below:

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