

Combined Order Instructions



1) Merge Orders

a. If **Recipient's Name/Phone Number/Address** are exactly the same, you can manually select and directly merge the orders. Note that you need to select at least two orders to merge. The merged orders will be labeled with 'Merged'.

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b. **The merged order takes the earliest order placement time** (The order list for printing and shipping is sorted in descending order by order placement time)

c. Orders can only be merged once. **Merged orders cannot be merged again.**

2) Cancel Merge

a. Merged orders support canceling the merge (a secondary confirmation pop - up window will appear). You can select multiple merged orders to cancel the merge at the same time.

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3) One - click Merge

a. One - click merge groups the orders that can be merged in the order list for printing and shipping by recipient. Each group corresponds to the same recipient.

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b. For the same recipient, you can freely choose to merge the recipient's orders into one or multiple packages. Select the orders to be merged and click [Merge Selected Orders] to complete the merge.

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c. If all orders of the same recipient are merged, it will automatically jump to the next group of recipients.

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d. Note **One - click merge excludes the merged orders** (because orders can only be merged once)

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