

Tutorial on Using Batch Shipment



I. Feature Introduction

The batch order fulfillment feature for stores supports viewing the progress and results of batch processing, as well as the reasons for failed shipments. It allows merchants to process a larger number of orders for shipment at once and at a faster speed, helping them improve the efficiency of order fulfillment operations.

II. Purpose of Use

To optimize the operation experience and improve the operational efficiency of merchants. Merchants can use batch order fulfillment to handle course promotion and physical product shipments.

III. Use Cases

Xiaomao's store receives a large number of orders every day and needs to process multiple shipments. To improve the fulfillment efficiency, Xiaomao uploads a shipping template with tracking numbers for batch order fulfillment. In just one minute, hundreds to five thousand orders can be fulfilled at once. After uploading, merchants can view the progress and results of batch processing, modify failed orders, and resubmit them for shipment.

IV. Operation Path

Merchant side: Order Management → Batch Order Fulfillment → Upload Shipping Form → Complete Shipment and View Details;

image.png

V. Usage Tutorial

1. Click on Order Management → Batch Order Fulfillment;

image.png

2. Enter the Batch Order Fulfillment List → Click on Batch Order Fulfillment → Download the Template

image.png

****Note:**

* A maximum of 5,000 records are supported (csv and xlsx formats are supported, and the file size should be controlled within 5MB).

* Please carefully fill in the logistics company and tracking number;

3. You can download the template and fill it out according to the format and requirements. Fill in the logistics company name as listed in the table. Currently, batch order fulfillment supports course promotion and physical product shipments:

image (3).png

image (4).png

****Note:** Please fill in the full name of the corresponding logistics company. Incomplete information will result in shipment failure.

For example, filling in 'Zhongtong' as 'Zhong', 'zt', 'Zhongtong Package', etc. does not meet the requirements.

4. After uploading the file, you can view the shipment records: the total number of orders shipped, the number of successful shipments, and you can also download the records to view specific failures;

image.png

5. If all or some of the shipments fail, you can click the [Modify] button to update the logistics information for this batch;

****Note:** Modifying and submitting the updated form information will overwrite the previously uploaded form.