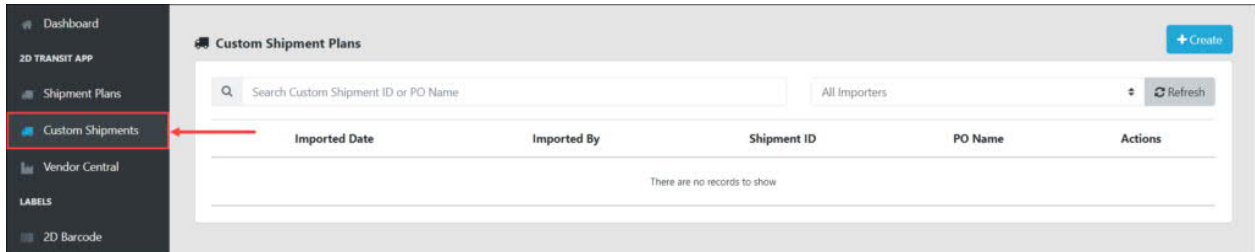


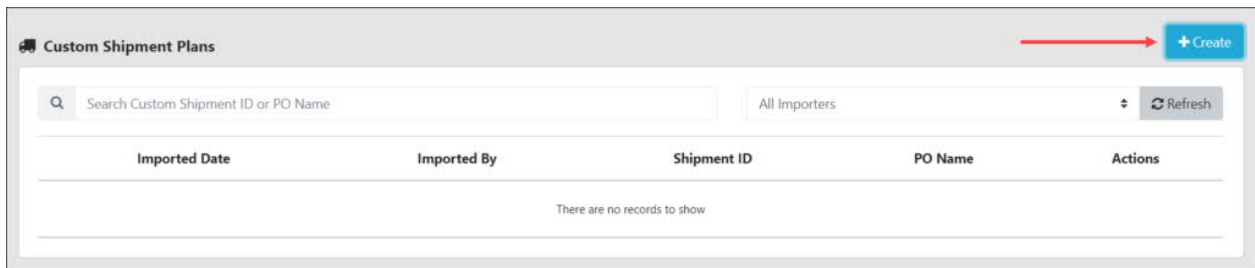
# Manage Custom Shipments

## Creating a custom shipment

Navigate to the Custom Shipments page from the left menu.



Click the **Create** button to create a new custom shipment.



In the pop-up window, fill in the **Shipment ID** and **PO Name** fields and select a shipping address from the Ship To dropdown. You can leave the Ship To field blank if you don't want to provide an address.

**Create Custom Shipment Plan** ×

Shipment ID

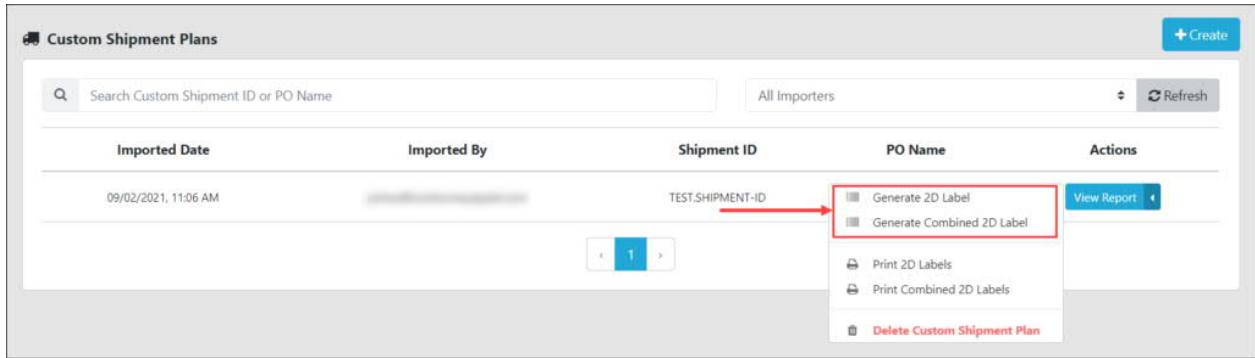
PO Name

Ship To  × ∨

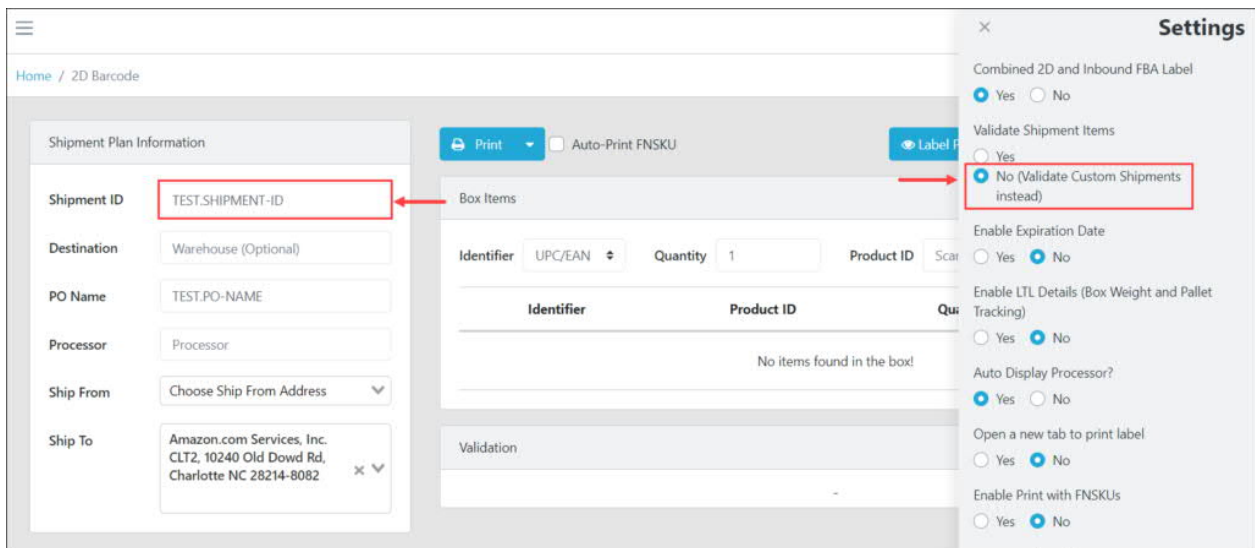
When you're ready, click the **Create** button to proceed.

## Scanning and printing labels

To begin scanning labels, navigate to the Custom Shipments page from the left menu, find the desired custom shipment plan in the Custom Shipment Plans list, click the corresponding dropdown button in the Actions column, and then select **Generate 2D Label** or **Generate Combined 2D Label** from the dropdown menu.



The Custom Shipment ID can also be entered directly on the 2D Barcode page. In the Settings, ensure that the Validate Shipment Items option is set to **No (Validate Custom Shipments instead)**.



To begin scanning, click in the **Product ID** field and scan a product ID with your barcode scanner, and it will be immediately added to the table. Alternatively, manually input the product ID and click the **Add** button to add it to the table.

Print  Auto-Print FNSKU Label Preview Reset Box Settings

Box Items

Identifier  Quantity  Product ID  + Add

Identifier	Product ID	Quantity	Action
No items found in the box!			

If you want to automatically print FNSKU labels as you add product IDs to the table, check the **Auto-Print FNSKU** checkbox.

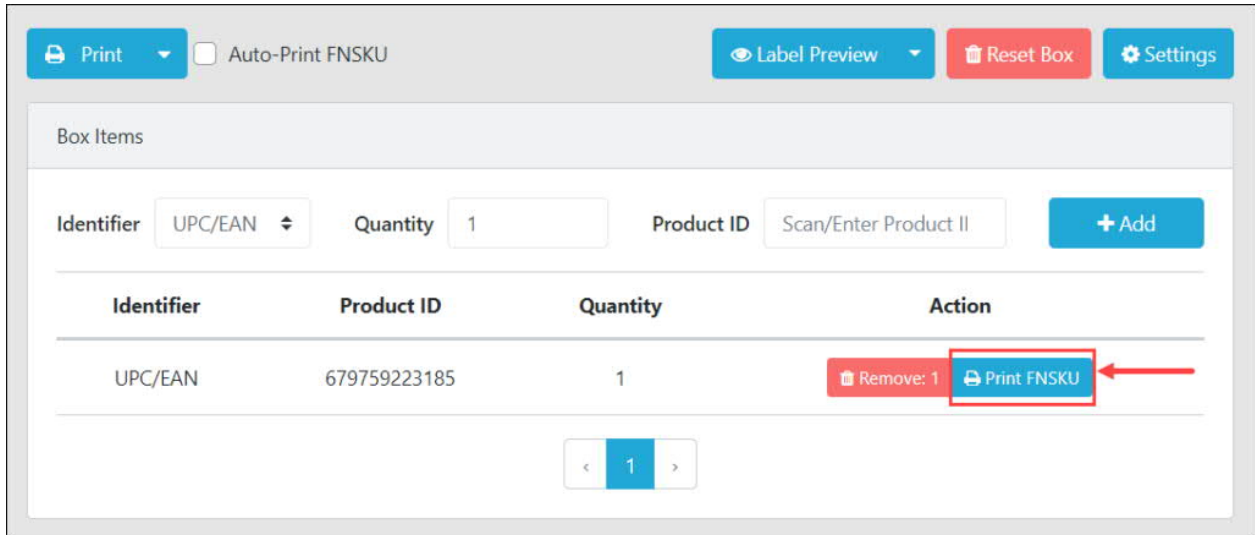
Print  Auto-Print FNSKU Label Preview Reset Box Settings

Box Items

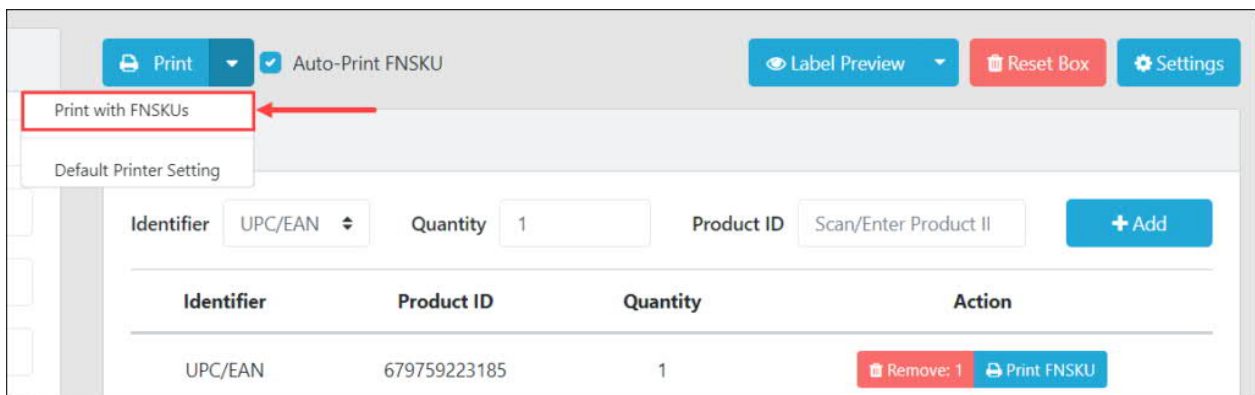
Identifier  Quantity  Product ID  + Add

Identifier	Product ID	Quantity	Action
No items found in the box!			

To reprint or manually print an FNSKU label for an individual product ID, find the desired product ID in the table and click the corresponding **Print FNSKU** button in the Action column.



To print a 2D or combined 2D label, click the **Print** button. If you also want to all FNSKU labels for the carton, click the dropdown button next to the **Print** button and select **Print with FNSKUs** from the dropdown menu. (If you don't see this option, turn on the **Enable Print with FNSKUs** toggle under **Settings**.)



Print  Auto-Print FNSKU  Label P

Box Items

Identifier  Quantity  Product ID

Identifier	Product ID	Quantity
UPC/EAN	679759223185	1

< 1 >

Validation

Validate Shipment Items  
 Yes  
 No (Validate Custom Shipments instead)

Enable Expiration Date  
 Yes  No

Enable LTL Details (Box Weight and Pallet Tracking)  
 Yes  No

Auto Display Processor?  
 Yes  No

Open a new tab to print label  
 Yes  No

Enable Print with FNSKUs  
 Yes  No

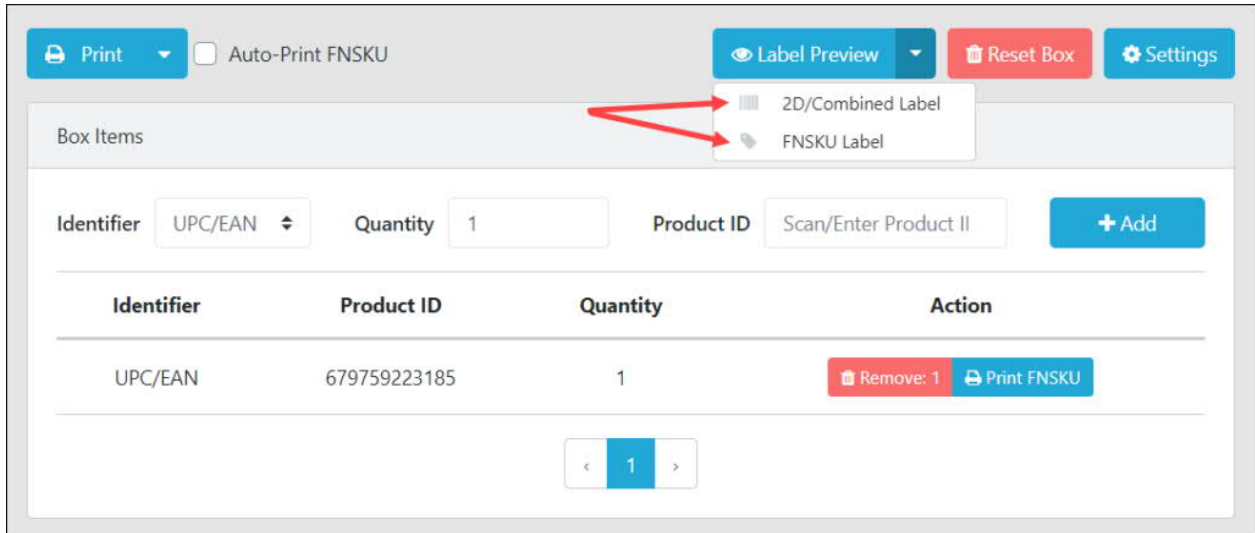
When printing labels, you will see a label guide reminder. Click the **Yes** button to confirm, and you will be able to print using the printer you have specified. Or select **No** if you still want to change the box.

**Reminder!**

Please acknowledge that all processed cartons are not longer than 25" on either side and do not exceed 50 lbs.

By clicking the  button below, you agree that all cartons you wish to ship will be compliant according to Amazon FBA guidelines. Non-compliant cartons will be subject to delays and additional fees.

You can also preview labels before printing. Just click the **Label Preview** button and select either **2D/Combined 2D Label** or **FNSKU Label** from the dropdown menu.

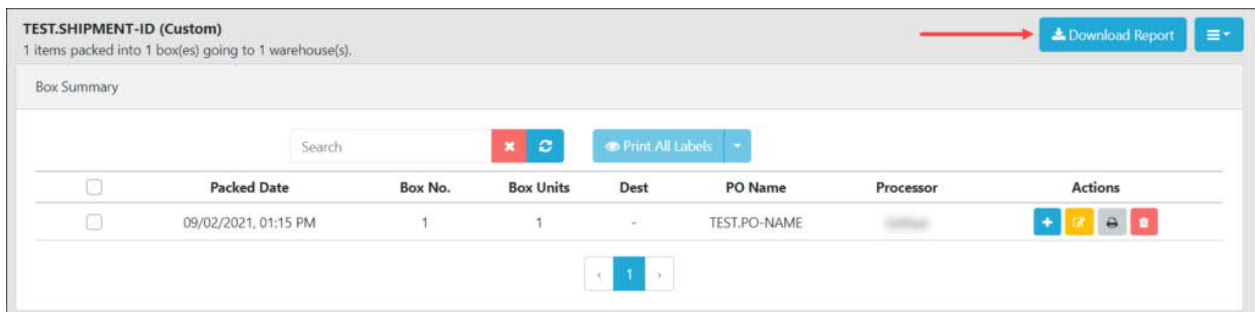


The screenshot shows a software interface for managing box items. At the top, there are buttons for 'Print', 'Auto-Print FNSKU', 'Label Preview', 'Reset Box', and 'Settings'. Below these is a 'Box Items' section with a table. The table has columns for 'Identifier', 'Product ID', 'Quantity', and 'Action'. A red arrow points to the 'Label Preview' button, and another red arrow points to the dropdown menu that appears when it is clicked, showing options for '2D/Combined Label' and 'FNSKU Label'. The table contains one row with the following data:

Identifier	Product ID	Quantity	Action
UPC/EAN	679759223185	1	Remove: 1 Print FNSKU

## Viewing and downloading a custom shipment report

The Custom Shipment Report breaks down which items you have added to each carton in the shipment. On the Custom Shipment Plans page, find a shipment of interest and click the corresponding **View Report** button in the Actions column. To export the file in Excel format, click the **Download Report** button.



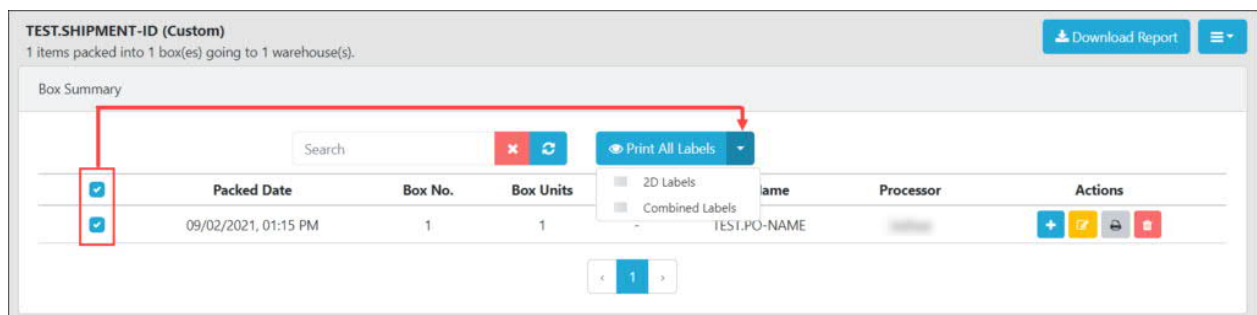
The screenshot shows a software interface for viewing a custom shipment report. At the top, there is a 'TEST.SHIPMENT-ID (Custom)' header and a 'Download Report' button. Below this is a 'Box Summary' section with a search bar and a 'Print All Labels' button. The table has columns for 'Packed Date', 'Box No.', 'Box Units', 'Dest', 'PO Name', 'Processor', and 'Actions'. A red arrow points to the 'Download Report' button. The table contains one row with the following data:

Packed Date	Box No.	Box Units	Dest	PO Name	Processor	Actions
09/02/2021, 01:15 PM	1	1	-	TEST.PO-NAME		+ ? ↵

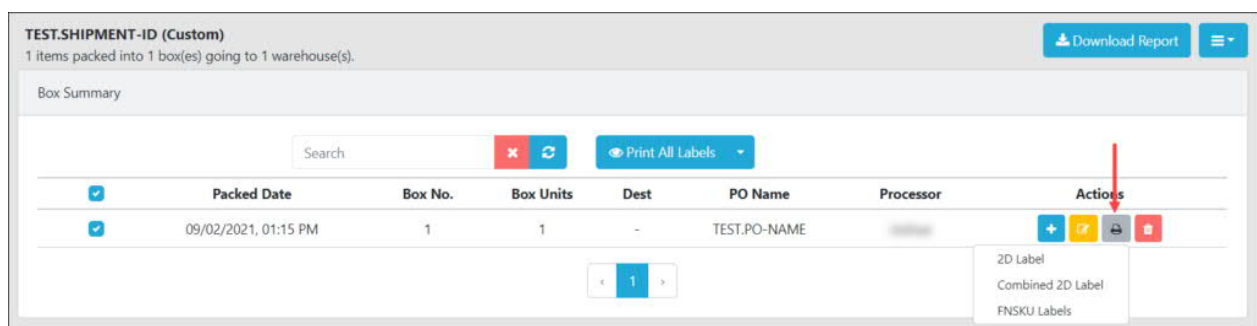
## Editing a custom shipment

Open the custom shipment report for a shipment you want to edit. From the Box Summary section of the report, you can reprint carton labels, add new products to a carton, update carton information, or even delete the whole carton from the shipment.

To reprint carton labels, check the checkboxes for the cartons of interest, and then click the dropdown button beside the **Print All Labels** button and choose either **2D Labels** or **Combined 2D Labels** from the dropdown menu.

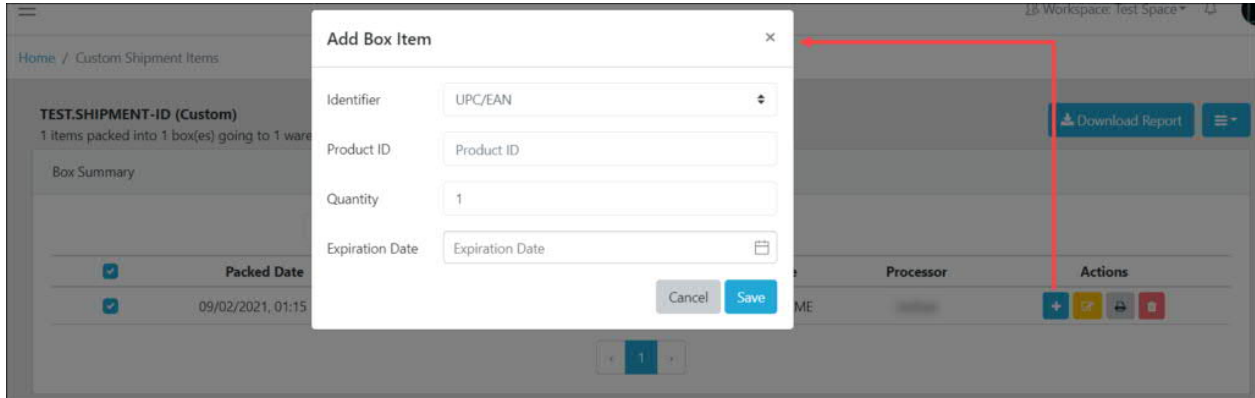


You can also reprint 2D or FNSKU labels for an individual carton by clicking the corresponding **Print** icon button in the Actions column, and then selecting one of the three label types from the dropdown menu.

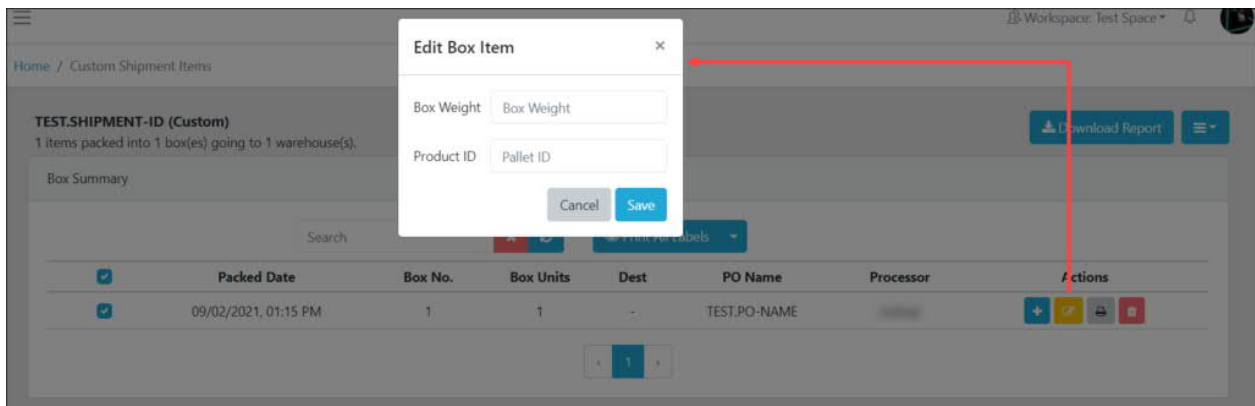


To add additional items to a box, click the corresponding **Plus** icon button in the Actions column and fill in the fields in the pop-up box. Click the **Save** button when you're finished.





To edit weight and pallet ID for a carton, click the corresponding **Edit** icon button in the Actions column and fill in the fields in the pop-up box. Then click **Save**.



To delete a carton from the shipment, click the **Delete** icon button. You will be prompted for confirmation to delete. Click the **Yes** button to continue.

TEST.SHIPMENT-ID (Custom)

1 items packed into 1 box(es) going to 1 warehouse(s).

Download Report



Box Summary

Search



Print All Labels

<input type="checkbox"/>	Packed Date	Box No.	Box Units	Dest	PO Name	Processor	Actions
<input type="checkbox"/>	09/02/2021, 01:15 PM	1	1	-	TEST.PO-NAME		

< 1 >

