1.1 Picking and Packing Orders

To access any orders assigned to your store, you will be alerted on your main AP21 screen, with the following blue box.
Select "Show", to be taken to your Outstanding Order screen, as seen below.
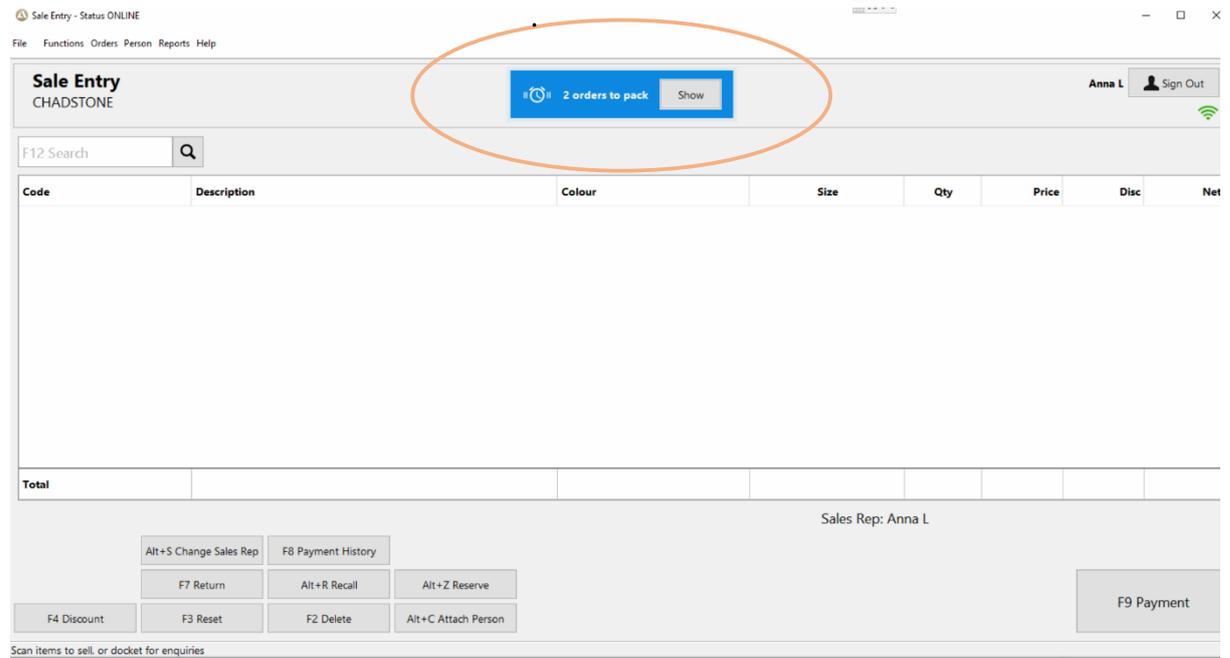
At the moment, we have 3 orders to pack.
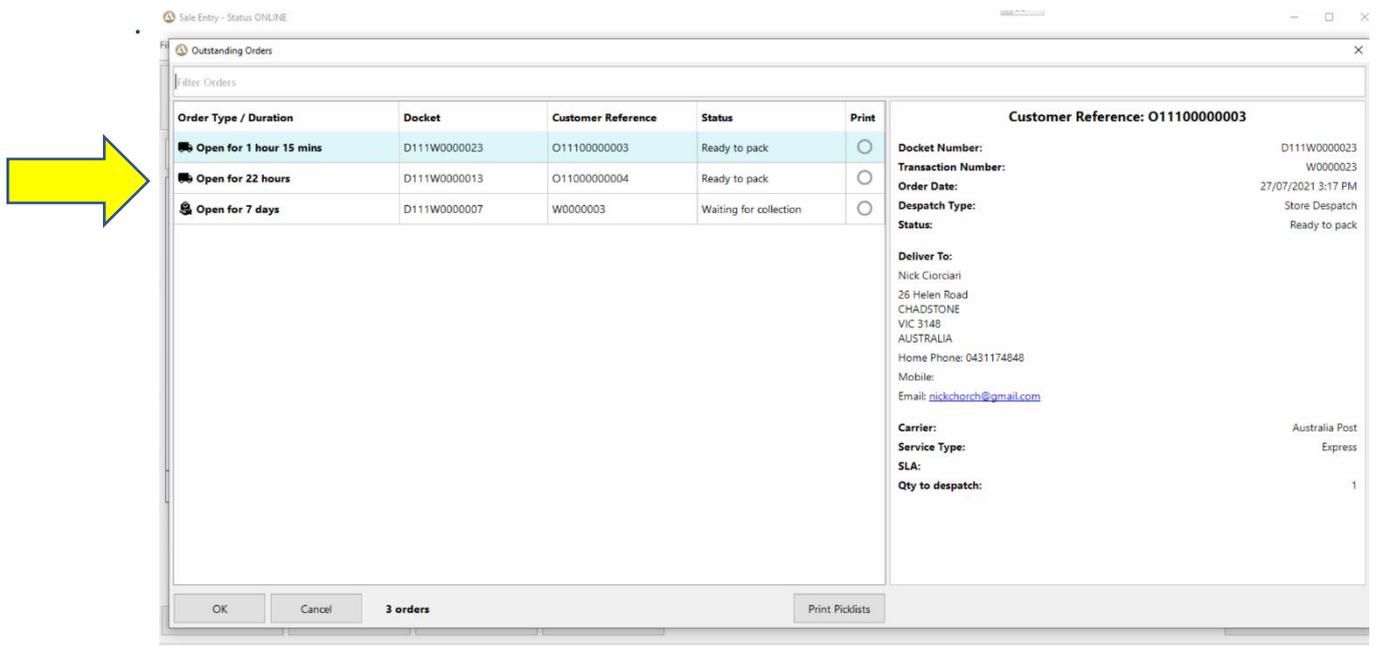
You can select 1 order at a time, or click all of them, and select "Print Picklists".
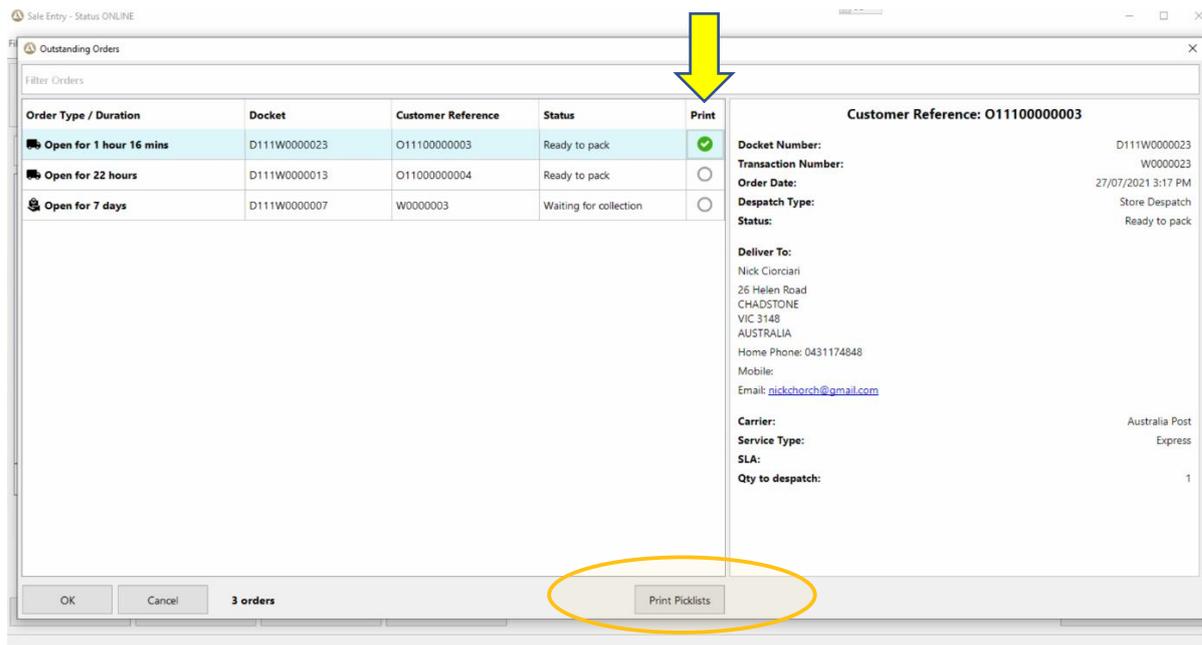
Once your selected Picklist has been confirmed, click **ok**, and it will print out a receipt, with your order details... (1.1)

To proceed to your main customer order menu, select OK, on the bottom left-hand corner of the screen. (1.2)
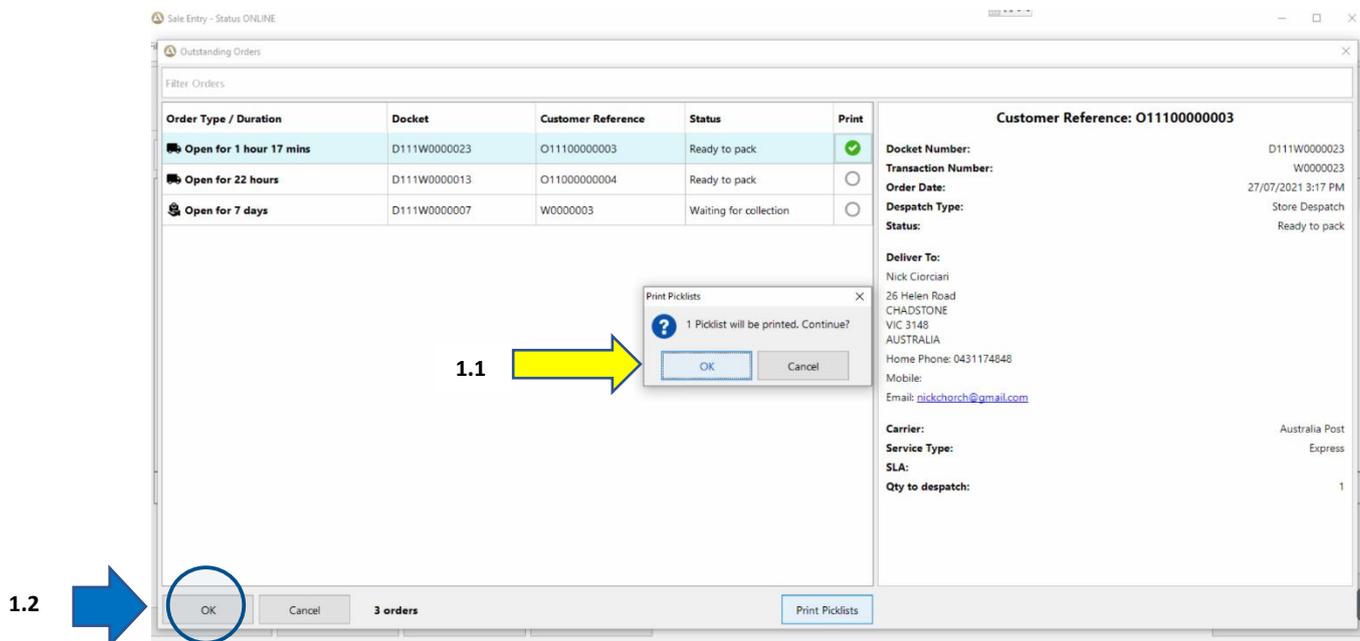
Once your order appears on the screen, **make sure you proceed as follows:**

-Find the item.

-Check it thoroughly to ensure it is not shop soiled (ie. heavily creased, scratched).

-Shoes are not odd sizes (ie. 42 and 43) **or** odd feet (ie. 2 left feet).

-Shoes must be stuffed and wrapped in the box, as they would arrive from the warehouse.

Once this process is complete, we are ready to "Pack/Pay"
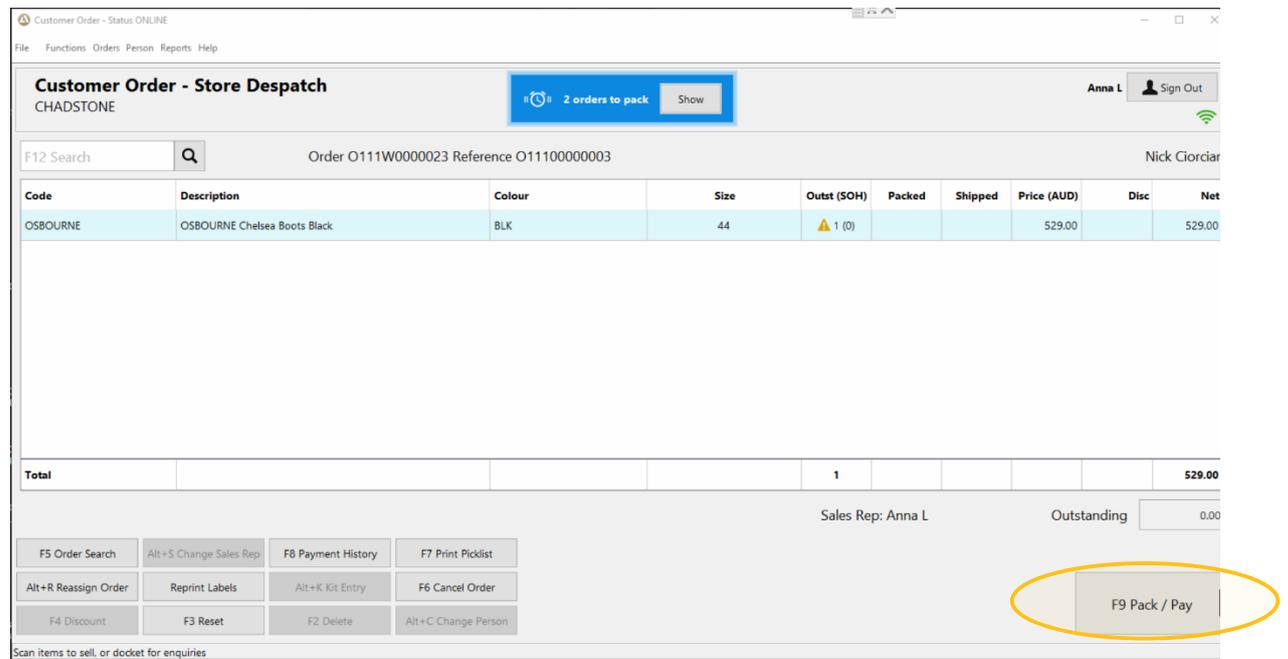
All item/s **must** be scanned physically, for the "Packed" box to be ticked green. (1.1)

Alternatively, if you cannot scan your item/s for any reason (ie. Barcode issues). You can look up the item/s manually using the search bar, to proceed. (1.2)

Click **"OK"** to continue.
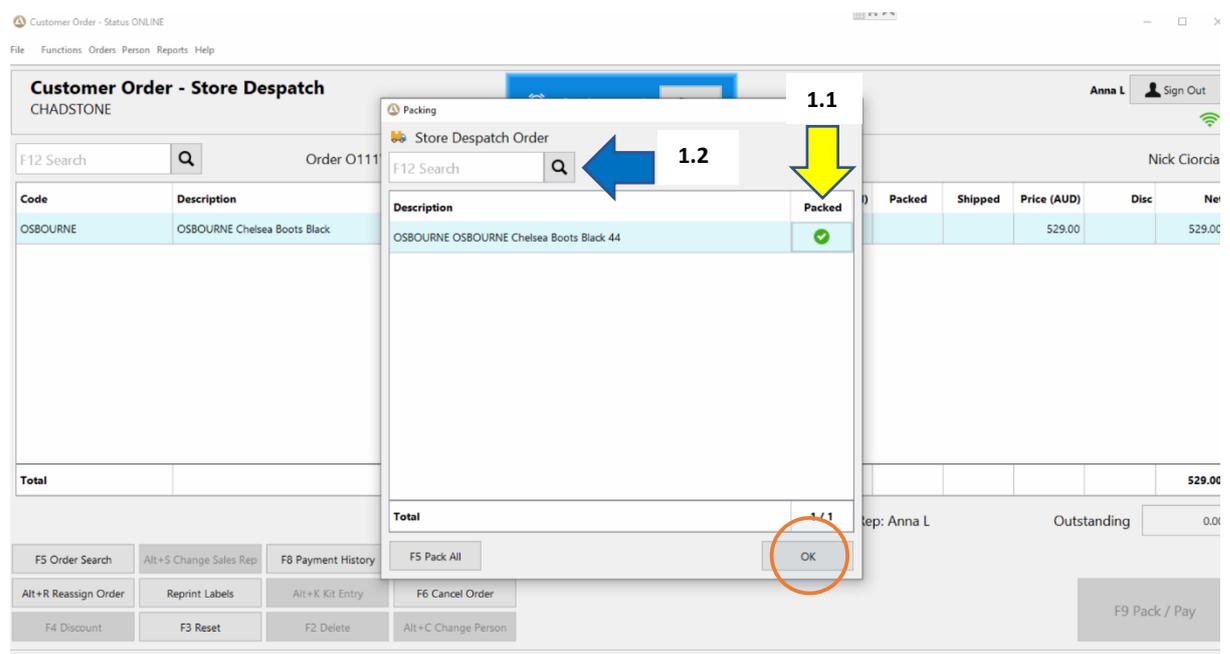
Once selected, it will prompt you to your Packing Information/Dispatch screen, where you will select your Pack Type.

Each pack type is assigned to specific items to accommodate for the appropriate weight of the package.

-Bag 500g = Small Accessories (Belts, Shoe Care, Socks)

-**Large Shoe Bag**
- Shoe Bag Boat
- Shoe Bag Boot **(includes lace up boots)**
- Shoe Bag Lace up **(low cut dress shoes)**
- Shoe Bag Loafer
- Shoe Bag Sandal
- Shoe Bag Sneaker

-Two Shoe Bag 2.6 = 2x Sneaker, 1x loafer + 1x Boot, Large Accessories (All Bag types)

-Two Shoe Bag 3.3 = 2x Boots, 2x Boots + Small Accessories,

　　　　　　1x light weight shoe/1x heavy boot + Briefcase.
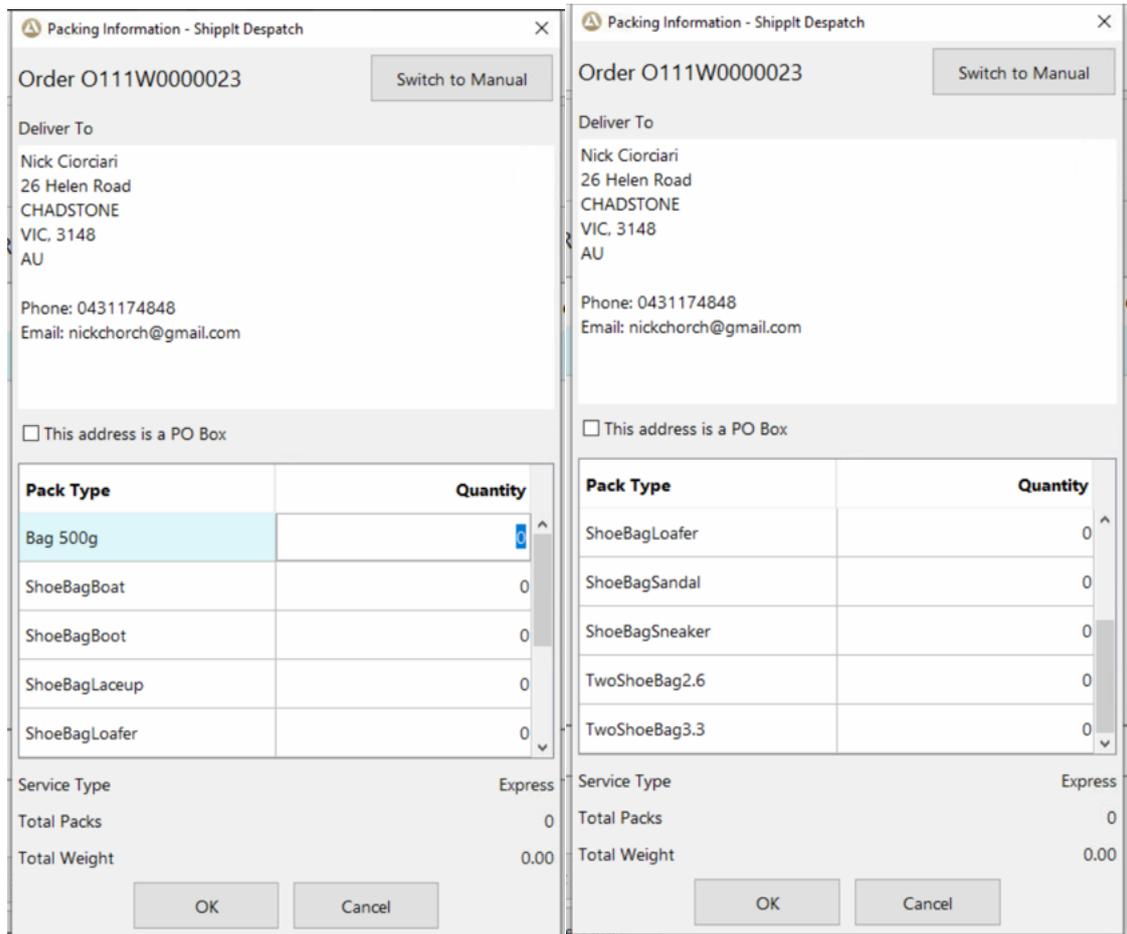
With this order, we will be selecting **Shoe Bag Boot** and changing the quantity to **1**.

Please note: Quantity type is based on the parcel/bag amount, not the quantity of items within the parcel/bag.
Eg. 2 pairs of shoes in 1 parcel = 1 quantity
    4 pairs of shoes in 2 parcels (split order) = 2 quantity

Click **Ok**.
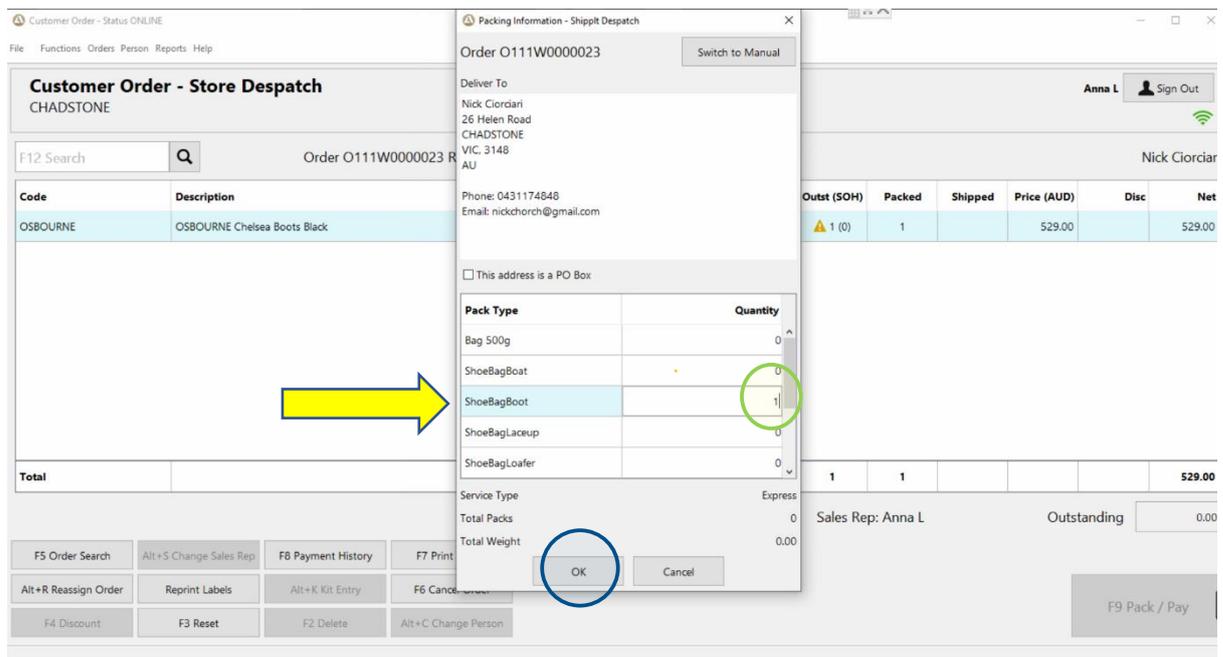
After selecting your Packing information, a booking confirmation will appear on your screen.
Select **Print Labels** to proceed to your shipping label screen
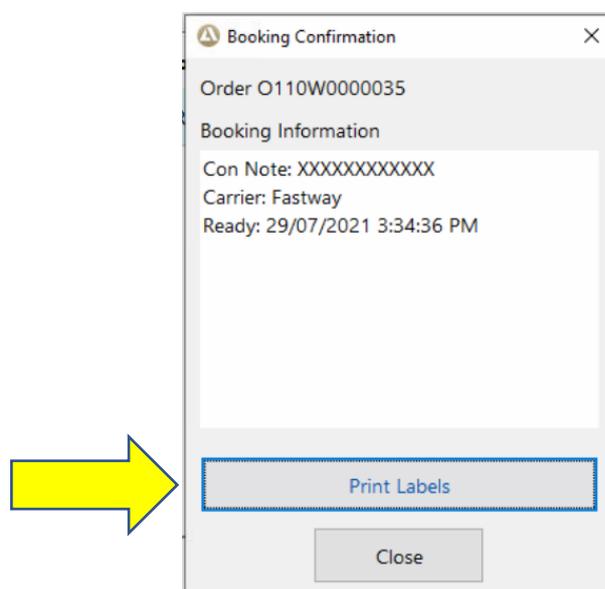
Select the **Print** button, to proceed to printer settings
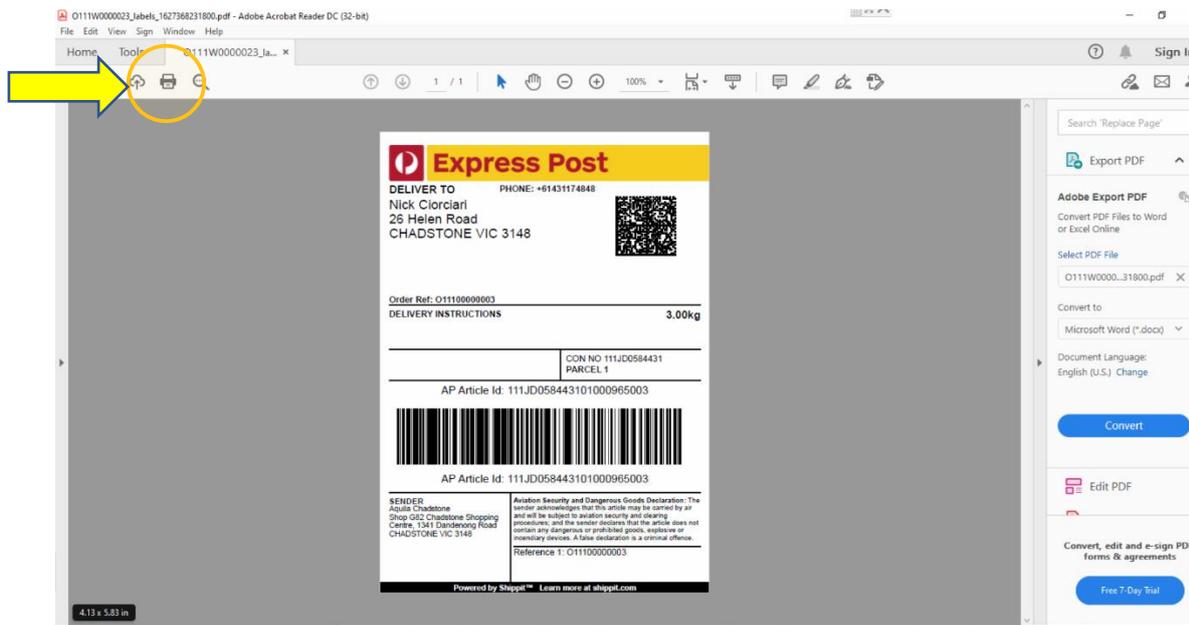
Once in the Print Screen, be sure to select the correct printer device.
Most of your default printers will be set as your Epson store receipt printer.
We need to select "ZDesigner", as seen below, before we select **Print**.
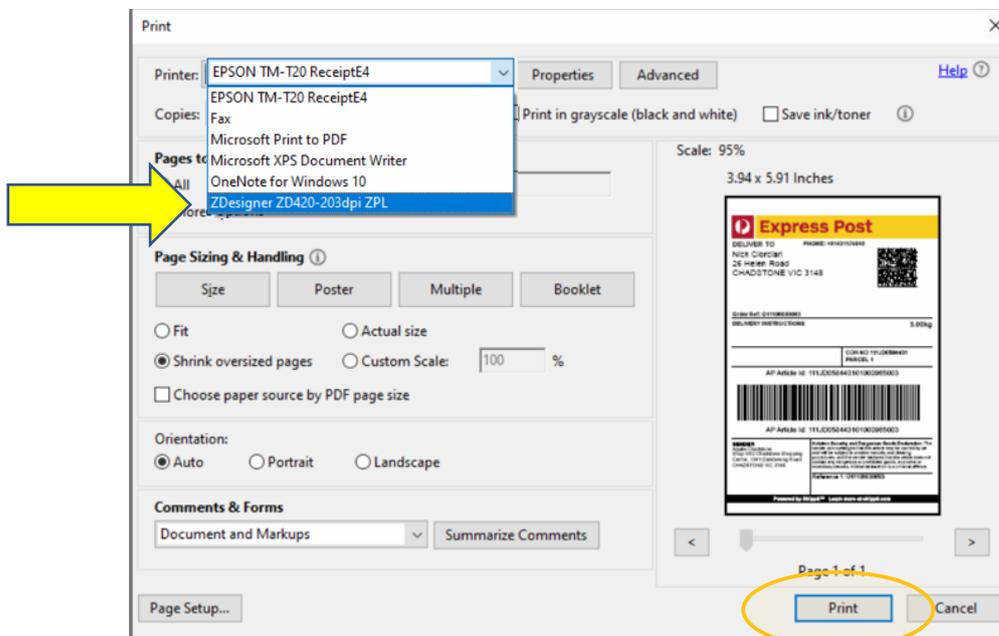
Once your shipping label has printed successfully, stick the label neatly on the packaged item, and proceed to the **Shippit** website, to book and manifest your order.

To book and manifest your orders, click on google chrome, and access the shippit website, which will already be saved on your tab, as seen below.

Select Ready to Ship, to proceed to your Deliveries Awaiting Booking screen.
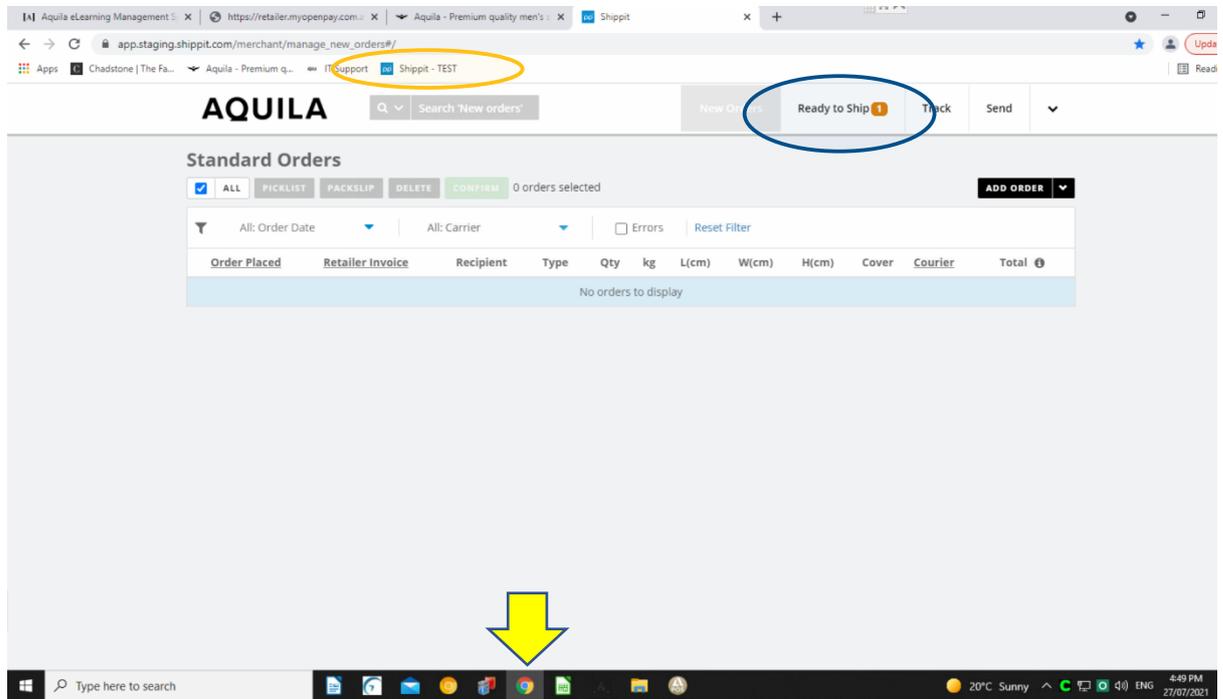
There are 2 sections in this area…
"Deliveries Awaiting Booking" and **"Manifest History"**
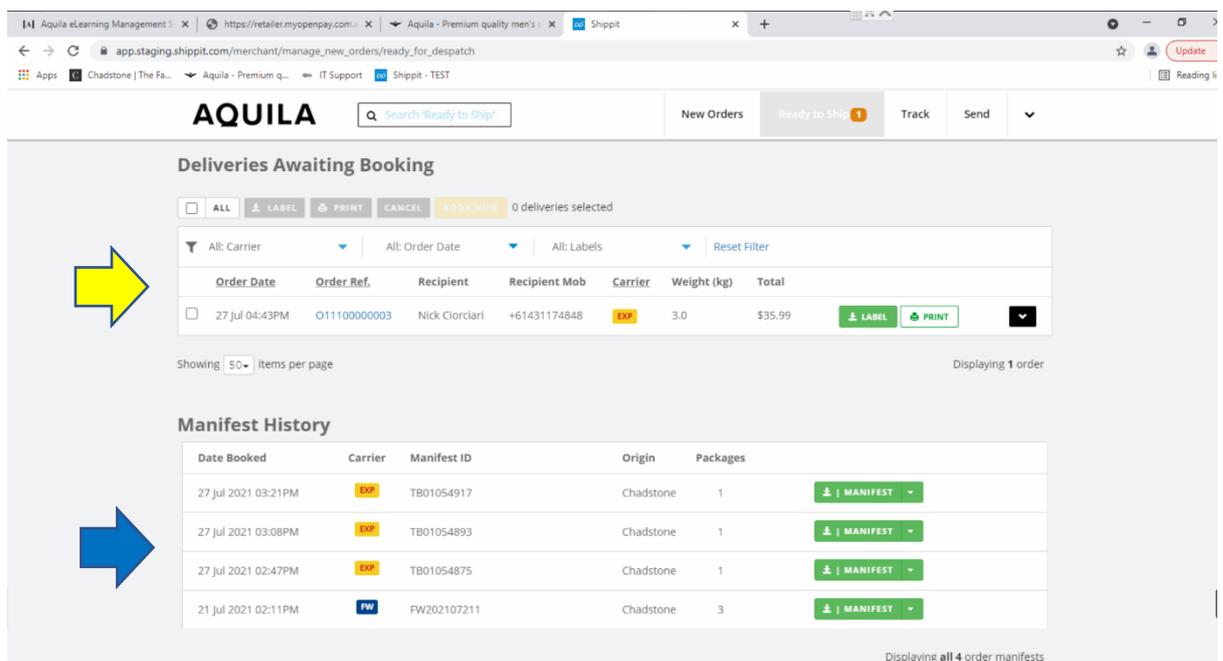
-Deliveries Awaiting Booking:

All orders are to be booked first, by selecting **"All"**.
Once your order is selected, you will see that the **"Book Now"** tab, has been highlighted in orange.
Click "**Book Now".**

Confirm everything is correct and select "Book Now".

-Manifest History:

Once your order has been booked, it will move to the top of your **Manifest History** list.
Select the Manifest tab, to take you to your print screen.

To print your Manifest, select the print button, on the top right-hand corner of your screen…

As with your shipping label, please adjust print settings as follows:
- Select **Zdesigner** in your destination setting
- Select "**fit to printable area**" in your Scale setting

Click **print** to proceed
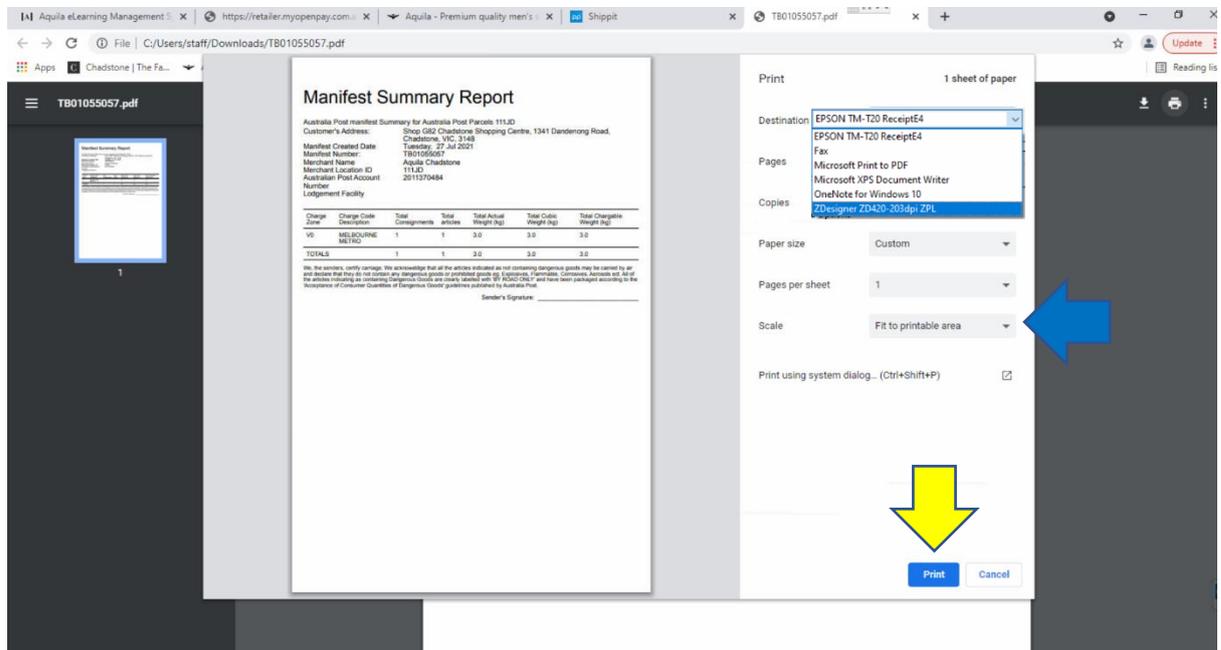
Once your Manifest has successfully printed, do not peel it from its paper backing.
Sign it and hand it to Aus Post with your packages.

-What do I do when I don't have an item in store, or I cannot send due to it being shop soiled?

If you cannot fulfil an order, due to shop soil or items not in stock. You will need to Reassign to another store, as seen below:

Click on the item/s that you will be reassigning (1.1)

Select **"Reassign Order"** (1.2)
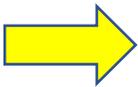
Click **"Ok"** to confirm that you are reassigning the order to another location.

-What if I have a large order and need to split it across 2 parcels/bags?

The below order consists of 5 items.

2 pairs of boots, 2 pairs of sneakers, and a belt.

We will need to pack this order in 2 separate bags to accommodate. Ensuring that you pack the belt in an accessory pouch, before placing it in one of the bags.

Packing the order: 1x Two shoe Bag 2.6 – Alwin, Deco, and Bane Belt

                        1x Two Shoe Bag 3.3- Osbourne, Boston

In the packing information below we will be applying **1** quantity, next to each of the 2 pack types, before selecting "**ok**"

Once you proceed to your shipping label print screen, you will notice that you have 2 labels to print out. **(1.1)**

- **Parcel 1**
- **Parcel 2**

Refer to the **weight** displayed on the label, so you know which parcel to attach it to **(1.2)**