### **SHIPPIT STEP BY STEP GUIDE**

### **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.

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Total	Alt+S Change Sales Rep	F8 Payment History			Sales Rep: Ar	nna L			
Total	Alt+S Change Sales Rep F7 Return	F8 Payment History Alt+R Recail	Alt+Z Reserve		Sales Rep: Ar	ına L		F9 F	lavment

### At the moment, we have 3 orders to pack.

Outstanding Orders						
Filter Orders						
Order Type / Duration	Docket	Customer Reference	Status	Print	Customer Reference: 0	01110000003
🖶 Open for 1 hour 15 mins	D111W0000023	O1110000003	Ready to pack	0	Docket Number:	D111W0000
Open for 22 hours	D111W0000013	O1100000004	Ready to pack	0	Transaction Number:	W0000
8 o	D1110000007	10000000	Martin - Conservations	0	Order Date: Despatch Type:	27/07/2021 3:17 Store Despa
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					Deliver To:	
					Nick Ciorciari	
					CHADSTONE	
					VIC 3148	
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					Home Phone: 0431174848	
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					email: <u>nickenoren@gmail.com</u>	
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S Open for 7 days	D111W0000007	W000003	waiting for collection	0	Status:	Ready to pack
					CHADSTONE VIC 3148 AUSTRALIA Home Phone: 0431174848 Mobile: Email: <u>nickchorch@gmail.com</u>	Australia Post
					Service Type:	Express
					SLA:	
					Qty to despatch:	1
OK Cancel	3 orders		Pri	nt Picklists		

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)

🔹 🔕 Outstanding Orders						
Filter Orders						
Order Type / Duration	Docket	Customer Reference	Status	Print	Customer Reference: C	D1110000003
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Den for 22 hours	D111W0000013	O1100000004	Ready to pack	0	Transaction Number: Order Date:	W000002 27/07/2021 3:17 PI
😫 Open for 7 days	D111W0000007	W0000003	Waiting for collection	0	Despatch Type:	Store Despatch
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	1.1		1 Picklist will be printed. Co	ntinue?	CHADSTONE VIC 3148 AUSTRALIA Home Phone: 0431174848 Mobile: Email: <u>nickchorch@gmail.com</u> Carrier: Service Type: SLA: Qty to despatch:	Australia Pc Expre

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.

e Functions Orders Pe	erson Reports Help					21	. ^			_	o x
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F5 Order Search Alt+R Reassign Order	Alt+S Change Sales Rep Reprint Labels	F8 Payment History Alt+K KIt Entry	F7 Print Picklist F6 Cancel Order			1 Sales Rej	o: Anna L		Outst	anding	529.00 0.00
F5 Order Search Alt+R Reassign Order F4 Discount	Alt+S Change Sales Rep Reprint Labels F3 Reset	F8 Payment History Alt+K Kit Entry F2 Delete	F7 Print Picklist F6 Cancel Order Alt+C Change Perso	n		1 Sales Rep	p: Anna L		Outst	anding F9 Pack	529.00 0.00 < / Pay

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.

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F4 Discount	F3 Reset	F2 Delete	Alt+C Change Person								,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

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.

( Packing Information - Shipplt Despa	tch ×	Packing Information - Shipplt Despatch	×
Order O111W0000023	Switch to Manual	Order O111W0000023	Switch to Manual
Deliver To		Deliver To	
Nick Ciorciari 26 Helen Road CHADSTONE VIC, 3148 AU Phone: 0431174848 Email: nickchorch@gmail.com		Nick Ciorciari 26 Helen Road CHADSTONE VIC, 3148 AU Phone: 0431174848 Email: nickchorch@gmail.com	a
This address is a PO Box		☐ This address is a PO Box	
Pack Type	Quantity	Pack Type	Quantity
Bag 500g	0	ShoeBagLoafer	0
ShoeBagBoat	0	ShoeBagSandal	0
ShoeBagBoot	0	ShoeBagSneaker	0
ShoeBagLaceup	0	TwoShoeBag2.6	0
ShoeBagLoafer	° 🗸	TwoShoeBag3.3	0 🗸
Service Type	Express	- Service Type	Express
Total Packs	0	Total Packs	0
Total Weight	0.00	Total Weight	0.00
ОК	Cancel	ОК	Cancel

With this order, we will be selecting **Shoe Bag Boot** and changing the quantity to **1**.

<u>Please note</u>: 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.

O Customer Order - Status	Customer Order - Status ONLINE		O Packing Information - Shipplt Despatch	×		~			-						
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Code	Description			Phone: 0431174848	Phone: 0431174848 Email: nickchorch@gmail.com			Shipped	Price (AUD)	Disc	Net				
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F5 Order Search	Ait+S Change Sales Rep	F8 Payment History	F7 Print	ок	Cancel						_				
Alt+R Reassign Order	Reprint Labels	Alt+K Kit Entry	F6 Cano	Er oron						F9 Pack	/ Pay				
F4 Discount	F3 Reset	F2 Delete	Alt+C Char	nge Person											

After selecting your Packing information, a booking confirmation will appear on your screen. Select **Print Labels** to proceed to your shipping label screen

Booking Confirmation ×      Order O110W0000035      Booking Information      Con Note: XXXXXXXXXX     Carrier: Fastway     Ready: 29/07/2021 3:34:36 PM      Print Labels      Close			
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### 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**.

Print			
Printer: EPSON TM-T20 ReceiptE4	<ul> <li>Properties</li> </ul>	Advanced	Help 🕐
EPSON TM-T20 ReceiptE4			
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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.

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## There are 2 sections in this area... "Deliveries Awaiting Booking" and "Manifest History"

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# -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".

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# Confirm everything is correct and select "Book Now".

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### -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.

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

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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

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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)

	Customer Order - Status File Functions Orders Pe	ONLINE rson Reports Help										- 🗆 X
	AQUILA	Customer Ord	der - Store Des	spatch	श्र्णिः। 2 orders to pac	k Show					Anna L	L Sign Out
	F12 Search	Q	Order O110V	V0000025 Refere	nce O1100000006							Nick Ciorcia
	Code	Description			Colour	Size	Outst (SOH)	Packed	Shipped	Price (AUD)	D	isc Ne
1.1	OSBOURNE2	OSBOURNE 2.0 BI	ack		BLK	45	🛕 1 (0)			549.00		549.00
	Total						1					549.00
							Sales Rep: Tr	aining M		Outst	anding	0.0
	F5 Order Search	Alt+S Change Sales Rep	F8 Payment History	F7 Print Picklist								
1.2	Alt+R Reassign Order	Reprint Labels	Alt+K Kit Entry	F6 Cancel Order							FOD	Dack / Dav
	F4 Discount	F3 Reset	F2 Delete	Alt+C Change Per	on						r9 F	uck / ray
	Scan items to sell, or dock	et for enquiries										

### Click "Ok" to confirm that you are reassigning the order to another location.

(A) Customer Order - Status (	DNLINE			- D							
File Functions Orders Per	son Reports Help										
AQUILA	Customer Ore DONCASTER	der - Store Des	spatch	8 🛈 8 2 orders to pac	k Show					Anna L 💄	Sign Out
F12 Search	Q	Order O110V	0000025 Referenc	e O1100000006						1	Nick Ciorcia
Code	Description		Co	blour	Size	Outst (SOH)	Packed	Shipped	Price (AUD)	Disc	Net
OSBOURNE2	OSBOURNE 2.0 BI	ack	BL	к	45	🛕 1 (0)			549.00		549.00
				Ok	Cancel		]				
Total						1					549.00
						Sales Rep: Tr	aining M		Outs	tanding	0.00
F5 Order Search	Alt+S Change Sales Rep	F8 Payment History	F7 Print Picklist								
Alt+R Reassign Order	Reprint Labels	Alt+K Kit Entry	F6 Cancel Order							EQ Day	le ( Dave
F4 Discount	F3 Reset	F2 Delete	Alt+C Change Persor	1						r9 Pac	к/ rdy

#### -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.

Customer Order - Status (     File Functions Orders Per	DNLINE									-	□ ×	
Customer O CHADSTONE	rder - Store De	spatch		ा िं। 1 order to pack	I order to pack Show							
F12 Search	Q	Order O111V	V0000027 Referer	nce O10500000001							Deniz Saka	
Code	Description			Colour	Size	Outst (SOH)	Packed	Shipped	Price (AUD)	Disc	Ne	
ALWIN	ALWIN Derby Blad	k	1	BLK	44	🛕 1 (0)			299.00		299.00	
OSBOURNE	OSBOURNE Chelse	a Boots Black	1	BLK	44	<u> 1 (-1)</u>			529.00		529.00	
DECO	DECO Nubuck Nav	y	1	DKB	44	🛕 1 (0)			219.00		219.00	
BANE	BANE Belt Black		1	BLK	O/S	🛕 1 (0)			159.00		159.00	
BOSTON	BOSTON Chukka B	loots Tan	1	TAN	44	🛕 1 (0)			219.00		219.00	
Total						5					1,425.00	
						Sales Rep	o: Deniz S		Outst	tanding	0.0	
F5 Order Search	Alt+S Change Sales Rep	F8 Payment History	F7 Print Picklist									
Alt+R Reassign Order	Reprint Labels	Alt+K Kit Entry	F6 Cancel Order							EQ Dar	k / Dav	
F4 Discount	F3 Reset	F2 Delete	Alt+C Change Pers	ion						19 Fac	k/ray	
Scan items to sell, or docke	et for enquiries											

### 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**"

Customer Order - Status File Functions Orders Pe	ONLINE rson Reports Help												
Customer C CHADSTONE	order - Store De	espatch		Packing Information Order O111W0	on - Shipplt Despatch	Switch to Manual	×				A	nna L 💄	Sign Out
F12 Search	Q	Order O111V	V0000027 R	Deliver To								D	eniz Saka
Code	Description			5A ALFRED ST				Outst (SOH)	Packed	Shipped	Price (AUD)	Disc	Ne
ALWIN	ALWIN Derby Blac	k		NSW, 2020				🛕 1 (0)	1		299.00		299.00
OSBOURNE	OSBOURNE Chelse	ea Boots Black		Rhone: 042622722	c			<u> 1</u> (-1)	1		529.00		529.00
DECO	DECO Nubuck Nav	ry .		Email: denizsakalli@	hotmail.com			🛕 1 (0)	1		219.00		219.0
BANE	BANE Belt Black			This address is a	PO Box			🛕 1 (0)	1		159.00		159.0
BOSTON	BOSTON Chukka	Boots Tan		Pack Type		Quantity		🛕 1 (0)	1		219.00		219.0
				ShoeBagSneaker TwoShoeBag2.6		0		<u> </u>					
Total				Service Trace		La charada	~		5				1,425.0
				Total Packs		Standa 5.	2 .90	Sales Rep	: Deniz S		Outstar	Iding	0.0
F5 Order Search	Alt+S Change Sales Rep	F8 Payment History	F7 Print		ок	Cancel							
Alt+R Reassign Order	Reprint Labels	Alt+K Kit Entry	F6 Cance	Order								FO De -I	
F4 Discount	F3 Reset	F2 Delete	Alt+C Chan	ge Person								гэ Раск	/ Pay

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)

Express Post	Express Post
DELIVER TO PHONE: +61426237336 Deniz Sakalli 5A ALFRED ST MASCOT NSW 2020	DELIVER TO PHONE: +61426237336 Deniz Sakalli 5A ALFRED ST MASCOT NSW 2020
Order Ref: 010500000001 DELIVERY INSTRUCTIONS 1.2 2.60kg	Order Ref: 010500000001 DELIVERY INSTRUCTIONS 1.2 3.30kg
1.1 CON NO 111JD0584492 PARCEL 1 AP Article Id: 111JD058449201000965004	1.1 CON NO 111JD0584492 PARCEL 2 AP Article Id: 111JD058449202000965001
AP Article Id: 111JD058449201000965004	AP Article Id: 111JD058449202000965001
SENDER Aquila Chadstone         Aviation Security and Dangerous Goods Declaration: The sender acknowledges that this article may be carried by air and will be subject to aviation security and clearing procedures; and the sender declares that the article does not contain any dangerous or prohibited goods, explosive or incendiary devices. A false declaration is a criminal offence.           Reference 1: O10500000001	SENDER Aquila Chadstone Shop G62 Chadstone Shopping Centre, 1341 Dandenong Road CHADSTONE VIC 3148         Aviation Security and Dangerous Goods Declaration: The sender acknowledges that this article may be carried by air and will be subject to aviation security and clearing procedures; and the sender declares that the article does not contain any dangerous or prohibited goods, explosive or contain any dangerous cor prohibited goods, explosive or contain any dangerous co
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