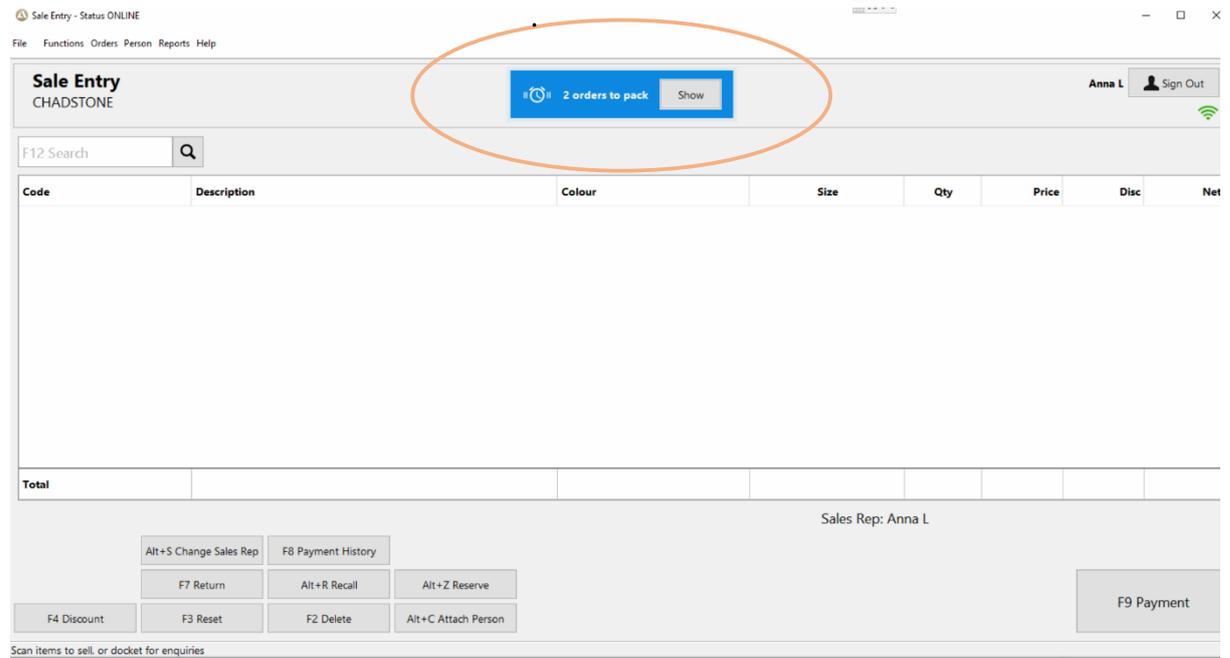


# SHIPPIT STEP BY STEP GUIDE

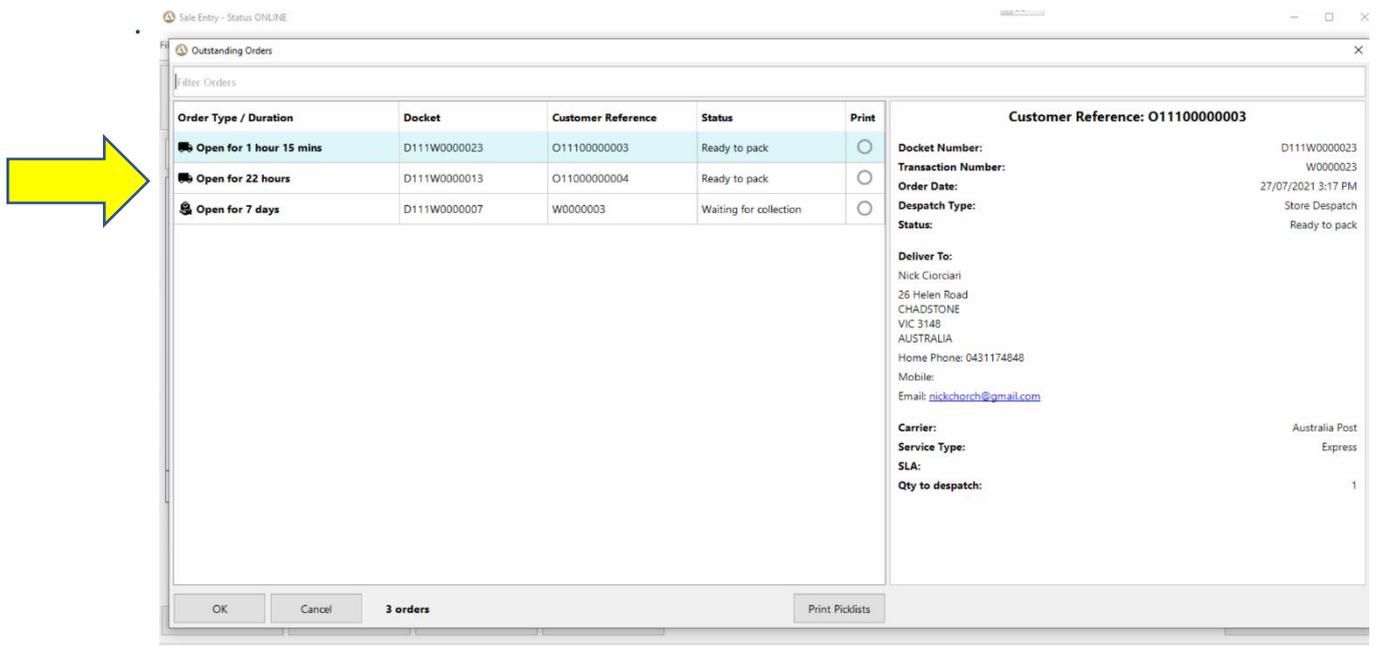
## 1.1 Picking and Packing Orders

To access any orders assigned to your store, you will be alerted on your main AP21 screen, with the following blue box.

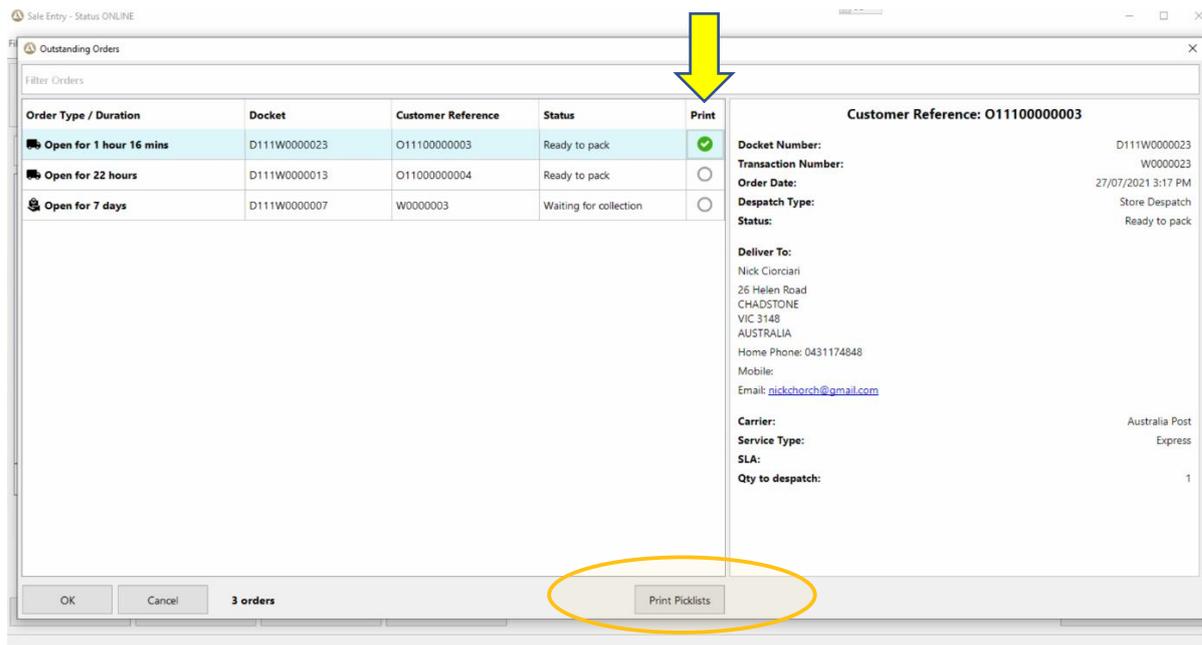
Select "Show", to be taken to your Outstanding Order screen, as seen below.



At the moment, we have 3 orders to pack.

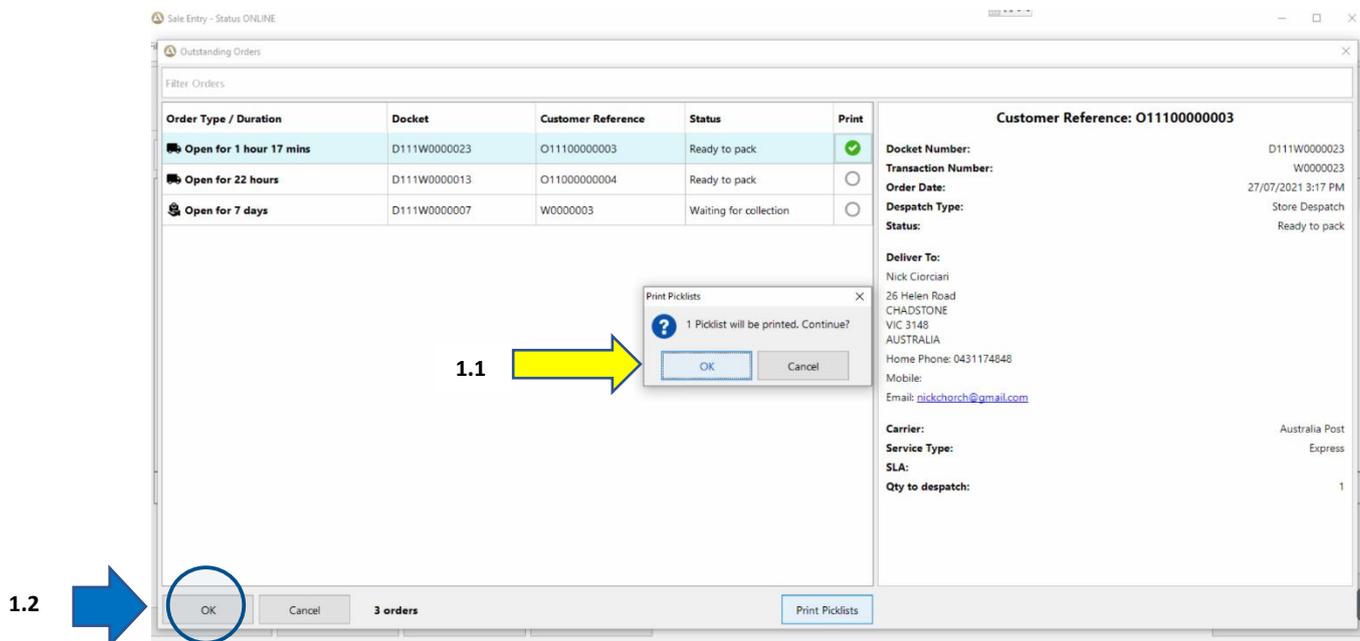


You can select 1 order at a time, or click all of them, and select "Print Picklists".



Once your selected Picklist has been confirmed, click **ok**, and it will print out a receipt, with your order details... (1.1)

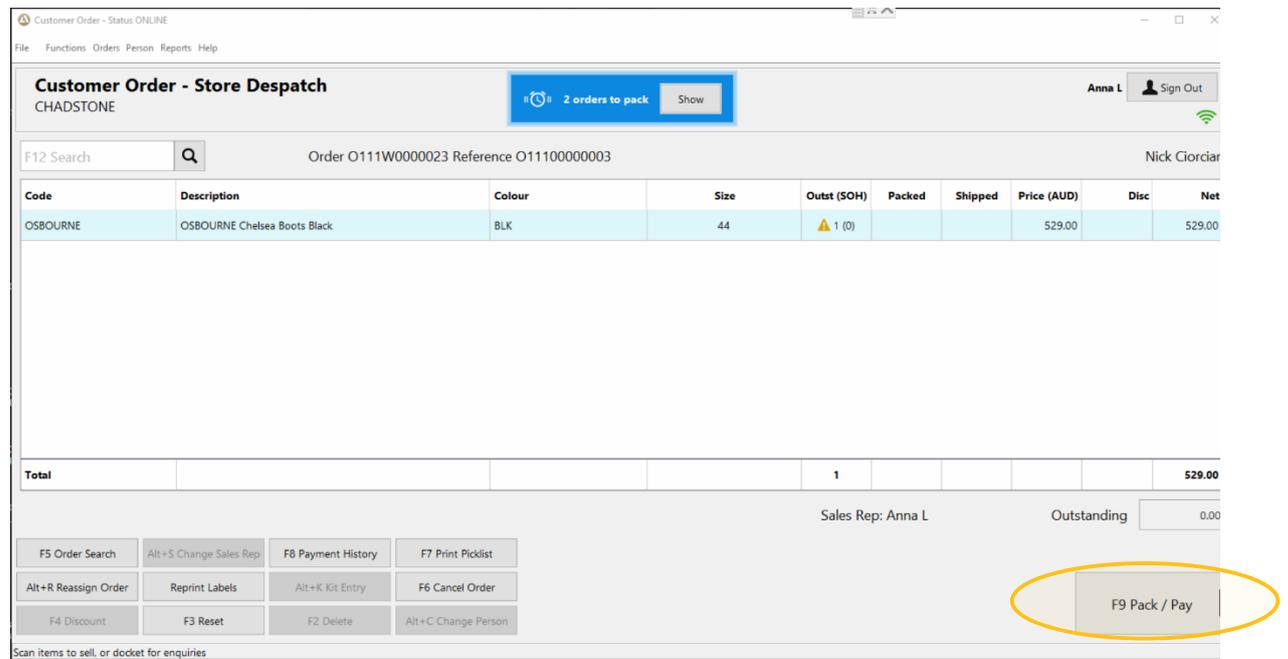
To proceed to your main customer order menu, select **OK**, on the bottom left-hand corner of the screen. (1.2)



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.

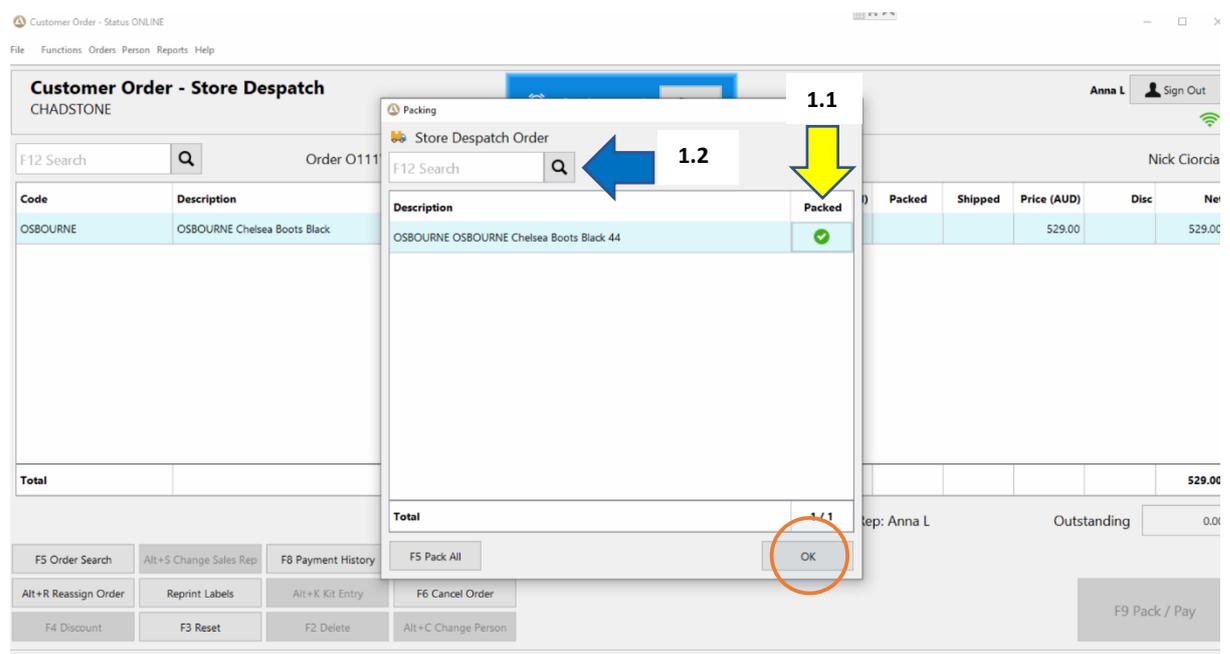
Once this process is complete, we are ready to “Pack/Pay”



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.

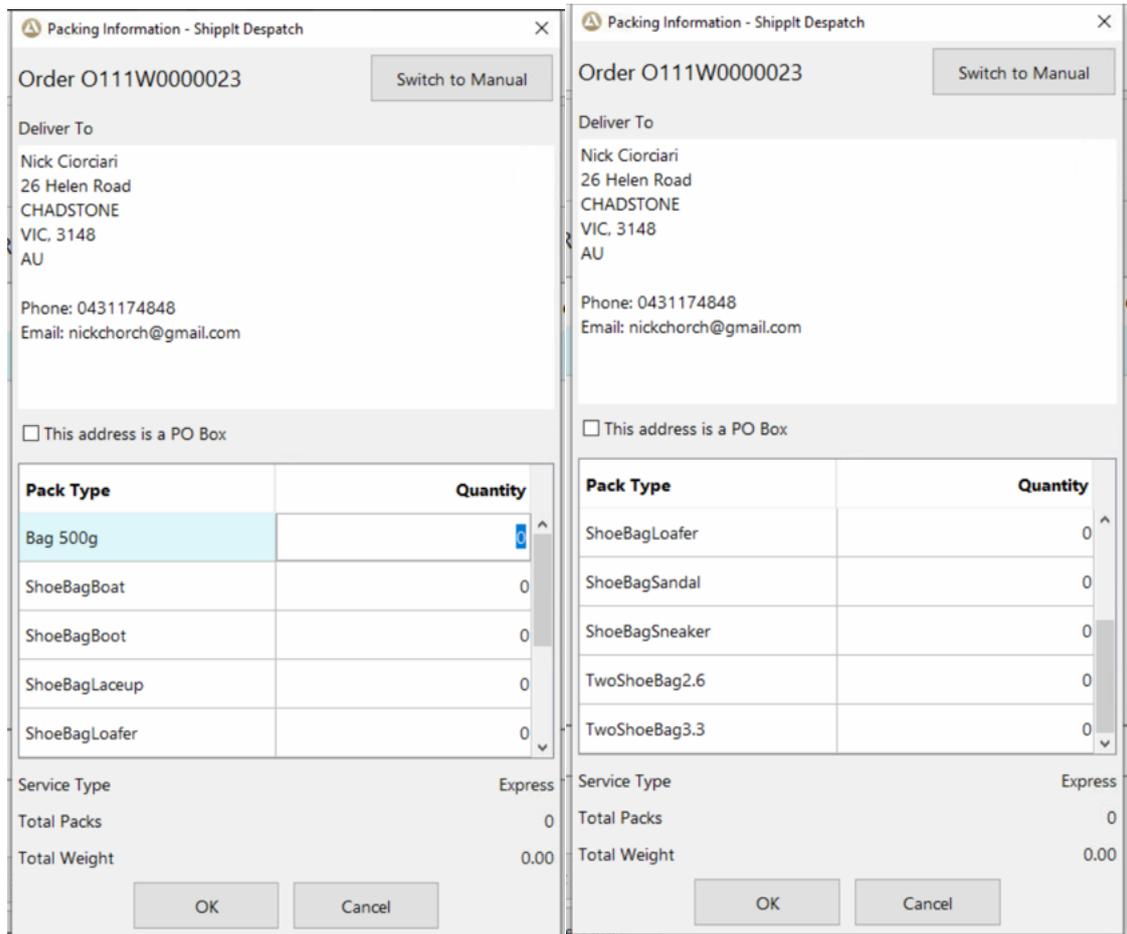
**-Bag 500g** = Small Accessories (Belts, Shoe Care, Socks)

**-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.



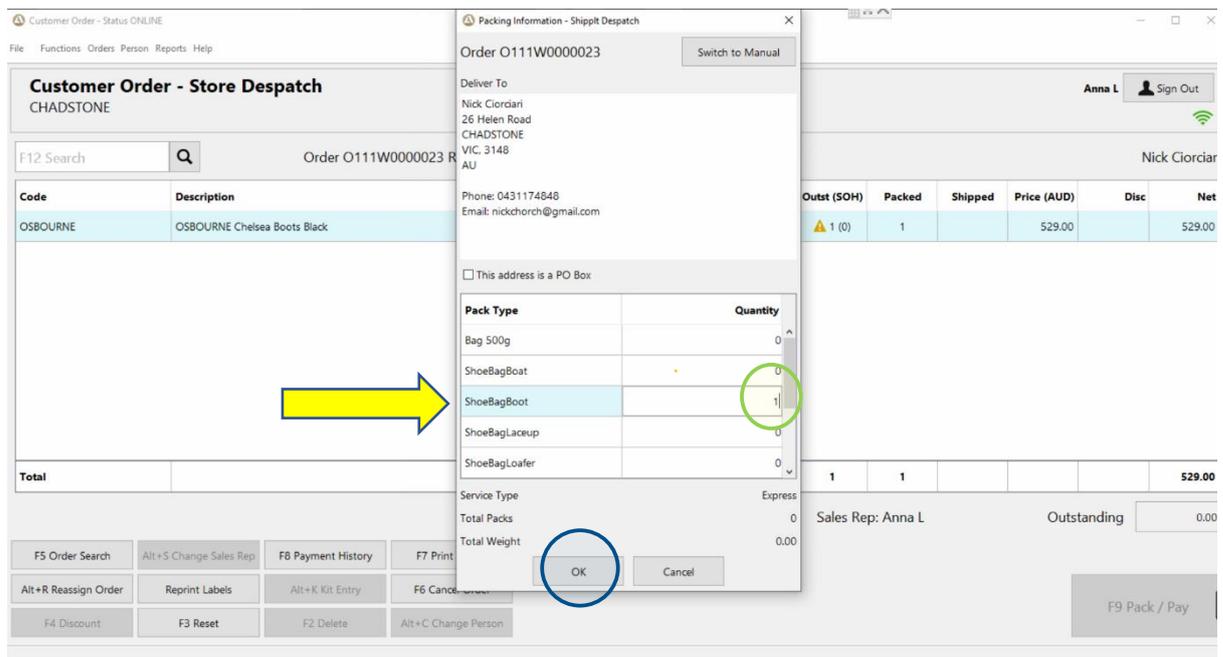
With this order, we will be selecting **Shoe Bag Boot** and changing the quantity to **1**.

**Please note:** Quantity type is based on the parcel/bag amount, not the quantity of items within the parcel/bag.

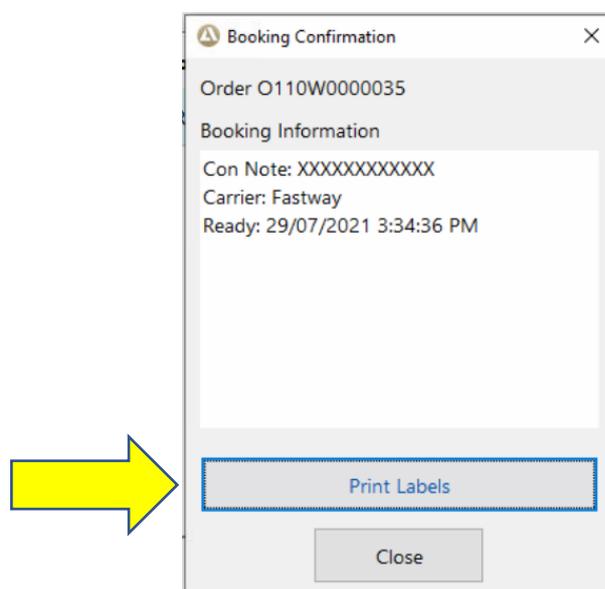
**Eg.** 2 pairs of shoes in 1 parcel = 1 quantity

4 pairs of shoes in 2 parcels (split order) = 2 quantity

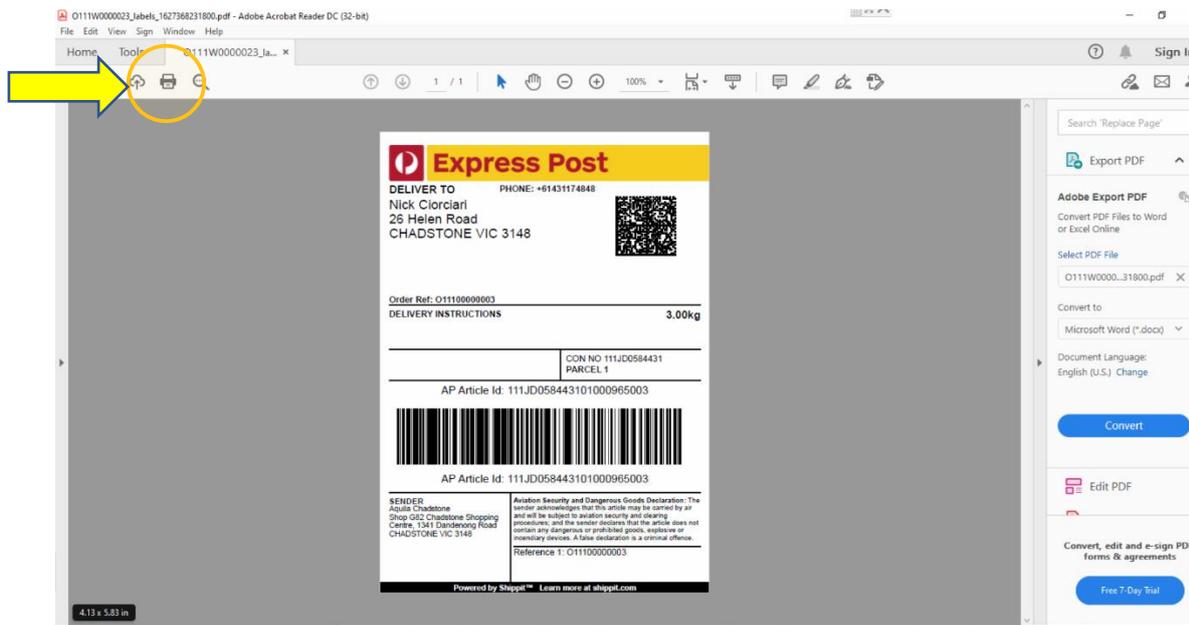
Click **Ok**.



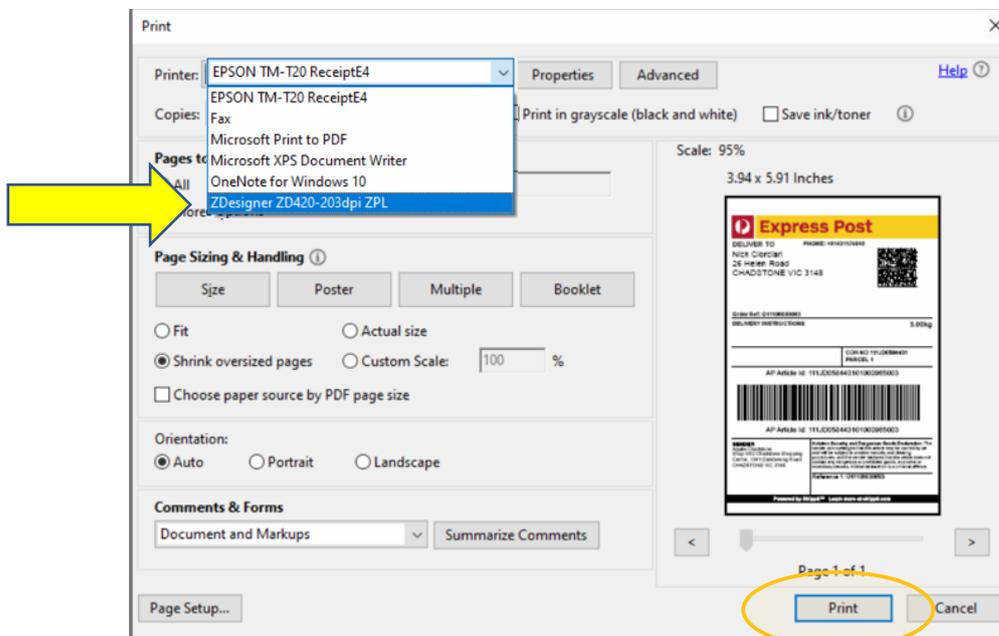
After selecting your Packing information, a booking confirmation will appear on your screen. Select **Print Labels** to proceed to your shipping label screen



Select the **Print** button, to proceed to printer settings



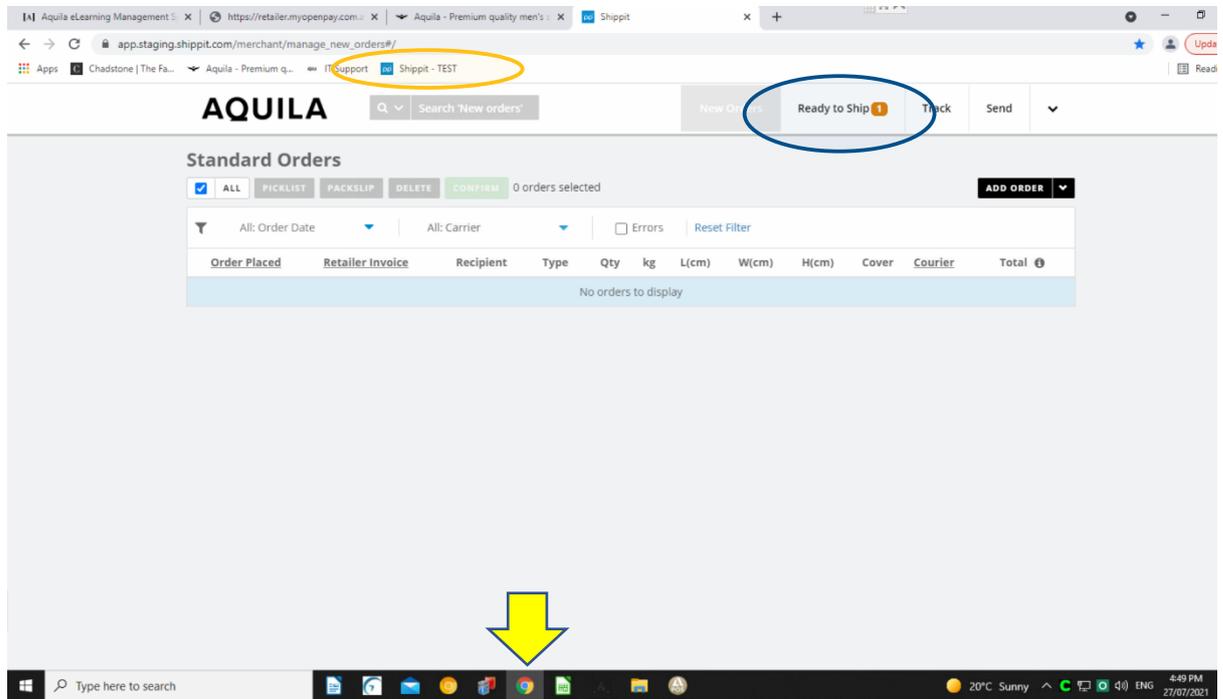
Once in the Print Screen, be sure to select the correct printer device.  
Most of your default printers will be set as your Epson store receipt printer.  
We need to select "ZDesigner", as seen below, before we select **Print**.



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.

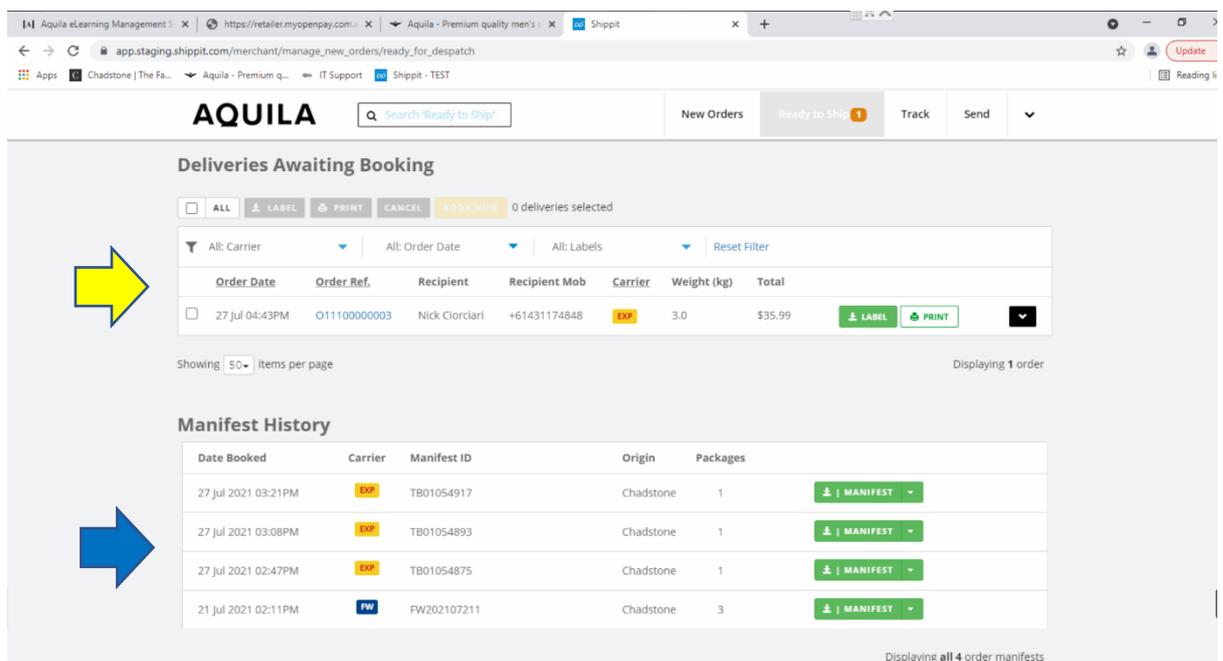
To book and manifest your orders, click on google chrome, and access the shippit website, which will already be saved on your tab, as seen below.

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”.

The screenshot shows the Shippit merchant interface. At the top, there's a navigation bar with 'New Orders', 'Ready to Ship' (with a notification), 'Track', and 'Send'. Below this is the 'Deliveries Awaiting Booking' section. A yellow arrow points to the 'ALL' button, which is selected. To its right, the 'BOOK NOW' button is highlighted in orange. Below the buttons are filter options for Carrier, Order Date, and Labels. A table lists the order details:

Order Date	Order Ref.	Recipient	Recipient Mob	Carrier	Weight (kg)	Total	
27 Jul 04:43PM	O1110000003	Nick Ciorclari	+61431174848	EXP	3.0	\$35.99	LABEL PRINT

Below the table, it says 'Showing 50 items per page' and 'Displaying 1 order'. Underneath is the 'Manifest History' section with a table:

Date Booked	Carrier	Manifest ID	Origin	Packages	
27 Jul 2021 03:21PM	EXP	TB01054917	Chadstone	1	MANIFEST
27 Jul 2021 03:08PM	EXP	TB01054893	Chadstone	1	MANIFEST
27 Jul 2021 02:47PM	EXP	TB01054875	Chadstone	1	MANIFEST
21 Jul 2021 02:11PM	FW	FW202107211	Chadstone	3	MANIFEST

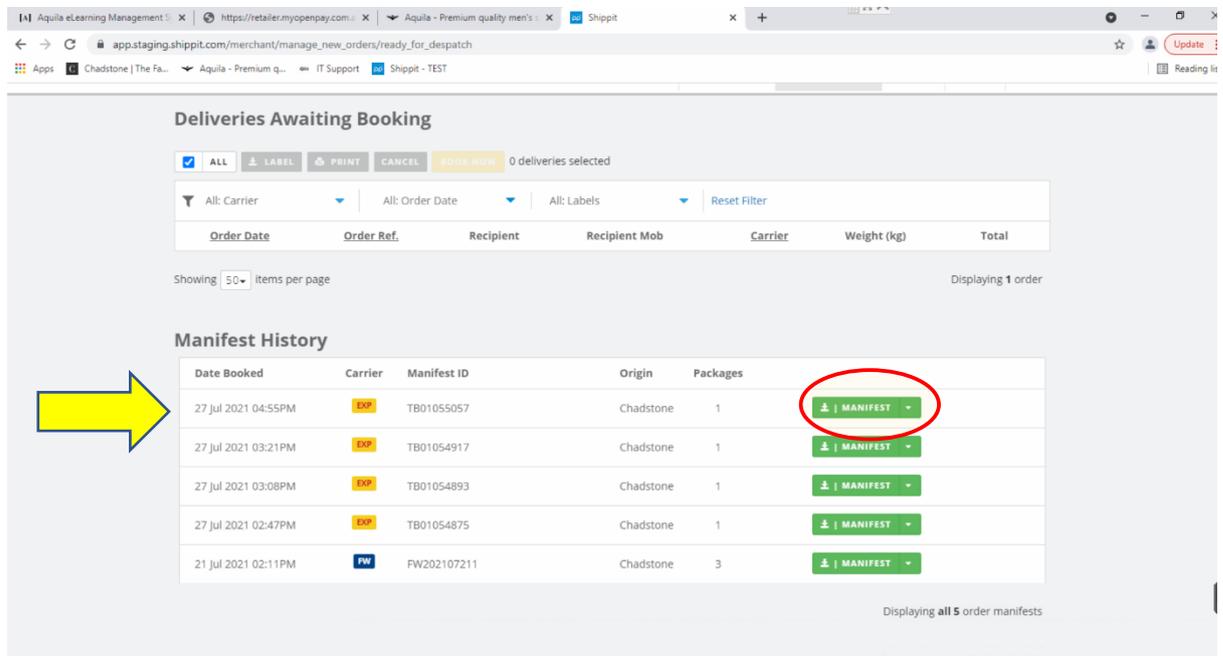
At the bottom right, it says 'Displaying all 4 order manifests'.

Confirm everything is correct and select “Book Now”.

The screenshot shows the same Shippit merchant interface, but with a confirmation dialog box overlaid. The dialog box has the title 'Are you sure?' and the text 'You're about to book 1 Domestic deliveries.' Below the text are two buttons: 'Back' and 'BOOK NOW'. A yellow arrow points to the 'BOOK NOW' button. The background interface is dimmed.

## -Manifest History:

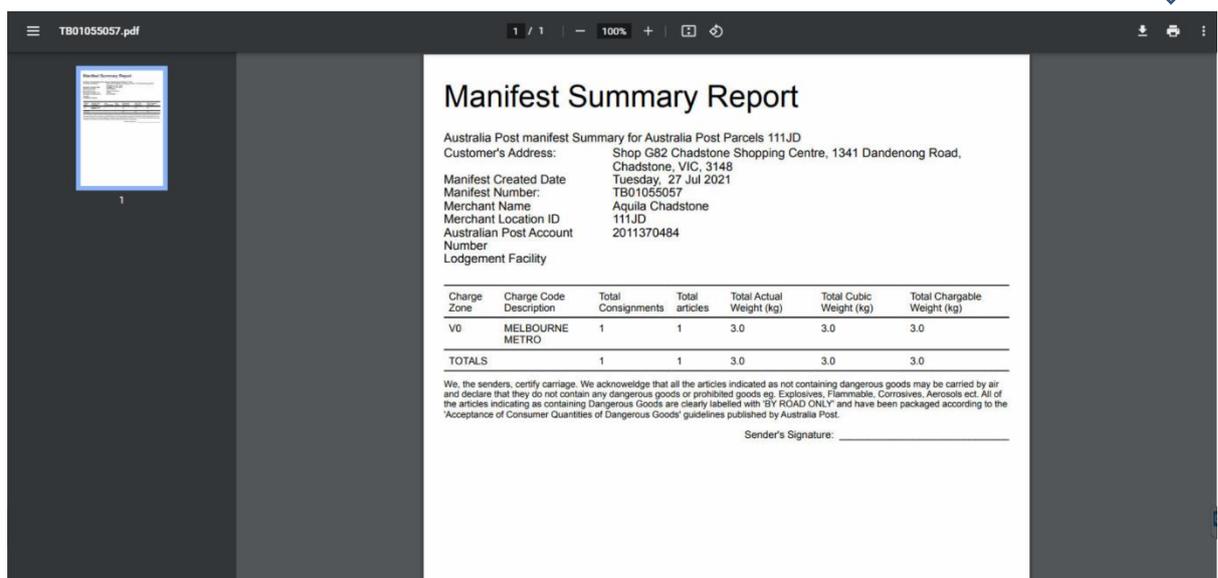
Once your order has been booked, it will move to the top of your **Manifest History** list. Select the Manifest tab, to take you to your print screen.



The screenshot shows the 'Deliveries Awaiting Booking' section with a 'Manifest History' table. A yellow arrow points to the 'MANIFEST' button in the first row of the table.

Date Booked	Carrier	Manifest ID	Origin	Packages	
27 Jul 2021 04:55PM	EXP	TB01055057	Chadstone	1	
27 Jul 2021 03:21PM	EXP	TB01054917	Chadstone	1	
27 Jul 2021 03:08PM	EXP	TB01054893	Chadstone	1	
27 Jul 2021 02:47PM	EXP	TB01054875	Chadstone	1	
21 Jul 2021 02:11PM	FW	FW202107211	Chadstone	3	

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



The screenshot shows the 'Manifest Summary Report' PDF. A yellow arrow points to the print button in the top right corner of the PDF viewer.

**Manifest Summary Report**

Australia Post manifest Summary for Australia Post Parcels 111JD  
Customer's Address: Shop G82 Chadstone Shopping Centre, 1341 Dandenong Road, Chadstone, VIC, 3148  
Manifest Created Date: Tuesday, 27 Jul 2021  
Manifest Number: TB01055057  
Merchant Name: Aquila Chadstone  
Merchant Location ID: 111JD  
Australian Post Account Number: 2011370484  
Lodgement Facility

Charge Zone	Charge Code Description	Total Consignments	Total articles	Total Actual Weight (kg)	Total Cubic Weight (kg)	Total Chargeable Weight (kg)
V0	MELBOURNE METRO	1	1	3.0	3.0	3.0
<b>TOTALS</b>		<b>1</b>	<b>1</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

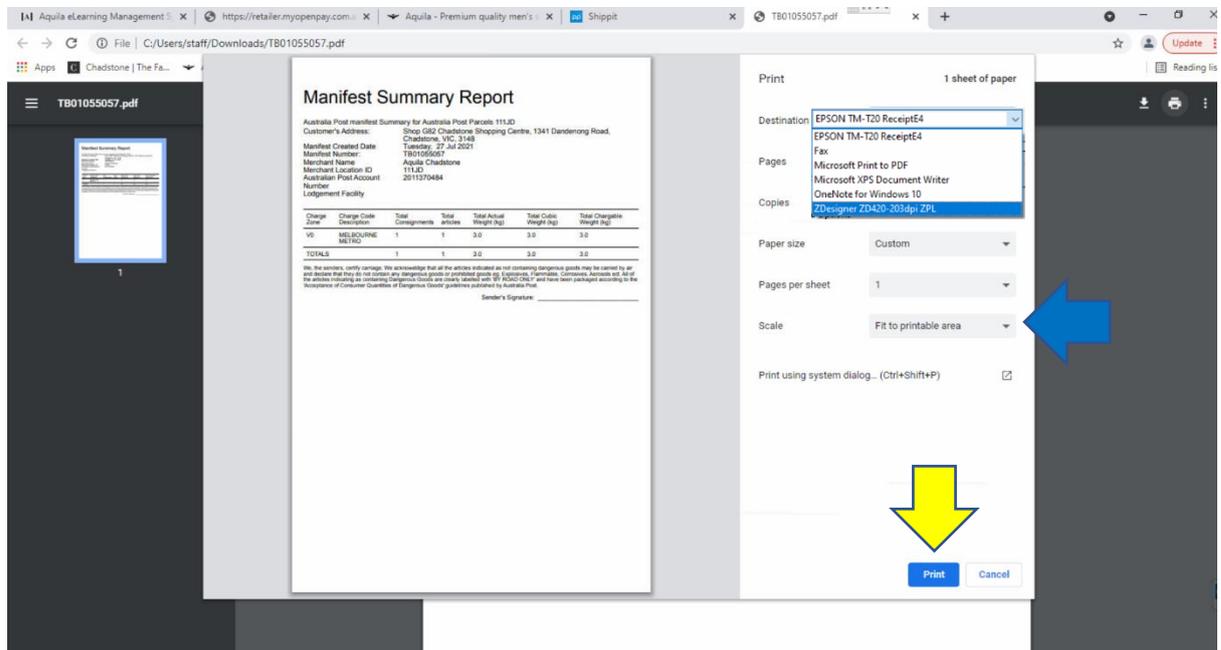
We, the senders, certify carriage. We acknowledge that all the articles indicated as not containing dangerous goods may be carried by air and declare that they do not contain any dangerous goods or prohibited goods eg. Explosives, Flammable, Corrosives, Aerosols ect. All of the articles indicating as containing Dangerous Goods are clearly labelled with 'BY ROAD ONLY' and have been packaged according to the 'Acceptance of Consumer Quantities of Dangerous Goods' guidelines published by Australia Post.

Sender's Signature: \_\_\_\_\_

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.

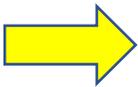
## -What do I do when I don't have an item in store, or I cannot send due to it being shop soiled?

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)

1.1



Code	Description	Colour	Size	Outst (SOH)	Packed	Shipped	Price (AUD)	Disc	Net
OSBOURNE2	OSBOURNE 2.0 Black	BLK	45	1 (0)			549.00		549.00
<b>Total</b>				<b>1</b>			<b>549.00</b>		

1.2



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

Reassign Order

This will place the order back in the queue to be packed and despatched from another location.

Ok Cancel

## -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 ONLINE  
File Functions Orders Person Reports Help

**Customer Order - Store Despatch**  
CHADSTONE

1 order to pack Show

Anna L Sign Out

F12 Search Q Order O111W0000027 Reference O1050000001 Deniz Sakal

Code	Description	Colour	Size	Outst (SOH)	Packed	Shipped	Price (AUD)	Disc	Ne
ALWIN	ALWIN Derby Black	BLK	44	▲ 1 (0)			299.00		299.00
OSBOURNE	OSBOURNE Chelsea Boots Black	BLK	44	▲ 1 (-1)			529.00		529.00
DECO	DECO Nubuck Navy	DKB	44	▲ 1 (0)			219.00		219.00
BANE	BANE Belt Black	BLK	O/S	▲ 1 (0)			159.00		159.00
BOSTON	BOSTON Chukka Boots Tan	TAN	44	▲ 1 (0)			219.00		219.00
<b>Total</b>									<b>1,425.00</b>

Sales Rep: Deniz S Outstanding 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  
F4 Discount F3 Reset F2 Delete Alt+C Change Person

F9 Pack / Pay

Scan items to sell, or docket 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 ONLINE  
File Functions Orders Person Reports Help

**Customer Order - Store Despatch**  
CHADSTONE

1 order to pack Show

Anna L Sign Out

F12 Search Q Order O111W0000027 R Deniz Sakal

Code	Description	Outst (SOH)	Packed	Shipped	Price (AUD)	Disc	Ne
ALWIN	ALWIN Derby Black	▲ 1 (0)	1		299.00		299.00
OSBOURNE	OSBOURNE Chelsea Boots Black	▲ 1 (-1)	1		529.00		529.00
DECO	DECO Nubuck Navy	▲ 1 (0)	1		219.00		219.00
BANE	BANE Belt Black	▲ 1 (0)	1		159.00		159.00
BOSTON	BOSTON Chukka Boots Tan	▲ 1 (0)	1		219.00		219.00
<b>Total</b>							<b>1,425.00</b>

Sales Rep: Deniz S Outstanding 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  
F4 Discount F3 Reset F2 Delete Alt+C Change Person

F9 Pack / Pay

Scan items to sell, or docket for enquiries

**Packing Information - Shippit Despatch**  
Order O111W0000027 Switch to Manual

Deliver To  
Deniz Sakali  
5A ALFRED ST  
MASCOT  
NSW, 2020  
AU  
Phone: 0426237336  
Email: denizsakali@hotmail.com  
 This address is a PO Box

Pack Type	Quantity
ShoeBagSandal	0
ShoeBagSneaker	0
TwoShoeBag2.6	1
TwoShoeBag3.3	1

Service Type Standard  
Total Packs 2  
Total Weight 5.90

OK Cancel

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)**

	
DELIVER TO PHONE: +61426237336 Deniz Sakalli 5A ALFRED ST MASCOT NSW 2020	
	
Order Ref: O10500000001	
DELIVERY INSTRUCTIONS	1.2  2.60kg
1.1 	CON NO 111JD0584492 PARCEL 1
AP Article Id: 111JD058449201000965004	
	
AP Article Id: 111JD058449201000965004	
SENDER Aquila Chadstone Shop G82 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 incendiary devices. A false declaration is a criminal offence.  Reference 1: O10500000001
Powered by Shippit™ Learn more at shippit.com	

	
DELIVER TO PHONE: +61426237336 Deniz Sakalli 5A ALFRED ST MASCOT NSW 2020	
	
Order Ref: O10500000001	
DELIVERY INSTRUCTIONS	1.2  3.30kg
1.1 	CON NO 111JD0584492 PARCEL 2
AP Article Id: 111JD058449202000965001	
	
AP Article Id: 111JD058449202000965001	
SENDER Aquila Chadstone Shop G82 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 incendiary devices. A false declaration is a criminal offence.  Reference 1: O10500000001
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