

## Create a Shipment

**This guide will walk you through the steps needed to create a shipment in the portal.**

Shipments are created by the supplier and are sent to the retailer. They include **carrier**, **tracking**, and **shipment item** information. In the portal, shipments can be created for multiple orders or individual orders. See the link below for an overview of shipments, settings, document fields and more.

[Shipments](#)

## Ship multiple orders

You can create a **shipment** for multiple orders at a time using **Bulk Actions**, **Import Tracking** (part of **Bulk Actions**) or our **Advanced Import** tool. See the links below for more information on how to ship multiple orders:

[Bulk Actions](#)

[Advanced Import](#)

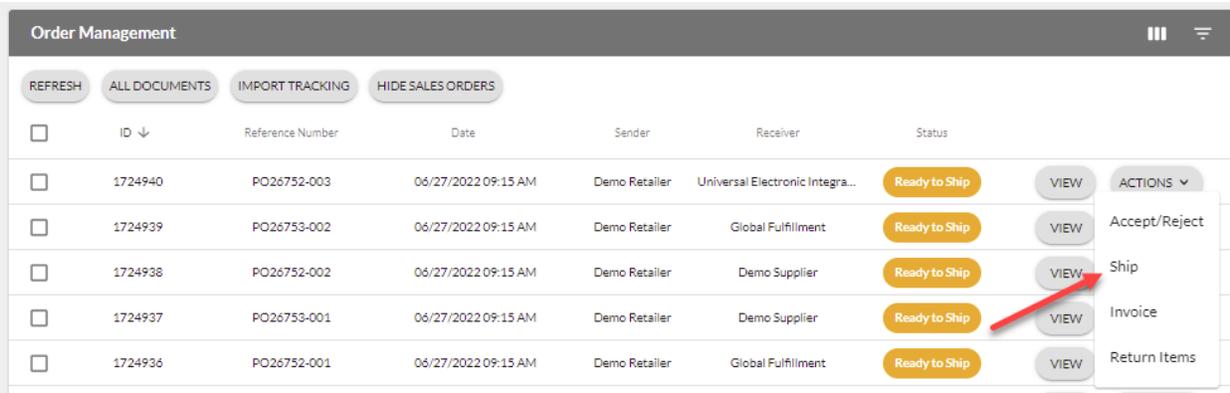
## Ship individual orders

You can create partial or full **shipments** for individual orders in the portal. See the instructions below on how to create a shipment document.

### 1. Create a Shipment draft document

#### Option 1

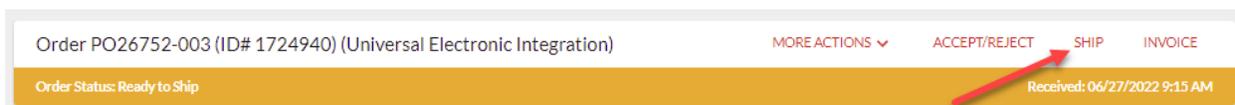
1. Locate the **order** you want to ship > click on **More Actions** > **Ship**



	ID ↓	Reference Number	Date	Sender	Receiver	Status		
<input type="checkbox"/>	1724940	PO26752-003	06/27/2022 09:15 AM	Demo Retailer	Universal Electronic Integra...	Ready to Ship	VIEW	ACTIONS ▾
<input type="checkbox"/>	1724939	PO26753-002	06/27/2022 09:15 AM	Demo Retailer	Global Fulfillment	Ready to Ship	VIEW	Accept/Reject
<input type="checkbox"/>	1724938	PO26752-002	06/27/2022 09:15 AM	Demo Retailer	Demo Supplier	Ready to Ship	VIEW	Ship
<input type="checkbox"/>	1724937	PO26753-001	06/27/2022 09:15 AM	Demo Retailer	Demo Supplier	Ready to Ship	VIEW	Invoice
<input type="checkbox"/>	1724936	PO26752-001	06/27/2022 09:15 AM	Demo Retailer	Global Fulfillment	Ready to Ship	VIEW	Return Items

#### Option 2

1. Locate the **order** you want to ship > click on **View** > **Ship**



Order PO26752-003 (ID# 1724940) (Universal Electronic Integration)	MORE ACTIONS ▾	ACCEPT/REJECT	SHIP	INVOICE
Order Status: Ready to Ship			Received: 06/27/2022 9:15 AM	

## 2. Fill out the document

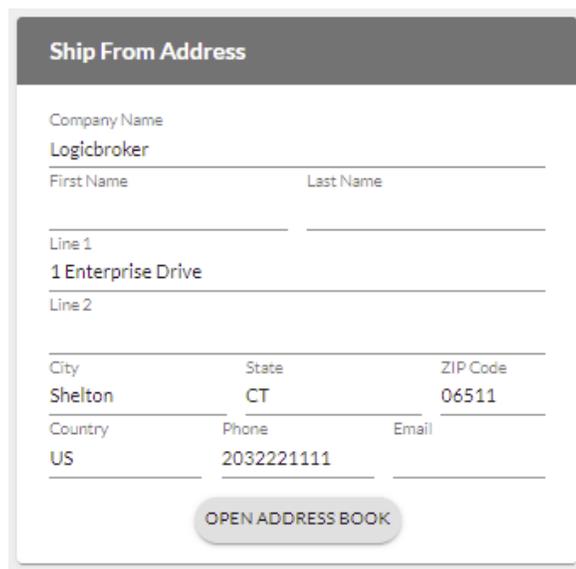
See instructions below on how to fill out the different sections of the shipment. **Required** steps are marked with an **asterisk**. See **retailer-specific** documentation or **Document Standards** for additional required fields.

### Document Standards

#### Ship From Address

The **Ship From Address** section will indicate where the order items are being shipped from.

1. Enter in a **Ship From Address** manually or select one from the **Address Book** *\*Country Codes must be 2 characters long*



The screenshot shows a form titled "Ship From Address" with the following fields and values:

Ship From Address		
Company Name		
Logicbroker		
First Name	Last Name	
Line 1		
1 Enterprise Drive		
Line 2		
City	State	ZIP Code
Shelton	CT	06511
Country	Phone	Email
US	2032221111	
<a href="#">OPEN ADDRESS BOOK</a>		



TIP

### Default Ship From Address and Address Book

Configure a **Default Ship From Address** so you don't have to specify one on every shipment you create or use the **Address Book** if you need to easily select from multiple addresses. See [Document Settings](#) > [Ship From Addresses](#) and [Documents](#) > [Address Book](#).

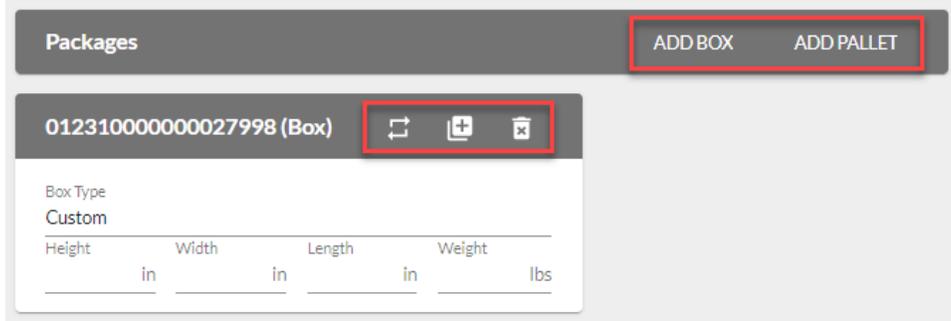
### Packages: Boxes and Pallets

The **Packages** section will indicate how orders are being sectioned out to be shipped. By default, your shipment will have 1 box.

1. Under **Packages**, add or delete **Boxes** and/or **Pallets** as needed to reflect how you plan on shipping order items

### Box and Pallet options

- **Repeat** - this button will repeat the box/pallet to fulfill the required quantity – this is normally used for larger quantity orders. Adjust the items and quantity in your first pallet/box and click on the **Repeat** button to repeat the boxes until you have no more left to ship. **Adjust** or **add** another box to account for remaining items in the case that your total quantity is not divisible by your first box quantity.
- **Copy** – this button will duplicate the box/pallet you selected
- **Delete** – this button will delete the box/pallet



Height	Width	Length	Weight
_____ in	_____ in	_____ in	_____ lbs



**TIP**

### Example of the Repeat tool

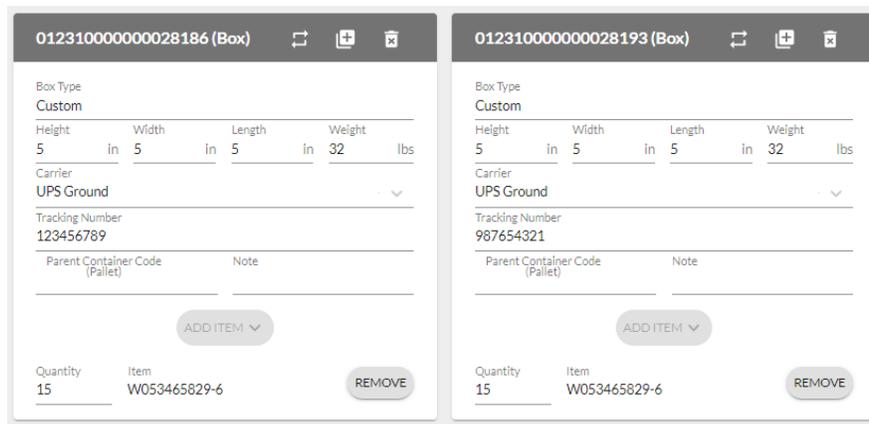
If your order has 1 line with a quantity of 30, you can make your first box contain line 1 with a quantity of 5, click on **Repeat** and Logicbroker will automatically populate a total of 6 boxes to reflect a quantity of 30.

#### \*Box/Pallet details

The **Box/Pallet** section will indicate what is inside each box/pallet and how it is being shipped. Commonly-required fields are marked with an asterisk.

1. **Box Type**
  - If you set some up in **Shipment Options**, select one from your list
  - Otherwise, leave this field as **Custom**
2. **Dimensions**
  - If you selected a **Box Type** from your list, enter in a **Weight**
  - If you left the **Box Type** as **Custom**, enter in the **dimensions**
3. \*Select a **Carrier** from the dropdown - this must match what the retailer requested on the order
4. \*Enter in a valid **Tracking Number**
5. Enter in a **Parent Container Code (Pallet)** if you have one

6. Enter in any **Notes** you want the retailer to know
  - if you need to split one item into multiple parts because of size, you can add the remaining tracking numbers into this field
7. **Add** or **remove** items and adjust **Quantities** per line within the box/pallet to reflect what is being shipped out in that specific box/pallet



The image shows two side-by-side screenshots of a web application interface for creating a shipment. Each screenshot displays a box configuration form. The left form is for box ID 01231000000028186 and the right form is for box ID 01231000000028193. Both forms have the following fields: Box Type (Custom), Height (5 in), Width (5 in), Length (5 in), Weight (32 lbs), Carrier (UPS Ground), Tracking Number (123456789 and 987654321 respectively), Parent Container Code (Pallet), and Note. At the bottom of each form, there is an 'ADD ITEM' button and a table with columns for Quantity and Item (W053465829-6), with a 'REMOVE' button next to the item.



**TIP**

## Boxes

Configure **Box** pre-sets to save commonly-used box types so you don't have to specify **dimensions** on every shipment you create. See [Shipment Options > Boxes](#).

### \*General Information

The **General Information** section will indicate delivery dates and other shipment-specific details. Commonly-required fields are marked with an asterisk.

1. Logicbroker will populate the **Shipment Number** field but you can change it if you wish *\*make sure it is a unique value*
2. \*Enter in an **Estimated Delivery Date** or a **Pickup Date**
3. Enter in a value for **Bill of Lading**, **PRO Number**, **Seal Number** and **Trailer Number** if they are relevant to the type of shipment you are submitting and are required by your partner

General Information	
Order ID 3917213272519	Reference Number WE220714010701
Requested Shipping Method USPS_ND	
Shipment Number WE220714010701	
Estimated Delivery Date mm/dd/yyyy 	
Bill of Lading	PRO Number
Seal Number	Trailer Number

### 3. Submit

1. Click on **Submit** in the top right

Create Shipment For Order WE220714010701	 <b>SUBMIT</b>
Shipment Status: Draft	Received: 07/14/2022 2:54 PM

## Packing Slips and GS1 Labels

Suppliers can download **packing slips** and **GS1 labels** from the portal. For more information on how to download and print these in **Bulk**, off **Shipments** (packing slips and GS1 labels) and off **Orders** (packing slips), see the articles below.

[Bulk Actions](#)

[Shipments](#)

[Orders](#)

## Need more information?

Visit our [Knowledge Base](#) or log into [Learn Logicbroker](#) for more details on how to optimize your Logicbroker experience.

## Helpful Links

Shipments

Bulk Actions

Advanced Import

Document Standards

Order Management FAQs



## Support

Reach out to [support@logicbroker.com](mailto:support@logicbroker.com)