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:
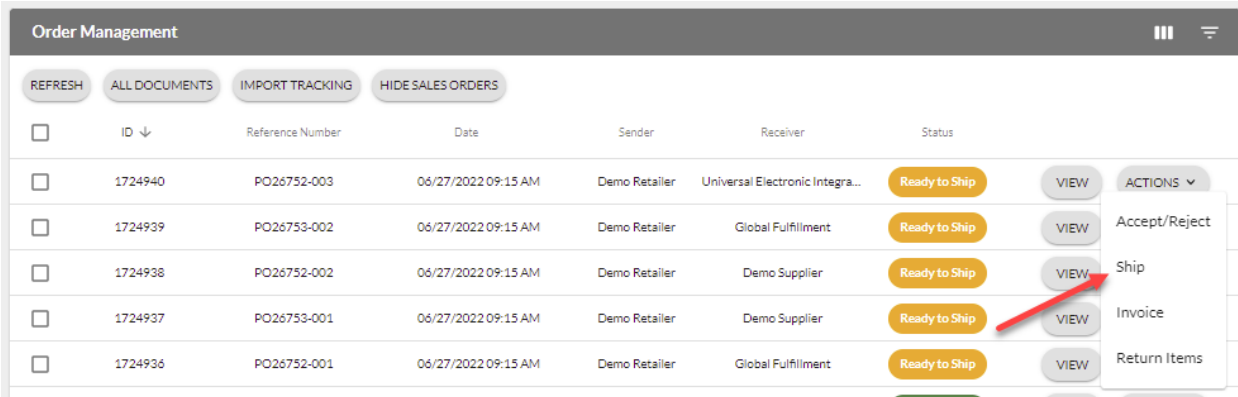
Bulk Actions

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.
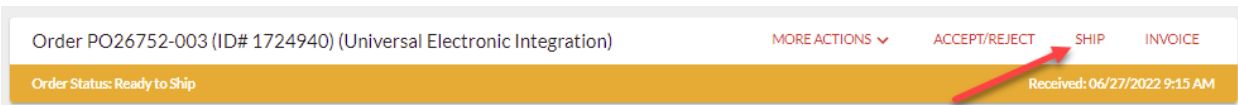
1. Create a Shipment draft document

Option 1

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

Option 2

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

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*

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**.
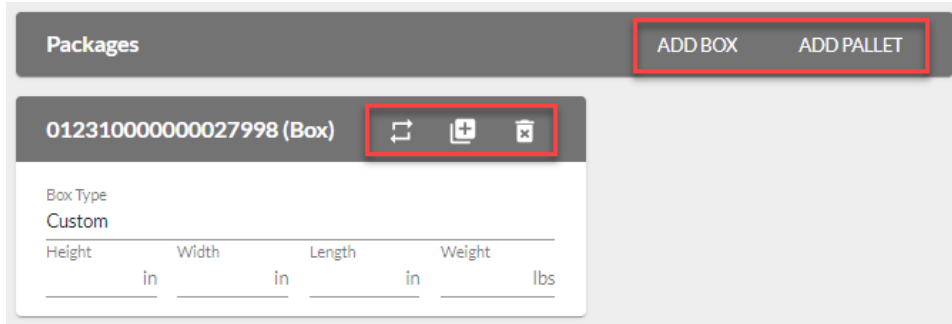
Packages: Boxes and Pallets

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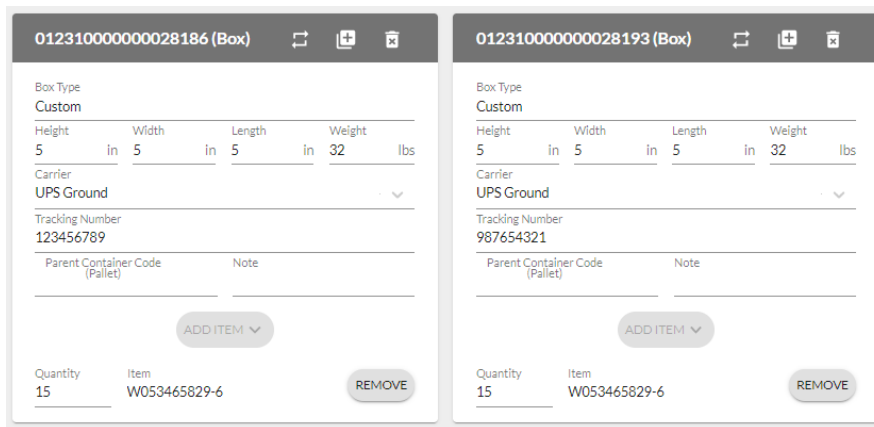
Example of the Repeat tool
If your order has 1 line with a quantity of 30, you can make your first box contain line 1 with a quantity of 5, click on **Repeat** and Logicbroker will automatically populate a total of 6 boxes to reflect a quantity of 30.

TIP

*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

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 **Trail 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   SUBMIT

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