

Completing Order / Printing Shipping Label

View orders from the Orders Tab in the Vendor Dashboard

Access the Print Label Functionality (2 Options)

- Clicking into the order and selecting "Create a New Label"

The screenshot shows two sections of a vendor dashboard. The top section, titled "Order Items", contains a table with the following data:

Item	Cost	Qty	Total	Fees
Test 1 Vendor 1 Pay Ship SKU: 12d Maker: Test1	\$10.00	1	\$10.00	\$1.11

Below the table, a summary table shows:

Subtotal:	\$10.00
Gross Total:	\$10.00
Total Earning:	\$8.89
Admin Fee:	\$1.11

The bottom section, titled "Shipping Labels", displays the message "No labels found" and a button labeled "CREATE NEW LABEL".

- Selecting the Create Label Shortcut from the Order Overview

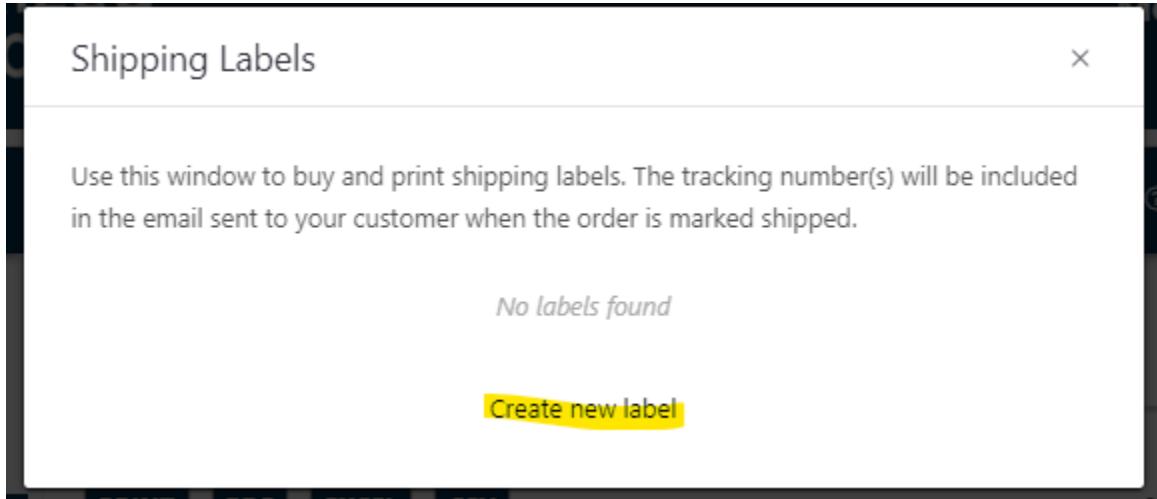
The screenshot shows a table of order overview items. The columns are: Order, Purchased, Billing Address, Shipping Address, Gross Sales, Admin Fee, Date, and Actions. One order is visible:

Order	Purchased	Billing Address	Shipping Address	Gross Sales	Admin Fee	Date	Actions
#3362 by [redacted]	1 item	[redacted]	[redacted]	\$10.00 Via Visa credit card	\$1.11 UNPAID	01/10/2024 08:35	[checkmark] [eye] [create label] [refresh]

A red arrow points to the "create label" icon (a yellow square with a white label) in the Actions column.

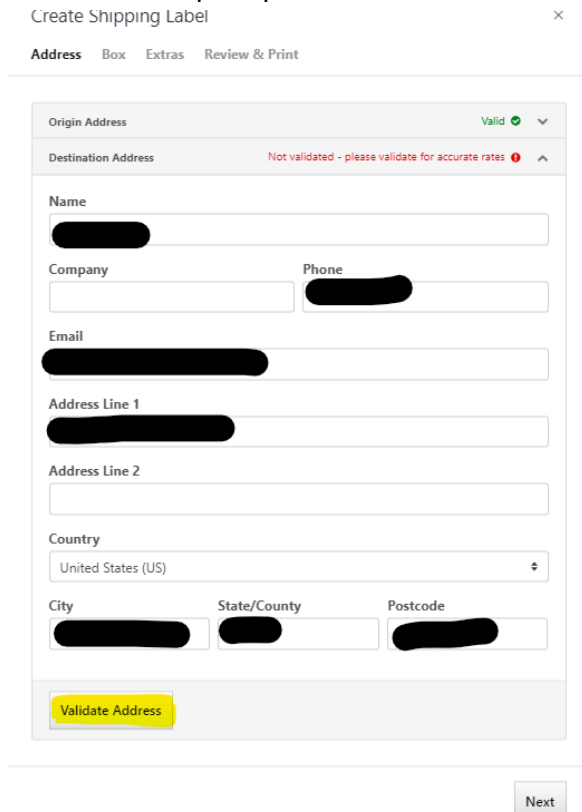
Complete The Print Label Steps:

1) Create a New Label



2) Validate Vendor and Buyer Address

- a) If Vendor address has previously been validated then only buyer address will be prompted



The screenshot shows a "Create Shipping Label" form with a close button (X) in the top right corner. The form has a navigation bar with "Address", "Box", "Extras", and "Review & Print". The "Address" section is expanded, showing two address validation sections: "Origin Address" (Valid) and "Destination Address" (Not validated - please validate for accurate rates). Below these are input fields for Name, Company, Phone, Email, Address Line 1, Address Line 2, Country (United States (US)), City, State/County, and Postcode. A yellow "Validate Address" button is at the bottom of the form. A "Next" button is located below the form.

3) Select Box (From Custom Boxes) or Add New Custom Box

- a) Ensure the total weight is correct.
- b) **NOTE: Custom box dimensions can be set here, however if changing the box dimensions causes the shipping to cost more than what the buyer paid, the VENDOR ASSUMES ALL SHIPPING COST and much purchase an appropriate label from a 3rd party**
 - i) PersonalizedProject Market strongly recommends that buyers view the Shipping setup guide and add a \$0.50 or 10-20% shipping adjustment to prevent this from occurring.

Create Shipping Label ×

[Address](#) **Box** [Extras](#) [Review & Print](#)

Enter the weight and dimensions for the package being shipped. Both weight and dimensions are required for accurate shipping rates.

Box to Ship ?

- Box 1 — 1 × Test 1 Vendor 1 Pay Ship
- Custom Box

Template

Test Box (12 × 6 × 4 in) ▾

Box Weight

0.25 lb

Items ?

Name	Quantity	Net Weight (lb)	
Test 1 Vendor 1 Pay Ship ✖	1	0.2	×
<input type="button" value="Add Item"/>		Total Weight: 0.45 lb	

4) Extras

The screenshot shows a dialog box titled "Create Shipping Label" with a close button (X) in the top right corner. Below the title bar, there are four tabs: "Address", "Box", "Extras" (which is selected), and "Review & Print". The main content area contains the following elements:

- A heading: "Configure insurance and other extra options for this shipment."
- A section for "Reference 1 (optional)" with a help icon (i) and a text input field containing the placeholder text "Order ID, invoice number, etc."
- A section for "Reference 2 (optional)" with a help icon (i) and a text input field containing the placeholder text "Order ID, invoice number, etc."
- A checkbox labeled "Add Insurance" which is currently unchecked.
- A checkbox labeled "Mark Order Completed/Shipped" with a help icon (i) which is currently checked.

At the bottom right of the dialog box, there are two buttons: "Previous" and "Next".

- a) Reference Lines
 - i) If needed can place information on the shipping label
- b) Add Insurance -
 - i) **Unless the customer paid for insurance (will auto-populate) the vendor cannot add insurance**
 - ii) **Checking this box will not allow a label to be printed**
- c) Mark Order Complete
 - i) This will mark the order as completed and shipped AFTER the shipping label is printed.
 - ii) If the label is generated and not printed the order status will not change.

5) Buy and Print

Create Shipping Label ×

[Address](#) [Box](#) [Extras](#) [Review & Print](#)

Origin Address

Test1
Test Test
[Redacted]

Destination Address

[Redacted]

Box

Weight
0.45 lb

Dimensions
12 × 6 × 4 in

Extras

Mark Order Completed?
Yes

Rate

USPS Ground Advantage (2 days)

Label Format

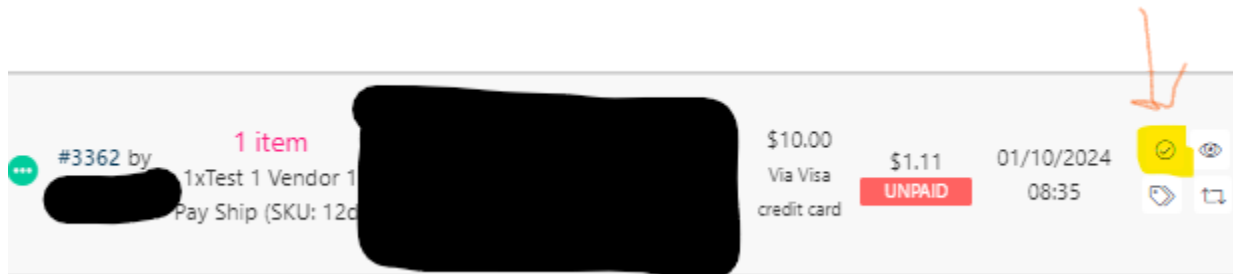
Letter

[Previous](#) [Buy & Print \(\\$3.99\)](#)

- a) Confirm information is correct and then print the shipping label

Note About Marking Order as Complete:

On some browsers, the mark as complete function from the label printing screen does not actually mark the order as complete even if selected. If after printing the label you see the following icon on the order select it to manually mark the order as completed.



Free Shipping / Calculation Errors / Live Rate Change:

As per the shipping policy:

Free Shipping:

- For items offered with free shipping, the cost of shipping labels and tracking information must be covered by the vendor and must be obtained by the vendor (via shipping carrier or 3rd party) independent of PersonalizedProject Market. This includes any promotional campaigns or offers that involve free shipping. Shipping information must be uploaded to the order prior to the order being marked as completed.

Shipping Calculation Vendor Errors or Real Time Carrier Adjustments:

- In the case of errors in shipping cost calculations, where the calculated shipping cost is lower than the actual shipping expense, vendors are responsible for purchasing the whole and complete shipping label and providing tracking information (via shipping carrier or 3rd party) independent of PersonalizedProject Market). This applies to all products listed on the PersonalizedProject platform. We encourage vendors to double-check their shipping cost calculations to ensure accuracy. Any discrepancies should be promptly addressed to avoid any inconvenience to the clients and maintain the integrity of our platform.

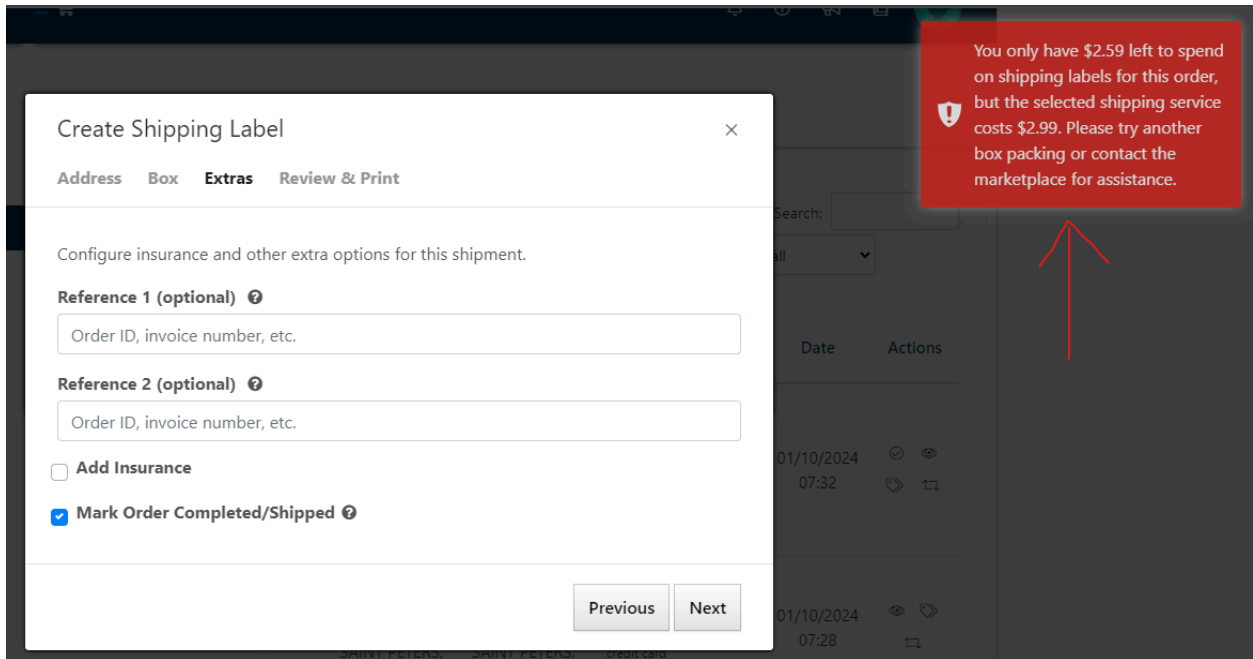
Funds for Shipping Labels:

- Vendors are required to use their own funds to purchase shipping labels and upload tracking information for items with free shipping or those affected by shipping calculation errors.
- Items purchased with Live Shipping Rates will have funds available for shipping label purchase directly through PersonalizedProject Market's user interface.

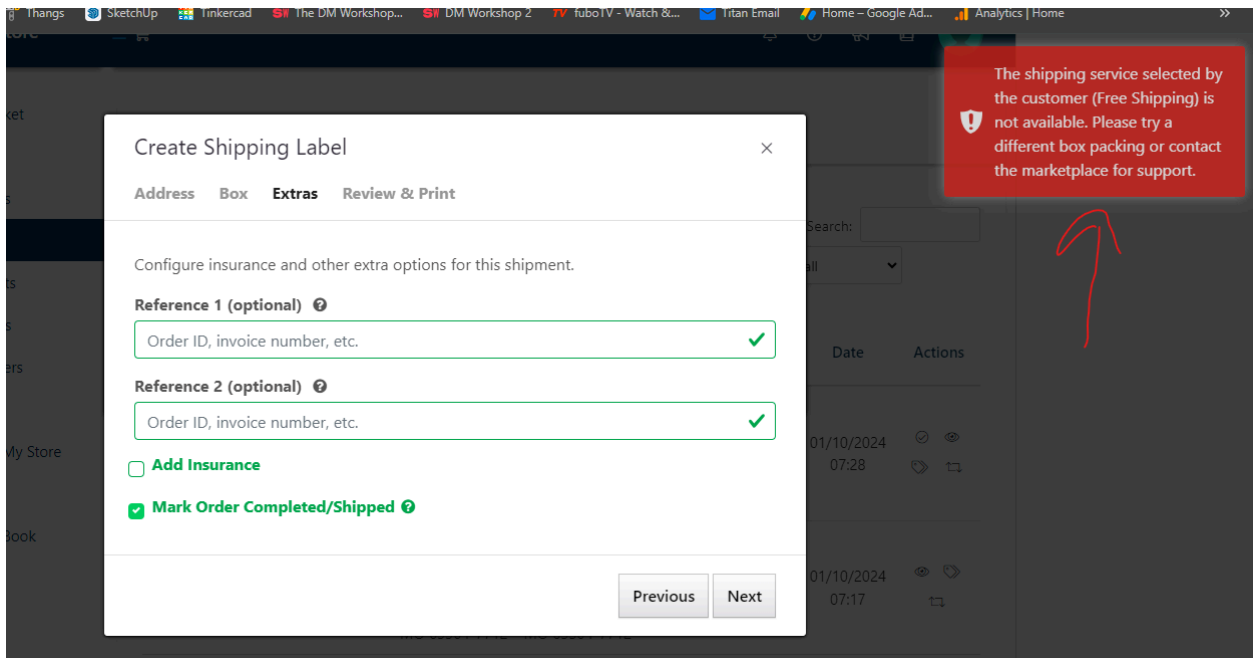
Consequences of Non-Compliance:

- Failure to adhere to this shipping policy may result in penalties, including temporary suspension of the vendor, fees issued from PersonalizedProject Market to the vendor, or removal of the affected products from the PersonalizedProject Market platform.

You will see the following errors if you attempt to purchase a label through PersonalizedProject Market and one of the above instances has occurred.



Calculation error, live rate change, or insurance was attempted to be added



Free Shipping Error