

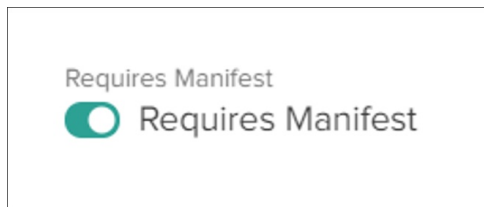
Shipping Manifests

Support for shipping manifests, which are primarily used for the Canada Post carrier, can be enabled in location settings. These manifests differ from shipping labels in that they can be generated to include the shipping information for a group of shipments in a single document and they provide detail about the actual items included in the packages.

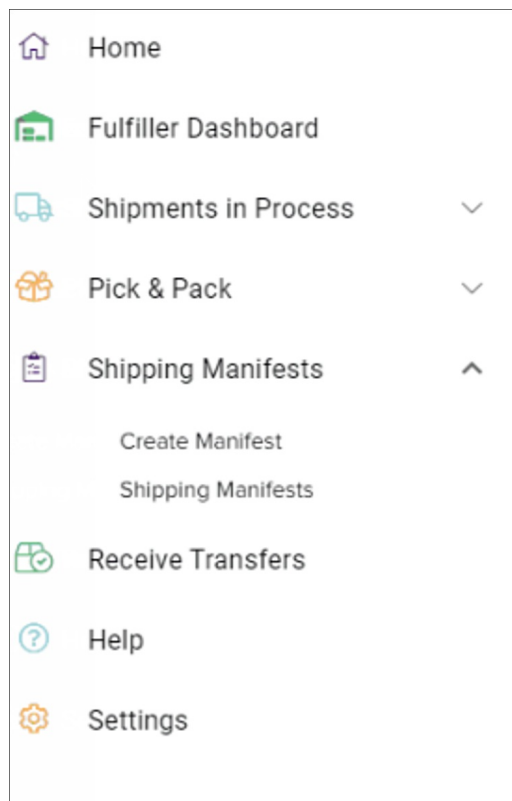
Enable Manifests

The option to enable manifest requirements is set [when configuring a location](#) in UCP.

1. Go to **Main > Orders > Locations**.
2. Click the location you want to edit to open its settings.
3. In the general Location section, toggle **Requires Manifest** on.



After they have been enabled, the **Shipping Manifests** section will be displayed in the navigation menu of the fulfiller interface.



Print Manifests

No manifests will be ready for generation or printing until there are shipments ready to be handed over to the carrier. During the Ship to Home (STH) fulfillment flow, the Prepare for Shipment step is the trigger that will mark a shipment as ready for the carrier.

1. Enter the usual package information: select a carrier, service type, box type, dimensions and weight, and tracking number(s).
2. Click **Print Shipping Label** to print the label for this individual shipment.

4 Prepare for Shipment

Create a shipping label
When shipping multiple boxes, use one form for each box

Customer selected: **Expedited Parcel**

Carrier: **Canada Post** SHARED.Carriers.Names.Purolator

Service type: Expedited Parcel

Box type: Standard < 5 Lbs Standard > 5 Lbs

Enter package dimensions:
Length: 3 inches Width: 5 inches Height: 4

Enter package weight:
Weight: 11 lbs

Print Shipping Label -or- Enter The Tracking Number

3. Prepare any other shipments that will be handed over to the same carrier.
4. Go to **Shipping Manifests > Create Manifest**. This page now displays all prepared shipments and their basic details in a table.
5. Check the box in the righthand column to select all shipments that should be included in the manifest.

Fulfiller Search

Create manifests
Choose orders to include in a manifest

Create And Print

| Shipment Number | Order ID | Name | Address | Box Type | Tracking Number | |
|-----------------|----------|----------------|--------------------------------------|----------|-----------------|-------------------------------------|
| 539 | 631 | Text DoNotShip | 5875 Airport Rd, Mississauga, ON, CA | 4X5X3 | 200826017175336 | <input checked="" type="checkbox"/> |

6. Click **Create And Print**.
7. After confirmation, a pop-up will display a preview and printing options.

