

ZALORA

How to print Carrier Manifests

a company of
oFG GLOBAL
FASHION
GROUP



Agenda

- 1) Purpose of Carrier Manifests
- 2) How to print Carrier Manifests
- 3) FAQ's

Legend:



When you see this icon, take note for reminders and tips.





Purpose of Carrier Manifests

It act as a **proof of pick up (Senders Copy)** which can be use for **investigation purposes** should we need to investigate an issue related to a particular parcel that has been shipped out.

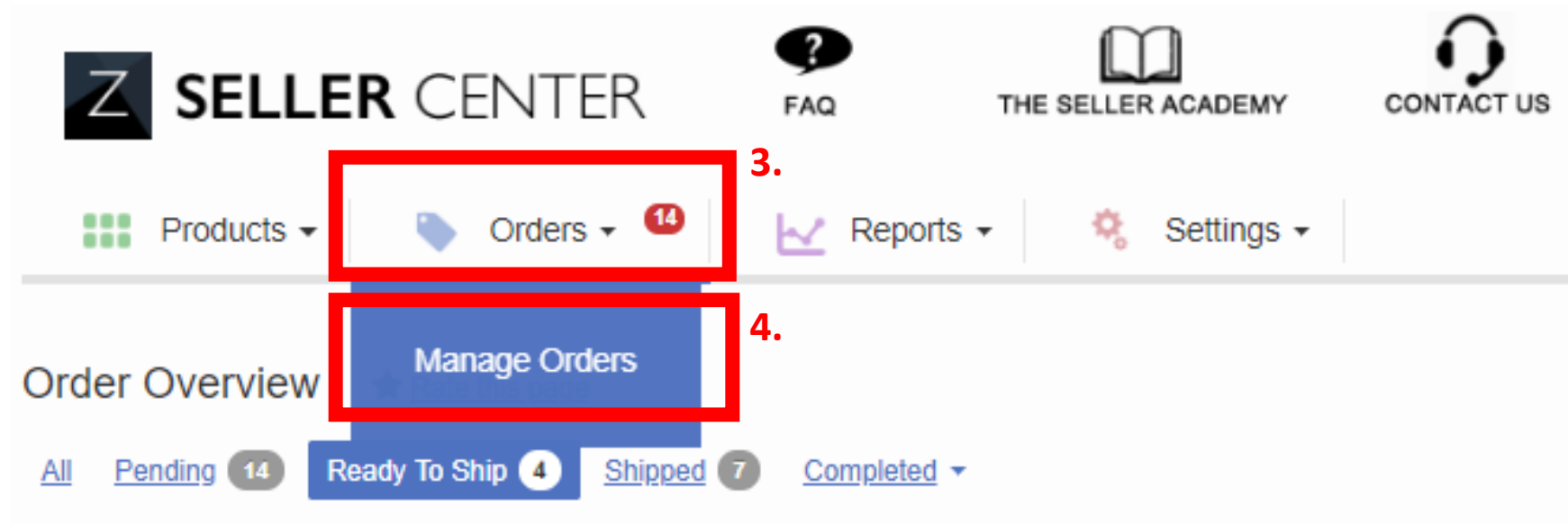
How to print Carrier Manifests

Step 1 : Log in Seller Center


Step 2 : Kindly ensure all orders are pushed to “*Ready to ship*” to print the Carrier Manifest

Step 3 : Click “*Orders*”

Step 4 : Click “*Manage Orders*”



How to print Carrier Manifests

- Step 5 : Tick on the order that you would like to ship out
- Step 6 : Click dropdown, select “*Print all Carrier Manifests*”
- Step 7 : Click “Go”  A pop up window will appear once you click “Go”

Order Overview [★ Rate this page](#)

[All](#) [Pending 15](#) [Ready To Ship 4](#) [Shipped 7](#) [Completed ▾](#)

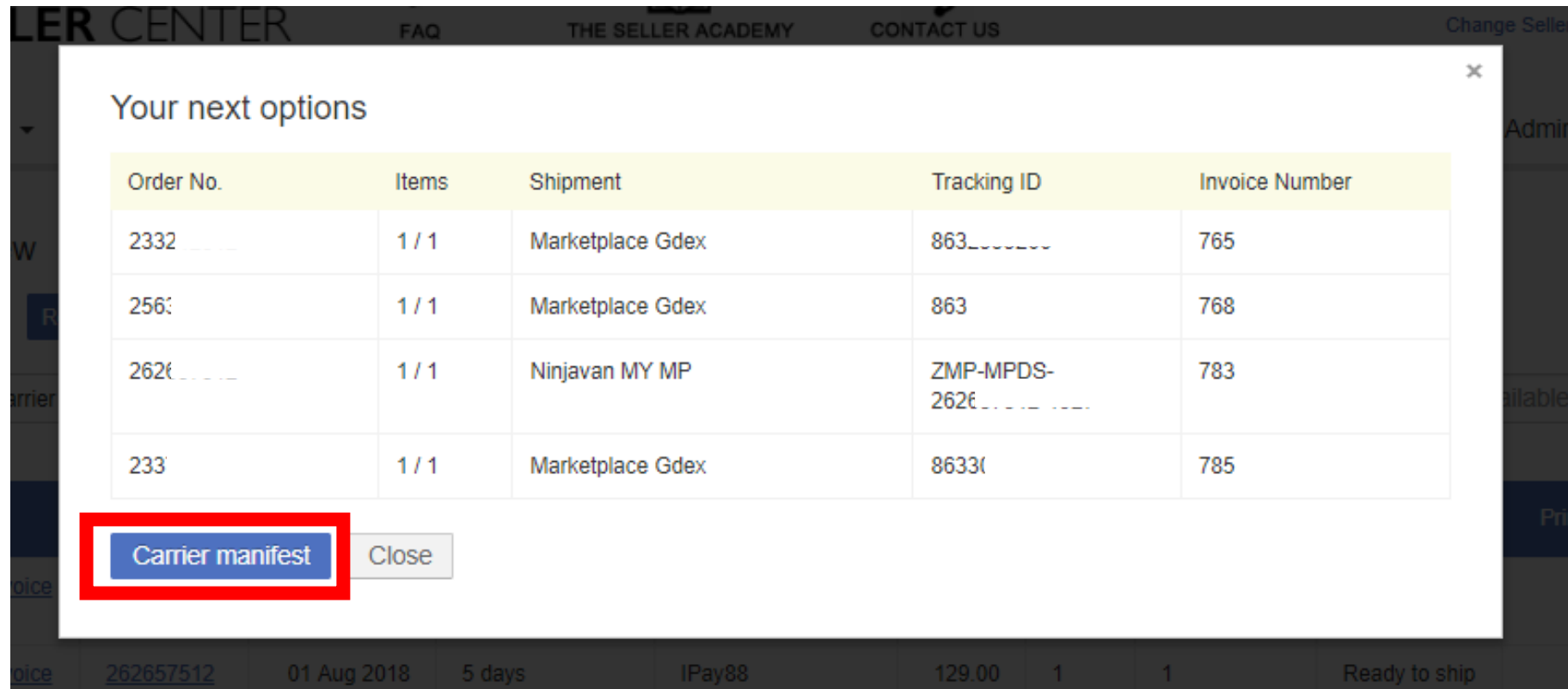
6. ☒ 7.

Selected: 4

	Order Nr.	Order Date	Pending Since	Payment Method	Price	#	Packed Items	Status	Printed	Actions
5. <input checked="" type="checkbox"/>	+ Invoice 2337	01 Aug 2018 20:16	4 days	IPay88	129.00	1	1	Ready to ship	✓	
<input checked="" type="checkbox"/>	+ Invoice 2626	01 Aug 2018 10:36	5 days	IPay88	129.00	1	1	Ready to ship	✓	
<input checked="" type="checkbox"/>	+ Invoice 2563	28 Jul 2018 00:12	9 days	Credit Card	129.00	1	1	Ready to ship	✓	
<input checked="" type="checkbox"/>	+ Invoice 2332	26 Jul 2018 11:46	11 days	IPay88	109.00	1	1	Ready to ship	✓	

How to print Carrier Manifests

- Step 8 : Click Carrier Manifests from pop up window



The screenshot shows a pop-up window titled "Your next options" with a close button (X) in the top right corner. Below the title is a table with five columns: Order No., Items, Shipment, Tracking ID, and Invoice Number. The table contains four rows of data. At the bottom of the pop-up, there is a blue button labeled "Carrier manifest" and a grey button labeled "Close". The "Carrier manifest" button is highlighted with a red rectangular border. The background of the page shows a dark sidebar with navigation links like "FAQ", "THE SELLER ACADEMY", and "CONTACT US", and a top bar with "LER CENTER".

Order No.	Items	Shipment	Tracking ID	Invoice Number
2332	1 / 1	Marketplace Gdex	863	765
2563	1 / 1	Marketplace Gdex	863	768
2626	1 / 1	Ninjavon MY MP	ZMP-MPDS-2626	783
233	1 / 1	Marketplace Gdex	8633	785

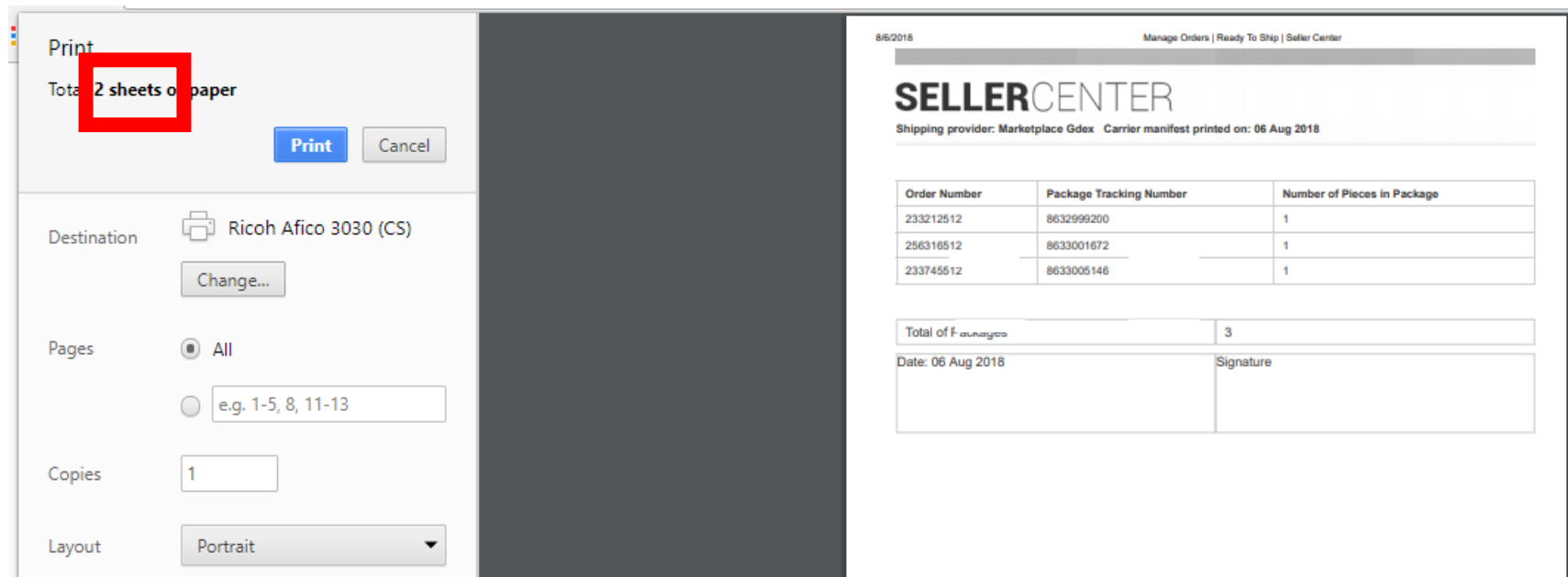
Carrier manifest Close



A pop up window will appear once click “Carrier Manifests”

How to print Carrier Manifests

- Step 9 : Print Carrier Manifests from pop up window



- Step 10 : All Carrier Manifests must be kept for a quarter (4 months) from pick up date.

How to print Carrier Manifests

8/6/2018 Manage Orders | Ready To Ship | Seller Center

SELLERCENTER

Shipping provider: Marketplace Gdex Carrier manifest printed on: 06 Aug 2018

a.

Order Number	Package Tracking Number	Number of Pieces in Package
233212512	863	1
256316512	863	1
233745512	863	1

Total of Packages 3

Date: 06 Aug 2018

b.

Signature

- a) Kindly ensure the pick up person to verify and compare the quantity of parcels with the quantity in the Carrier Manifests.
- a) Please ensure pick up personnel to acknowledge /stamp/signed Carrier Manifests is signed upon verification.



Gdex and Ninjavan Carrier Manifests will be separated to two separate page from the file downloaded.

FAQ's

- 1. How long should the Carrier Manifests be kept?



All Carrier Manifests must be kept for at least a quarter from the pick up date.

- 2. Can a Carrier Manifests still be use if one or more order is not ready for pick up for that particular pick up attempt?



Yes the Carrier Manifests can still be used although there are orders in the Carrier Manifest that is not ready for pick up. However please ensure that the pick up person and seller to sign next to the cancelled tracking number as an agreement . Please refer the next slide for an example.

How to overwrite Carrier Manifests

Please ensure to overwrite the order should you wish to cancel this order from this Carrier Manifest

8/8/2018 Manage Orders | Ready To Ship | Seller Center

SELLERCENTER

Shipping provider: Ninjavan MY MP Carrier manifest printed on: 08 Aug 2018

Order Number	Package Tracking Number	Number of Pieces in Package
2121	ZMP-MPDS-2121	1
2326	ZMP-MPDS-2326	1
2353	ZMP-MPDS-2353	1

Total of Packages 3

Date: 08 Aug 2018

Signature

Danial
ABC1234

Signature by pick up personnel to verify changes

Signature by seller to verify the changes

Pick Up Personnel Signature, Name and Staff ID