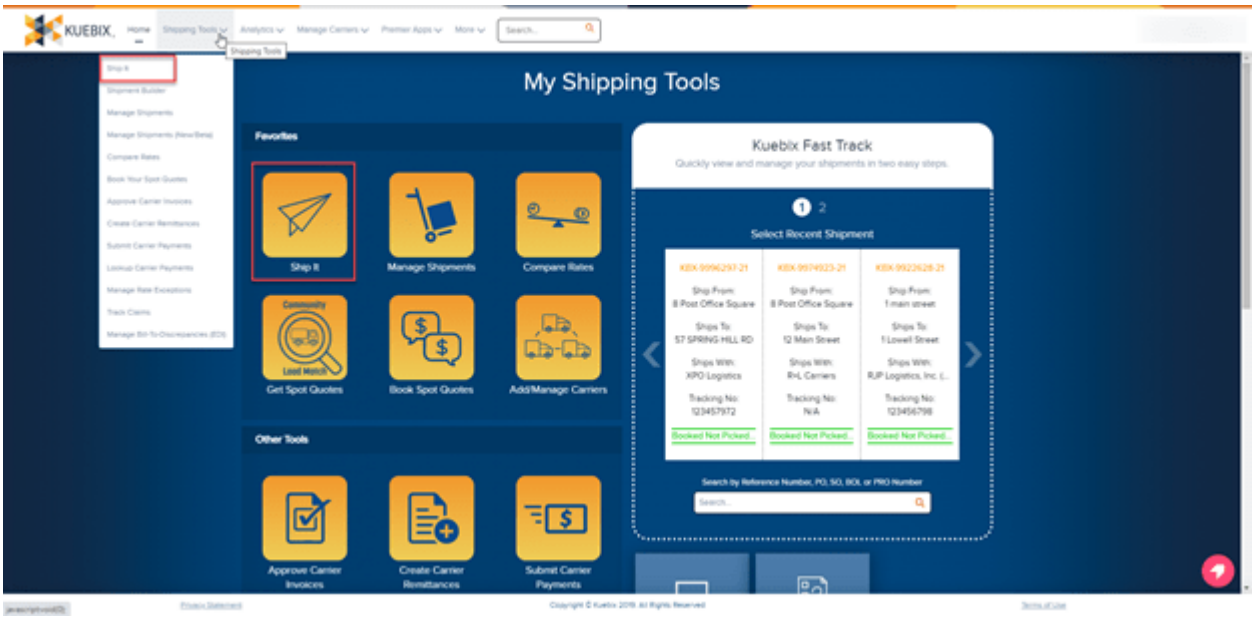
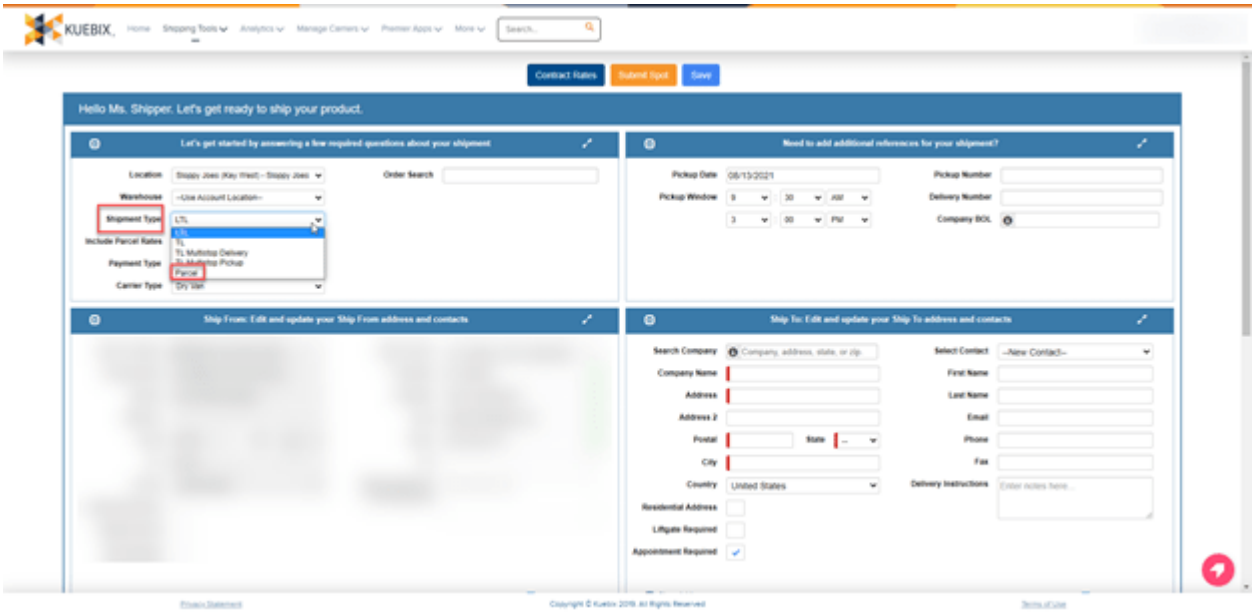
Creating Parcel Shipments

First hover your mouse to **Shipping Tools** and click **Ship It** or click the **Ship It** icon on the **Favorites**.



On the Ship It page please change the **Shipment Type** to **Parcel**.



We suggest for **Select carrier** and **Select Level** should be **All** and **-Shop-**.

After filling in the rest of the shipment information, click **Contract Rates** to see your results.

Once you select the desired carrier rate, please reach out to the Carrier to schedule

pickup if you do not already have regularly scheduled pickups.