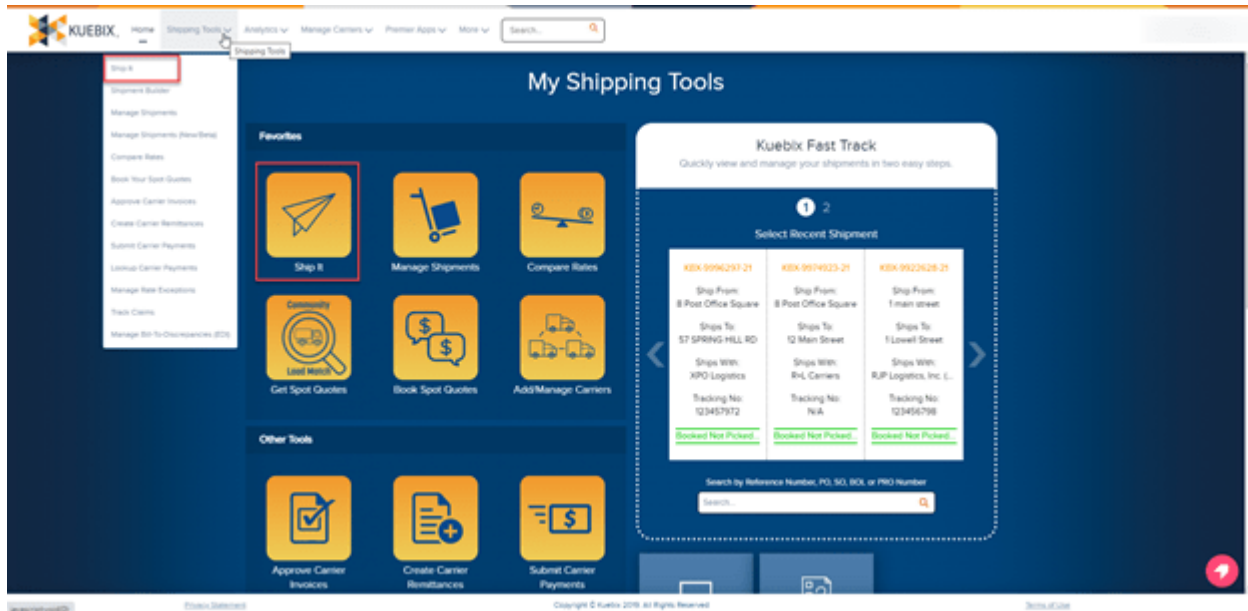
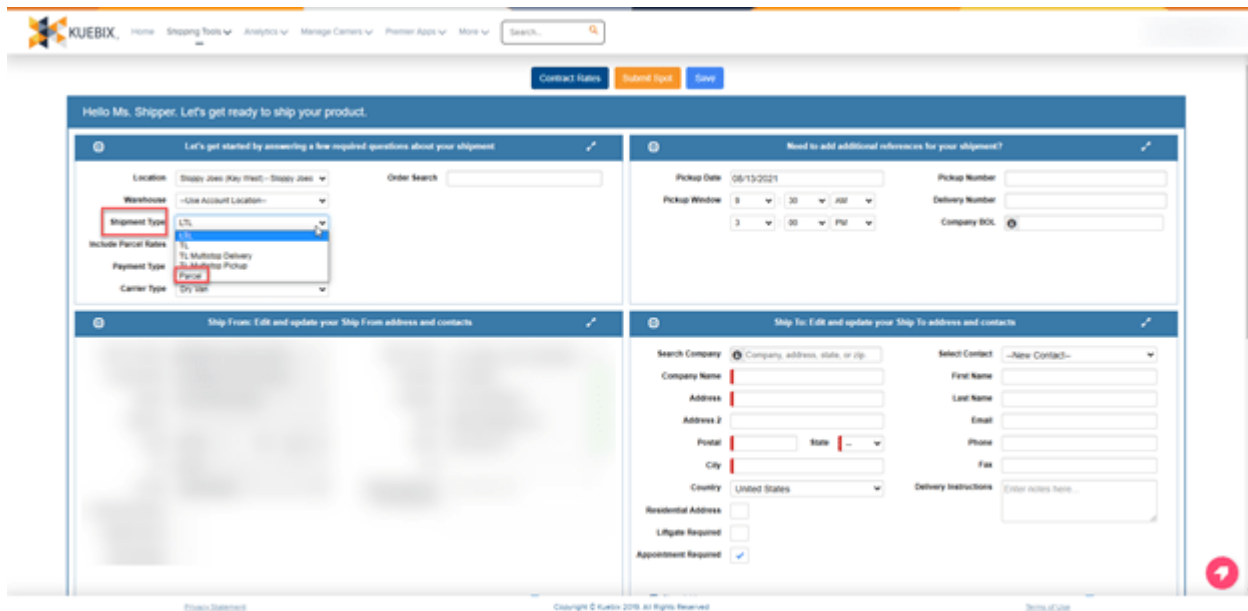


# Creating Parcel Shipments

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-**.

HELLO Ms. Shipper. Let's get ready to ship your product.

Let's get started by answering a few required questions about your shipment

Location: Shipley Joes (Play Street) - Shipley Joes

Warehouse: --Use Account Location--

Shipment Type: Parcel

Include LTL Rates: ☐

Payment Type: Outbound Prepaid

Order Search:

Select Carrier: All

Account Number: J00

Service Level: --Ship--

Signature Options: No Signature Required

Need to add a pickup request or any special services?

Pickup Date: 05/13/2021

Pickup Window: 9:00 - 3:00 PM

Saturday Delivery: ☐

Ship From: Edit and update your Ship From address and contacts

Ship To: Edit and update your Ship To address and contacts

Search Company: Company, address, state, or zip

Company Name:

Address:

Address 2:

Postal:  State:

City:

Country: United States

Residential Address: ☐

Select Contact: --New Contact--

First Name:

Last Name:

Email:

Phone:

Fax:

Delivery Instructions: Enter delivery notes...

Contract Rates Submit Input Save

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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.