SEKO ECOMMERCE

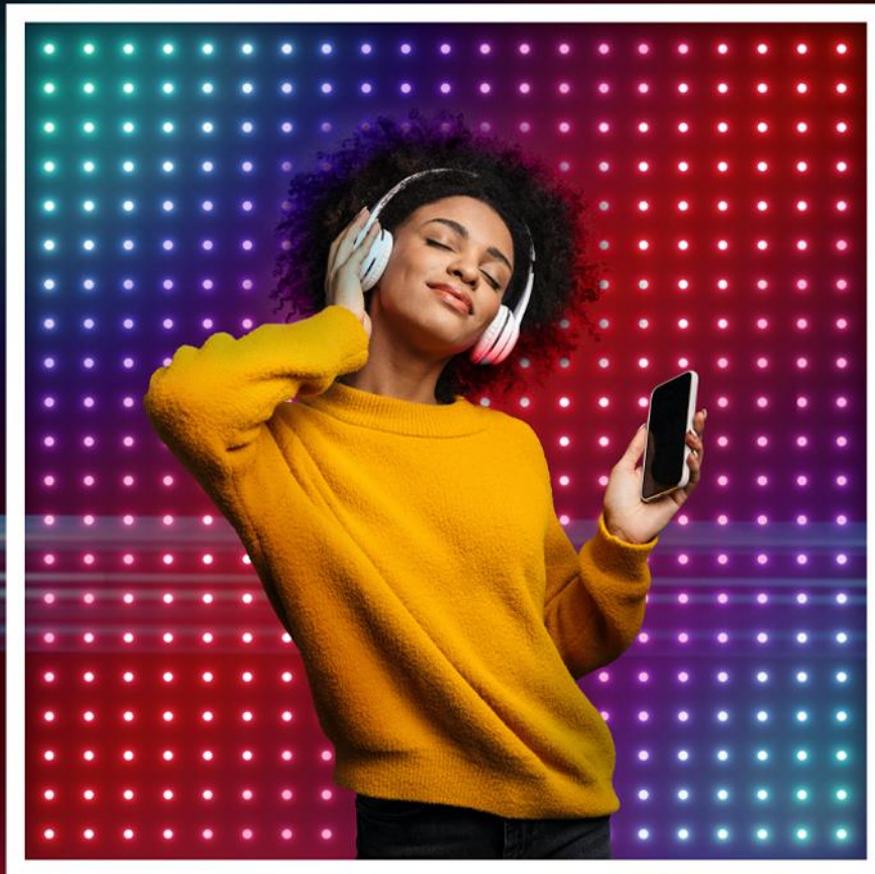## *HOW TO*
PERFORM A BULK UPLOAD IN OMNIPARCEL

HOW TO BULK UPLOAD

You can bulk upload multiple consignments into the system using the Bulk Upload functionality.

1. Click on the 'Bulk Printing' menu and select 'Bulk Upload (Beta)'.

2. Select the 'Import Type' from the drop-down list menu.

3. Choose the file which you would like to upload and then click 'Import'.

4. Once you have uploaded the file, the manifest will appear in the list of imported manifests. In this list you can see the status of the import file, e.g., how many lines (consignments), errors in the file, etc.
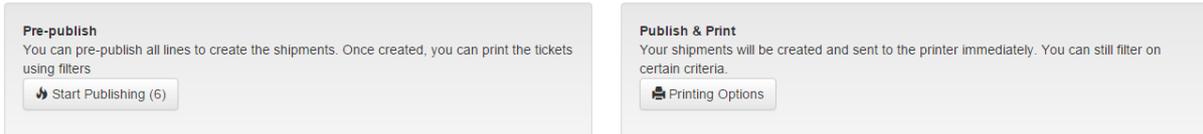
   If you have any errors in the manifest, you will need to review and fix these errors by clicking the Review button.

   NB. You can also import manifests by emailing them directly to the system. All email addresses for each import are shown at the bottom of the Bulk Upload screen (these are unique to your account).

5. Once all errors are fixed, you are now able to print your labels.

HOW TO PRINT LABELS

6. To print labels, you will need to either 'Pre-publish' or 'Publish & Print' by clicking on the review screen of that bulk upload manifest.

Pre-publish
You can pre-publish all lines to create the shipments. Once created, you can print the tickets using filters
🔥 Start Publishing (6)

Publish & Print
Your shipments will be created and sent to the printer immediately. You can still filter on certain criteria.
🖨 Printing Options

- **Pre-publish** – Connotes are created and you can then print your labels. This is used for printing by destination (can be used for Scan to Print).

- **Publish & Print** – This will create connotes whilst printing.

7. Once labels are ready to be printed, click 'Printing Options' and begin selecting which connotes you would like to print. Filters can be used to change which connotes you would like to print first.

Scan to Print

8. 'Scan to Print' gives you the ability to scan an order number/barcode and let OmniParcel print the correct label assigned to that order. To do this, click the 'Create' menu at the top of the screen and select 'Scan to Print'.

Create ▾
Outbound & Export
Returns & Import
Scan 2 Manifest
Scan To Print
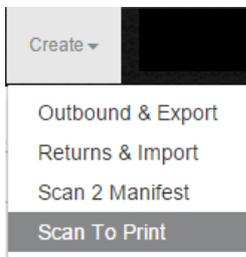
9. Scan or type your order number into the Scan Reference Number field.

Scan To Print

Scan Reference Number [   ]

Submit

10. If a package is successfully scanned, a green 'Label Sent to Printer' box will appear, and a label will print from your printer.

Label sent to printer.
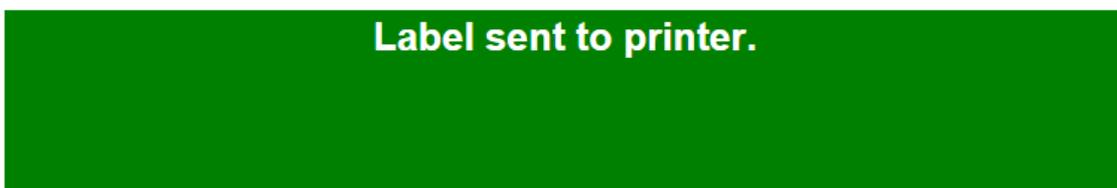
11. If an invalid order number is scanned, a red 'Invalid Reference Number Scanned' box will appear and no label will print.

Invalid Reference Number Scanned.