

# FedEx Group Order Processing

## Processing Group Order Shipments

Make sure your VinNOW user profile has the back-office report printer print action set to "No Prompt" so you do not have to "ok" each label to print.

Processing group order shipments involves the same steps as processing a single shipment.

Find the group of orders to be shipped, by setting the search criteria similar to the following:

- Status: 'To Be Shipped'
- Shipper/Service: 'FedEx'
- Group Order #: number of the group order desired

Select the entire group by clicking the check mark in the heading column at the top of the list. All the eligible orders will be selected.

Click the 'Create Shipment' button to display the Shipment Request screen. Under Ship To, instead of a single recipient, you will see an entry for each of the orders selected.

Since each shipment will contain the same items, you will need to enter the shipment details only once, and they will be applied to each shipment created. (See Processing A Single Shipment, Entering Shipment Details above.)

After the shipment details have been entered, send requests to FedEx to create the shipment by clicking the 'OK' button. You will then be prompted to confirm the requests. The Shipment Request confirm dialog will display a breakdown showing the number of shipments contained in the request, and their applicable Shipping Service.

Click 'OK' to confirm will commence processing of the batch of shipments, one shipment at a time. A shipping label for each shipment will be printed. If a shipment is unable to be processed for any reason during the process, the process will continue with the next shipment. At the end of the batch processing, a message will be displayed to alert the user if there were any errors.

Shipments which could not be processed will still have a status of 'To Be Shipped' and the Shipment ID column in the shipping grid will display 'Shipment Error'.

### **Printing FedEx Shipping Labels**

Initially the FedEx shipping label is printed when the FedEx shipment is created. (To re-print a FedEx shipping label:

- Find the desired order
- Select it by clicking in the Invoice number column to highlight the invoice number.
- On the Process menu, click the 'Re-Print FedEx Shipping Labels'.

**Note:** The label will print in the GIF or EPL format it was generated with and cannot be changed and reprinted in the other format without voiding and regenerating the label again.