

**Generating labels for the
affordable
UPS® Worldwide Economy
Shipping**

In Zonos Dashboard

See it in action:

<https://www.youtube.com/watch?v=qQLNIIPny2E>

1. Open an order in Zonos Dashboard










Dashboard — Zonos

dashboard.zonos.com/checkout/orders/all

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Joshua Beitler
shipping test store (1327)

CUSTOMER	ORDER NUMBER	DATE	STATUS	TOTAL
 Captain Picard testEmail@test.com	912797	May 15, 2020	Succeeded	\$184.40
 Darth Vader testEmail@test.com	912794	May 15, 2020	Shipped	\$195.44
 Jim Kirk testEmail@test.com	912792	May 15, 2020	Shipped	\$248.09
 Jane Doe testEmail@test.com	912791	May 15, 2020	Shipped	\$216.59
 John Doe testEmail@test.com	912788	May 15, 2020	Succeeded	\$238.22
 testFirstName testLastName testEmail@test.com	856178	Apr 09, 2020	Succeeded	\$150.85
 testFirstName testLastName testEmail@test.com	856165	Apr 09, 2020	Shipped	\$150.85
 testFirstName testLastName testEmail@test.com	856160	Apr 09, 2020	Shipped	\$150.85
 testFirstName testLastName brian@zonos.com	787561	Dec 10, 2019	Shipped	\$143.27

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**2. Click “create label” to create a
UPS® Worldwide Economy
shipping label**

Dashboard — Zonos

dashboard.zonos.com/checkout/orders/121QR

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Canada Add order number... Succeeded

Placed on May 15, 2020 10:45 AM	Destination country Canada	Shipping method Worldwide Economy DDP	Zonos order number 912797	Store 1327 - shipping test store
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Customer selected Worldwide Economy DDP

Add a tracking number to mark order as shipped

[Add tracking number](#) [Create label](#)

Payment [View transaction](#) [Cancel order](#) [Refund order](#)

Cart subtotal (5 items)	\$100.00
Worldwide Economy DDP	\$33.90
Duty and tax	\$50.50
Total	\$184.40

Details [More...](#)

Ship to Edit	Bill to Edit
Captain Picard testCompanyName testEmail@test.com testPhone 411-1033 Davie Street 123 testAddress2 Vancouver, British Columbia V6E1M7 CA Canada	Zonos Testing testCompanyName testEmail@test.com testPhone 411-1033 Davie Street 123 testAddress2 Vancouver, British Columbia V6E1M7 CA Canada


3. Fill out required info

Dashboard — Zonos x +

← → ↻ dashboard.zonos.com/checkout/orders/121QR ☆ ⓘ 🗨️ 👤 ⋮

Create shipping label ✕

Selected shipping

 Worldwide Economy DDP
Shipping cost: \$33.90
Duties and taxes prepaid

Ship from location

<input checked="" type="checkbox"/> Default ship from address 1664 S Dixie Dr St George, UT 84770 US	<input type="checkbox"/> Josh's House 545 S Valley View Drive #15 St. George, UT 84770 US
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Ship to

Company

Name

Phone

[Create label](#)

**4. Add to master carton or create
new master carton**

Dashboard — Zonos

Not Secure | dashboard-dev.zonos.com/checkout/orders/QJGX

Create shipping label ✕

		Canada	1	\$	24.99
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Description

HS code	SKU	Country of origin	Quantity	Unit price
<input type="text"/>	<input type="text"/>	Aland Islands	1	\$ 24.99

Options

Invoice number

PO number

Residential

Cartons

Master carton

[Create label](#)

**5. Repeat for all child packages in
master carton**

6. When ready, close master carton out by generating domestic label

Dashboard — Zonos

dashboard.zonos.com/labels/batches

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Open Worldwide Economy Batches

Select a batch to finalize it and generate its domestic shipping label.

BATCH ID	DATE CREATED	DATE CLOSED
ECA610Y9FD94210503052720	05/27/20	Open
ECA610Y9FC92506566052720	05/27/20	Open

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Dashboard — Zonos x +

← → ↻ dashboard.zonos.com/labels/batches ☆ ⓘ 🗨️ 👤 ⋮

Finalize Worldwide Economy batch ✕

Ship from location

<input checked="" type="checkbox"/> Default ship from address 1664 S Dixie Dr St George, UT 84770 US	<input type="checkbox"/> Josh's House 545 S Valley View Drive #15 St. George, UT 84770 US
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Ship to

Company

Name

Phone

Email

Country

[Create label](#)