# How to create a distribution



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Manage my eStore	2 Shipper	D Address	Book OClear	+ Distribution		
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	Shipment 20 Date	023-02-13	*# of Pack	ages: 1 0	Package (express box not included v	Imperial (Inch,Lt 🗸

Create your distribution:
Click on Distribution for Bulk
Shipments in the FlagShip online
shipping system main menu and
choose New Distribution.

### **Enter your shipment info:**

Enter all of your shipper, distribution and package information in the designated sections. Select any options or preferences you would like to apply to your distribution.

**Tip:** You can choose to exclude specific couriers from your quote and select service preferences such as fastest, least expensive, express, etc.

## How to prepare and upload an address list

- 1. Download our address template from our online shipping system or request a copy from our customer service team
- 2. Open the file in Microsoft Excel or another spreadsheet editing software
- 3. Fill in the appropriate address info into the template fields
- Save or export in CSV (comma delimited) format
- Log in to your FlagShip dashboard, click on Address, Product and Package Books in the main menu
- From the dropdown menu, select Import Addresses and then select the checkbox 'Add New Address Group' and name your group
- 7. Click choose file and import your list, then click continue
- Make sure to select the checkbox stating "The first row of the file does NOT contain an address", click Add new addresses

Distribution for Bulk

Shipments

Set all addresses as resi

Company / Receiver's Name

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Select your address list:

future shipments.

Select a list of addresses from your

Groups button, or upload a new list

using the **Address Upload** button. Newly uploaded lists can be added

to your address book for use with

address book using the Address

Showing 1 to 8 of 8 entrie

FlagShip

Addres

Conta

9. The system will auto correct the city name for the postal code entered. If the postal code is incorrect, or has too many characters in the fields that are limited, the system will show the errors in red at the top of your screen and you can edit with the proper information.



If applicable: Select Set all addresses as residential and/or Add address emails to tracking.

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Click Next to receive your quote.

FlagShip	Distribution for Bulk Shipments	0000 10100 10100
Home Dashboard	New Distribution Manage Distributions	
R Manage my eStore		_
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Pickup Options 💡		
Distribution for Bulk	Pending Requests: 0 Exclude the following couriers Service Preferences Completed Requests: 8 Folled Requests: 0 Folled Requests	
New Distribution	Geoderational Control Con	
Manage Distributions	Address Status	Actions
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O Help		
Download tracking app	Sort labels per courier	
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	Print distribution cover page	
	Save addresses in address group	
	C? Edit @ Confirm Dis	tribution

FlagShip	Distribution for Shipments	Bulk 💡	Enter A [T]racking Number Download our shipment tracking app	<ul> <li>1-866-320-838 avg. wait time: 5 sec.</li> </ul>	3 A Que international Account #1224
Home Dastaned	New Distribution	Manage Distributions			
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🕥 Shipping Options 💦	Confirmation Status				
Pickup Options 💦 💡					
Distribution for Bulk + Shipments	Pending Requests: 0 Completed Requests: 8 Failed Requests: 0	Address		-Show All	~
New Distribution	Address		Status		Actions
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8	🛓 Download Regula	ar Labels			
	Lownload Therm	nal Labels			
				<u> </u>	Schedule a pickup

# Receive and confirm

your quote: Your distribution will now be quoted; this may take a few minutes. FlagShip's shipping system will generate shipping rates for each location based on the parameters you entered in step two. Once you're happy with your distribution, you can click **Confirm Distribution** at the bottom of the page, or if you're not ready to proceed you can click **Save Quote for Later**.

**Tip:** You can manually change the selected courier and rate for any destination.

## **Print your shipping labels:**

The shipping system will generate all of the shipping labels in one file that will be emailed to you when it is complete so that you can print them all together; this may take a few minutes. You can also download your labels from the confirmation page.

#### Schedule your pickup:

Schedule your pickup using the button at the bottom of the page.

You can view the status of your distributions from the Manage Distributions option in the main menu.



## **Need help?**

One of our shipping specialists would be happy to help you set up your distribution. Contact us by phone or email:

1-866-320-8383 support@flagshipcompany.com



Save your workday