



How to create a distribution



Company / Receiver's Name	Receiver's Name	Address	Postal Code
Mr. Ludes 200	Manager	222 South East Marine Drive	H9B 2T4
Mr. Ludes 200	Manager	2291 East Hastings	H9B 2S4
Mr. Ludes 200	Manager	4000 Dufferin Street	H9B 2T5
Mr. Ludes 200	Manager	2200 Front Avenue E.	H9B 4K9
Mr. Ludes 200	Manager	2270 Lawrence Avenue E.	H9B 2K2
Mr. Ludes 20	Manager	210 Dufferin Road	H9B 2K5
Mr. Ludes 20	Manager	40 Dufferin Blvd	H9B 2T2
Mr. Ludes 20	Manager	2200 Front Avenue E.	H9B 4K9

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

2 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.

3 Select your address list: Select a list of addresses from your address book using the **Address 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 future shipments.

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

5 Click **Next** to receive your quote.

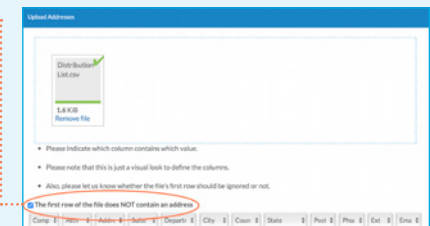
Tip: You can choose to exclude specific couriers from your quote and select service preferences such as fastest, least expensive, express, etc.



How to prepare and upload an address list

- Download our address template from our online shipping system or request a copy from our customer service team
- Open the file in Microsoft Excel or another spreadsheet editing software
- 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
- 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**
- 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.



6 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.

7 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.

8 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.

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

10 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

FlagShip™
Save your workday