

# eBay fulfilment By Orange Connex Seller Manual

- Service Introduction -

## Effective date: 2<sup>nd</sup> November 2023

Orange Connex reserves the right to modify the User Manual at any time by posting the updated version on Our Official Website or sending it to your email account as notice to you.



# [Operation Manual] Batch Out

At present, when you need shipping in a batch, you have to contact the Orange Connex customer service team for offline operation first. After the "Batch Out" function is online, you can create batch-out orders directly in the system and be informed of the progress of the orders in real-time through the system, thus reducing manual communication work.

#### 1. Create a batch release order.

You can go to the [BATCH OUTBOUND] function page, click the Set [Create Batch Outbound Order] button, and enter the "Select SKU(s)" page.

(	C ORANG		YOU ARE HERE > BATCH OUTBOUND
•	for eBay fulfil HOME	ment	Batch Outbound
9	SKU	~	Batch Outbound Order Number Fulfillment Center Order Period
-	SEND INVENTORY	÷	Max 20 orders and separate orders by Please choose Fulfillment Center V Start Time to End Time pressing Enter key.
R	ORDER		Pricking Center     Serial Number     Prick Up Date       Picking Center     Serial Number     Els Start Time to End Time       Start Time to End Time     SEARCH
6	RETURN	v	
	VAS	÷	Create Batch Outbound Order     SPORT
C	BILLING		VALL (0) Submitted (0) Under Verflcation (0) Rejected (0) Failed (0) Accepted (0) Create Picking Task (0) Picked (0) Packed (0)
F	BATCH OUTBOUND		Outbound (0) Cancelled (0) Exception (0)
۲	MY CENTER	÷	Batch Outbound Order Number Serial Number Fulfillment Center Picking Center Pick Up Date Order Period Orde Action
			No Data

Select the warehouse and distribution centre you want to batch out, fill in the SKUID of the product in batch and click the [Search] button.

OR ANGE CONNEX	YOU ARE HERE > BATCH OUTBOUND	YANQI 999 English
for eBay fulfillment	< Back to Batch Outbound	
SKU 🗸	Create Batch Outbound Order         1. Select SKU(s)       2. Confirm Outbound Quantity       3. Confirm Outbound	nd Information
Create Inbound Order	Note: You cannot add new SKUs to existing search result, so please search out the SKUs all at once.	
Inbound Orders	1. Select Fulfillment Center * Fulfilment Center	
ASN Management	DE Fulfillment Center	
Inventory Status	2. Batch Search SKUs * oc skuld ~	
Inventory History	OC000004570239 OC000011640193 OC000011640265	
RETURN Y		۲
<b>2</b>	Search	C

The system will show you the overall inventory for the selected item. This includes the specific warehouse where the item is located, and the exact number of "Available", "Reserved-Hold" and "Unfulfillable" items in stock for each warehouse.

for eBay fulfillment	1. Select SKU	(s)	2. Confirm Outbound Q	uantity	3. Confirm Or	utbound Information
HOME	Please confirm the SKU quantities	you want to outbound.				
SKU ~	3 results, 3 selected					Outbound Instructions
ORDER	Seller SKUID	SKU Name		Orange Co	nnex Fulfillment Center - DE	01 👳
ORDER	OC SKUID		Availabl	le	Reserved-Hold	Unfulfillable
RETURN	234234234	USTEST-07	1977	/ 1977	0	0
VAS ~	<u>occoondes70239</u>					
BILLING	1166612411 OC0000011640193	测试文件12	5972		0	0
BATCH OUTBOUND	11666	测试图片	5992	/ 5992	0	0
MY CENTER ~						

You can make manual adjustments to the displayed item inventory details, including changing the batch out quantity, filtering the items, and being able to view the estimated cost based on the adjusted results.

for eBay fulfillment	1. Select SK	U(s)	2. Confirm Outboun	d Quantity	3. Confirm O	utbound Information
HOME SKU ~	Please confirm the SKU quantitie	s you want to outbound.				
SEND INVENTORY	3 results, 2 selected					⑦ Outbound Instructions
	Seller SKUID			Orange C	onnex Fulfillment Center - DE	01 🦁
ORDER	C SKUID	SKU Name	Ava	ilable	Reserved-Hold	Unfulfillable
RETURN	234234234 0C0000004570239	USTEST-07			0	0
VAS ~						
BILLING	1166612411 <u>0C0000011640193</u>	测试文件12	200		0	0
BATCH OUTBOUND	11666	测试图片	5992	/ 5992	0	0
MY CENTER ~	10 Dollar Company	_				

After filling in the pickup information, click [Confirm error-free submission] and submit the batch release order.

	A NGE NNE X	YOU ARE HERE > BATCH OUTBOUND			
for eBay	fulfillment	< Back to Batch Outbound			
		Create Batch Outbound Or	rder		
SKU		1. Select SKU(s)	2. Confirm O	utbound Quantity	3. Confirm Outbound Information
SEND INVENTOR	RY ~				
ORDER		Picking Center: Orange Connex FL An den Nahewiesen 1, 55450 Langenlonshei			
RETURN	~	* Pick Up Method	* Pick Up Date	* Pick Up Company	Pick Up Person
VAS	~	Picked Up By Seller $\qquad \lor$	E 2023-02-22	KK Company	КК
BILLING		* Reason for Batch Outbound		Remark	
BILLING		VAT invalid		Please enter	
BATCH OUTBOU	JND				
MY CENTER	~	Submit Previous			

After submission, you need to wait for Orange Union's approval to batch out. You can also consult our customer service centre for more help.

#### 2. View bulk release orders

You can go to the [Batch Outbound] function page and check the specific progress of the created batch out orders through the status bar.

A	HOME		Batch Outbound
9	SKU	~	Batch Outbound Order Number Fulfillment Center Order Period
•	SEND INVENTORY		Max 20 orders and separate orders by Please choose Fulfilment Center v 🖹 Start Time to End Time pressing Enter key.
R	ORDER		Picking Center Serial Number Pick Up Data
			Picking Center v Serial Number 🗈 Start Time to End Time SLARCH CLEAR
6	RETURN	~	
	VAS		E Create Batch Outbound Order
C	WALLET		ALL (93) Submitted (8) Under Verfication (10) Rejected (2) Failed (3) Accepted (11) Create Picking Task (6) Picked (2) Packed (1) Outbound (21) Cancelled (28)
ß	WALLET BATCH OUTBOUND		Contract (0)         Submitted (8)         Under Verfication (10)         Rejected (2)         Failed (3)         Accepted (11)         Create Picking Task (6)         Picked (2)         Packed (1)         Outbound (21)         Cancelled (28)           Exception (1)         Exception (
R			
R	BATCH OUTBOUND		Exception (1)
R	BATCH OUTBOUND		Exception (1)           Exterior (1)           Exter Outbound Order Number           Serial Number           Put/fillment Center           Pick Up Date           Order Period           Order Status           Failure reason           Pick Up
R	BATCH OUTBOUND		Exception (1)         Batch Outbound Order Number       Serial Number       Pulfillment Center       Pick Up Date       Order Period       Order Status       Failure reason       Pick Up       Action         0CX010055972305       SN0100959715       DE Pulfillment Center       4pxit(\$\$20test       2023-02-101 617:02       Fajected       Pick Up       Details [
R	BATCH OUTBOUND		Exception (1)         Batch Outbound Order Number       Serial Number       Pulfiliment Center       Picking Center       Pick Up Date       Order Period       Order Status       Failure reason       Pick Up       Action         Occ0010052922105       SN0100959715       DE Pulfiliment Center       Apx@#Zrgl-test       2023-02-17       2023-02-10 16.17.02       Rejected       Picking       Details       J         Occ001005592105       SN0100959715       DE Pulfiliment Center       DE-gD-001-test       2023-02-23       2023-02-10 16.17.02       Rejected       Insufficient Inventory       Picking       Details       J

You can also click the [Details] button to go to the details page to see the details.

	HOME	Batch Outbound Order Number : OCY0100953 Serial Number: SN0100953751	769UK Outbou	nd		
9	SKU	Sku Info				Warehouse Address
	SEND INVENTORY	No. OC SKUID Seller SKUID	Available 🥘	Reserved-Hold 🧭	Unfulfillable ⊘	UK-SF-001_test Orange Connex Fulfillment Center – UK01
R	ORDER	1 00000104951912 derferfer	2/0	2/2	2/2	An den Nahewiesen 1 55450 Wales
6	RETURN	Tracking Details				GB-SA62 3NH Langenlonsheim
6	VAS	Accepted Fro	m			Pick Up Details Pick Up Method: Picked Up By Seller
	WALLET	2023-02-08 16:18:46 To				Pick Up Date: 2023-02-15 Pick Up Company: test2323
2	BATCH OUTBOUND	Feb 08,2023				Pick Up Person: test7878 Reason for Batch Outbound: Remove from fulfillment center
D	MY CENTER	To: 18-49 Accepted				Remark: 55555
		16:50:21	king Task			Fee Details
		16:53:42 Picked	anny reas			Actual Weight: 0.00 pcs Actual Charge : SKU QUANTITY
		16:58:18 Packed				Chargeable Weight: 0.00 pcs

## 3. Editing batch release orders

You can select the batch release order with the status of "Exception" and click "Edit" in the action button to modify it again.

000000000		Max 20 orders and separa pressing Enter key.	ate orders by	Ple	ase choose Fulfillment Cen	ter	Start Time	e to End Time		
sku	×	Picking Center		//		Pick Up Date				
SEND INVENTORY	~	Picking Center	× [	Serial Number			to End Time	SEARCH	CLEAR	
ORDER										
		Create Batch Outbound Ord	tor							
RETURN	~	Es create batch outbound ord								± Droki
RETURN	~	ALL (93) Submitted (8) Outbound (21) Canceller	Under Verfica	ion (10) Reject	ted (2) Failed (3)	Accepted (11)	Create Picking Task (6)	Picked (2) Pa	icked (1)	
		ALL (93) Submitted (8) Outbound (21) Canceller	Under Verfica		ted (2) Failed (3) Order Period	Accepted (11) Order Status	Create Picking Task (6) Failure reason	Picked (2) Pav	ucked (1) Pick U	
VAS	~	ALL (93) Submitted (8) Outbound (21) Cancellee Fulfillment Center	Under Verfica d (28)	ption (1)		Order Status	,		Pick U	
VAS	~	ALL (93) Submitted (8) Outbound (21) Cancellee Fulfillment Center	Under Verfica ed (28) 🔍 Exce Picking Center	ption (1) Pick Up Date	Order Period	Order Status	Failure reason	Pick Up Method	Pick U YYYYY	Action

# 4. Cancellation of batch release order

You can cancel a batch release order under the following status: Submitted, Under Verification, Rejected, Failed, Accepted, Exception.

A.	HOME		Batch Outbound							
3	SKU	~	Batch Outbound Order Number	F	ulfillment Center		Order Period			
6	SEND INVENTORY	~	Max 20 orders and separate or pressing Enter key.	ders by	Please choose Fulfillment Cer	iter 🗸 🗸	🛅 Start Tin	ne to End Time		
Ę	ORDER		Picking Center	Serial Number		Pick Up Date				
10	RETURN	~	Picking Center	Serial Number		Start Time to	End Time	SEARCH	CLEAR	
S	VAS	~	Create Batch Outbound Order							≚ EXPORT
9	WALLET		ALL (93) Vubmitted (8)	Under Verfication (10)	Rejected (2) Failed (3)	Accepted (11)	Create Picking Task (6)	Picked (2)	Packed (1)	
1	BATCH OUTBOUND		Outbound (21) Cancelled (28)	Exception (1)						
D	MY CENTER	~	Batch Outbound Order Num	per Serial Number	Fulfillment Center	Picking Center	Pick Up Date	Order Period	Orde	Action
			OCY0100953123UK	SN0100953131	UK Fulfillment Center1	UK-SF-001_test	2023-02-15	2023-02-08 10:10:06	Subm	Details :
)	JOIN OC NETWORK	~	OCY0100906949DE	SN0100906931	DE Fulfillment Center	DE-4PX-001-test	2023-01-06	2022-12-27 13:38:34	Subr	Cancel