



eBay fulfilment By Orange Connex

Seller Manual

- Service Introduction -

Effective date: 2nd 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.

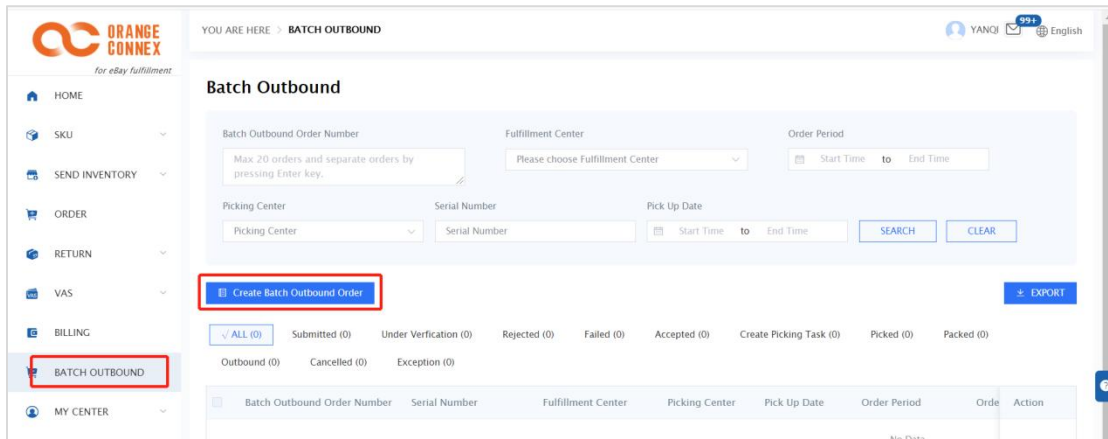


【Operation Manual】 Batch Out

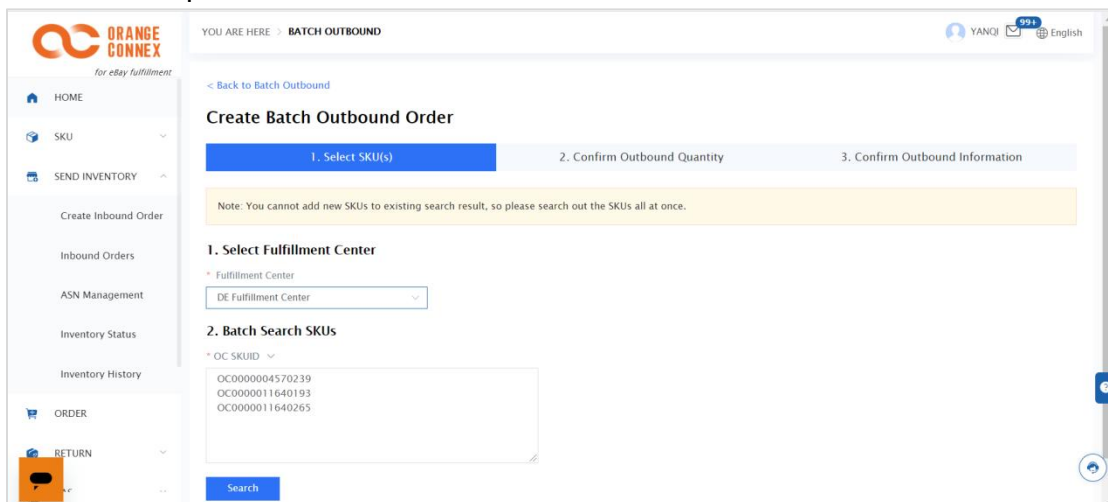
At present, when you need shipping in a batch, you have to contact the Orange Connex customer service team for offline operation first. After the "Batch Out" function is online, you can create batch-out orders directly in the system and be informed of the progress of the orders in real-time through the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



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.



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.

Create Batch Outbound Order

1. Select SKU(s) | 2. Confirm Outbound Quantity | 3. Confirm Outbound Information

Please confirm the SKU quantities you want to outbound.

3 results, 3 selected

		Orange Connex Fulfillment Center - DE01		
		Available	Reserved-Hold	Unfulfillable
<input checked="" type="checkbox"/>	Seller SKUID OC SKUID	SKU Name		
<input checked="" type="checkbox"/>	234234234 OC0000004570239	USTEST-07	1977 / 1977	0
<input checked="" type="checkbox"/>	1166612411 OC0000011640193	测试文件12	5972 / 5972	0
<input checked="" type="checkbox"/>	11666 OC0000011640265	测试图片	5992 / 5992	0

Estimated Grand Total: **16868.61 EUR**

Next Previous

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.

Create Batch Outbound Order

1. Select SKU(s) | 2. Confirm Outbound Quantity | 3. Confirm Outbound Information

Please confirm the SKU quantities you want to outbound.

3 results, 2 selected

		Orange Connex Fulfillment Center - DE01		
		Available	Reserved-Hold	Unfulfillable
<input type="checkbox"/>	Seller SKUID OC SKUID	SKU Name		
<input type="checkbox"/>	234234234 OC0000004570239	USTEST-07	1977 / 1977	0
<input checked="" type="checkbox"/>	1166612411 OC0000011640193	测试文件12	200 / 5972	0
<input checked="" type="checkbox"/>	11666 OC0000011640265	测试图片	5992 / 5992	0

Estimated Grand Total: **7492.32 EUR**

Next Previous

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

Create Batch Outbound Order

1. Select SKU(s) | 2. Confirm Outbound Quantity | 3. Confirm Outbound Information

Picking Center: Orange Connex Fulfillment Center - DE01
An den Nahewiesen 1, 55450 Langenlonsheim, DE

* Pick Up Method: Picked Up By Seller | * Pick Up Date: 2023-02-22 | * Pick Up Company: KK Company | Pick Up Person: KK

* Reason for Batch Outbound: VAT invalid | Remark: Please enter

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.

The screenshot shows the 'Batch Outbound' interface. At the top, there are search filters for 'Batch Outbound Order Number', 'Fulfillment Center', and 'Order Period'. Below these are input fields for 'Picking Center', 'Serial Number', and 'Pick Up Date'. A 'Create Batch Outbound Order' button is visible. A status bar below the search filters shows counts for various statuses: ALL (93), Submitted (8), Under Verification (10), Rejected (2), Failed (3), Accepted (11), Create Picking Task (6), Picked (2), Packed (1), Outbound (21), and Cancelled (28). A red box highlights the 'Exception (1)' status. Below the status bar is a table of orders with columns: Batch Outbound Order Number, Serial Number, Fulfillment Center, Picking Center, Pick Up Date, Order Period, Order Status, Failure reason, Pick Up, and Action. The table contains several rows of data, including one with status 'Rejected' and another with 'Cancelled'.

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

The screenshot shows the 'Batch Outbound Order Details' page for order number 'OCY0100953769UK'. The page is divided into several sections: 'Sku info' with a table of SKUs, 'Tracking Details' with a timeline of events (Accepted, Create Picking Task, Picked, Packed), 'Warehouse Address', 'Pick Up Details', and 'Fee Details'. The 'Sku info' table has columns: No., OC SKUID, Seller SKUID, Available, Reserved-Hold, and Unfulfillable. The 'Tracking Details' section shows a timeline from Feb 08, 2023 to Feb 09, 2023. The 'Warehouse Address' section provides the address for the fulfillment center. The 'Pick Up Details' section includes information about the pick-up method, date, company, and person. The 'Fee Details' section shows actual weight, charge, and chargeable weight.

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.

The screenshot shows the 'Batch Outbound' interface, similar to the first screenshot. The status bar now shows 'Exception (1)' highlighted with a red box. Below the status bar is a table of orders. The first row in the table has the status 'Exception' and a failure reason of 'Insufficient Inventory'. The 'Action' column for this row has an 'Edit' button highlighted with a red box. The 'Cancel' button is also visible below the 'Edit' button.

4. Cancellation of batch release order

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

The screenshot displays the 'Batch Outbound' management interface. It includes a sidebar with navigation options like HOME, SKU, SEND INVENTORY, ORDER, RETURN, VAS, WALLET, BATCH OUTBOUND, MY CENTER, and JOIN OC NETWORK. The main content area features search filters for Batch Outbound Order Number, Fulfillment Center, and Order Period. Below the filters are buttons for 'Create Batch Outbound Order' and 'EXPORT'. A status summary shows counts for various order states: ALL (93), Submitted (6), Under Verification (10), Rejected (2), Failed (3), Accepted (11), Create Picking Task (6), Picked (2), and Packed (1). A table lists individual orders with columns for Batch Outbound Order Number, Serial Number, Fulfillment Center, Picking Center, Pick Up Date, Order Period, and Action. The 'Action' column for the order with Batch Outbound Order Number QCY0100906949DE has a 'Cancel' button highlighted in red.

Batch Outbound Order Number	Serial Number	Fulfillment Center	Picking Center	Pick Up Date	Order Period	Order	Action
QCY0100953123UK	SN0100953131	UK Fulfillment Center1	UK-SF-001_test	2023-02-15	2023-02-08 10:10:06	Subm	Details :
QCY0100906949DE	SN0100906931	DE Fulfillment Center	DE-4PX-001-test	2023-01-06	2022-12-27 13:38:34	Subm	Cancel
QCY0100906923DE	SN0100906915	DE Fulfillment Center	DE-4PX-001-test	2023-01-06	2022-12-27 11:47:17	Subm	Details :