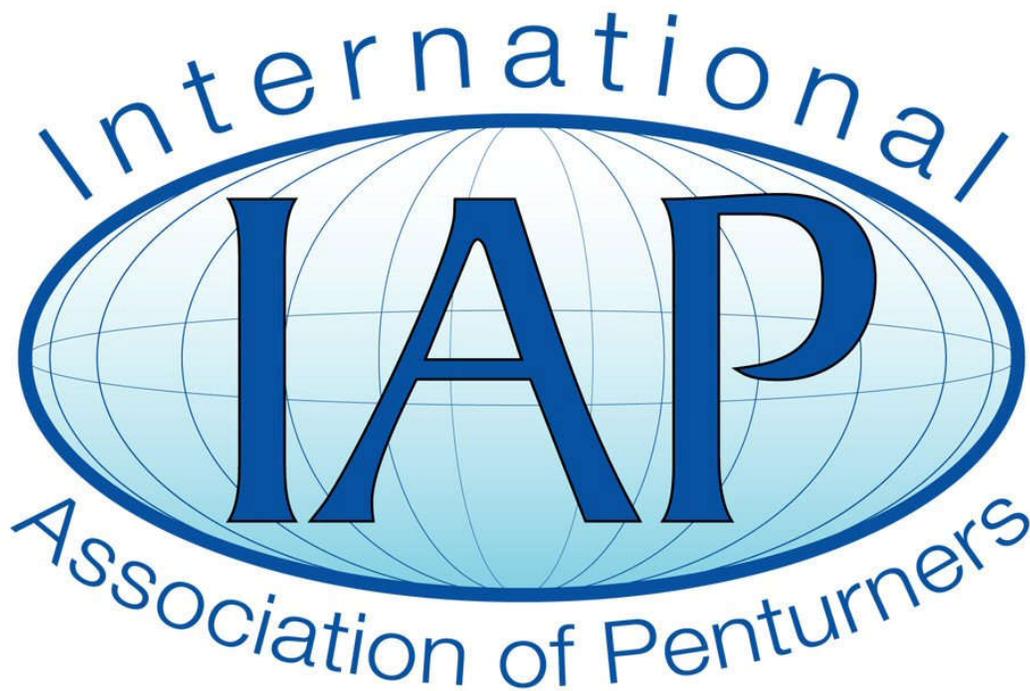


Shipping Packages with PayPal

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Why ship with PayPal?

PayPal may sometimes be an attractive alternative to the USPS Click-N-Ship web site. For one thing, since USPS changed its postal rate policies on 17 Jan 2016, it may now be cheaper to ship packages with PayPal.

Besides raising rates on 17 Jan 2016, USPS also eliminated the Commercial Base Pricing (CBP) discount from its Click-N-Ship web site. As of that date, on-line USPS users are charged the same retail rates as walk-up users at a post office counter. The only way to continue to get discounted rates is to purchase a postal meter or use a USPS reseller such as Stamps.com, Pitney Bowes, etc. While most of these resellers charge a fee for their services, PayPal's MultiOrder Shipping can be utilized from your personal account at no charge.

To be sure, the free PayPal MultiOrder service does not offer all the bells and whistles that the paid services provide, but in many cases it will probably be adequate. A few things that PayPal Multi-Ship lacks (at least at the time this tutorial was written) are:

- No address book
- No automatic email notification
- No Padded Flat Rate Envelope Shipping option
- No International Shipments

If you can live with these few restrictions and want to save a little money on your shipments, then read on.

Getting started

To start using PayPal's MultiOrder shipping, simply log into your personal PayPal account. If you don't already have a PayPal account, you will need to set one up first. You also need to be sure that your printer is capable of printing USPS bar code labels.

Once you log into you Account Overview, scroll down the page to the Selling Tools menu and click on the MultiOrder Shipping option. This will launch a new browser window for MultiOrder Shipping.

Once in the MultiOrder Shipping window, you will have two options to set up a shipment:

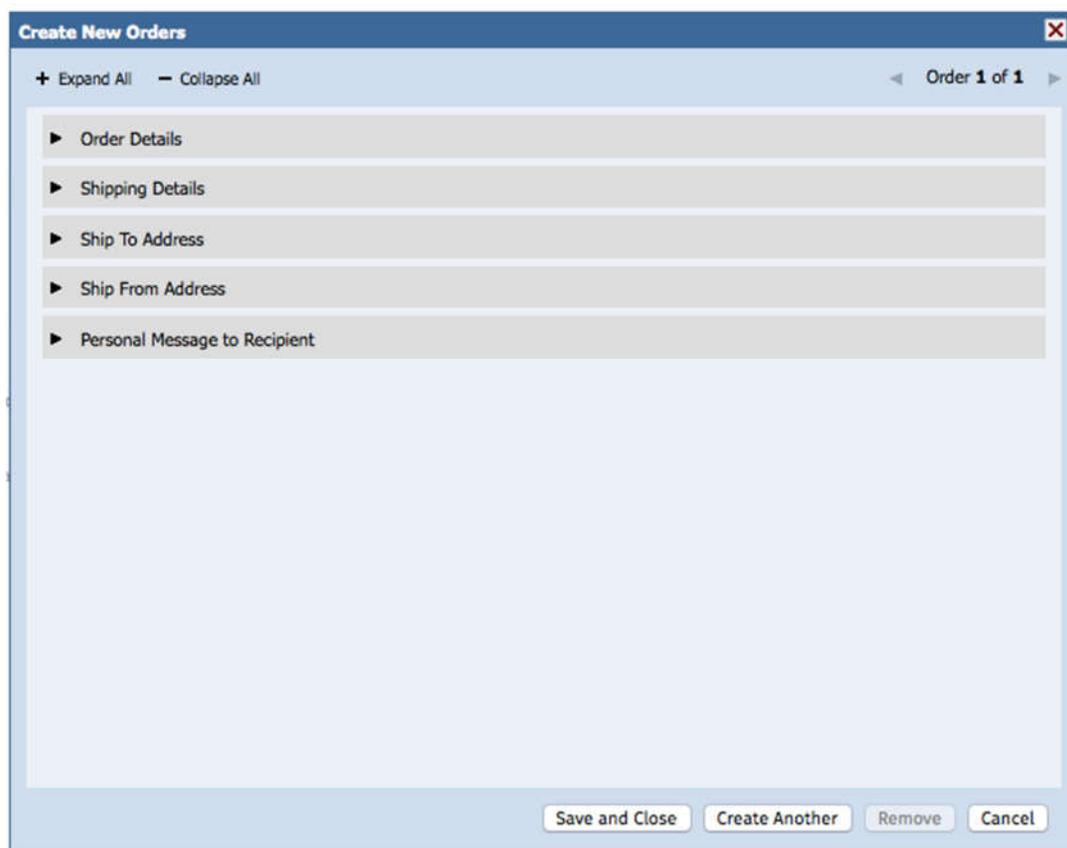
File → Create New Orders

and

File → Import

Using the Create New Orders Feature

This feature is handy when you just need to make one or two shipments. When you select File→Create New Orders, this dialog box will appear:



Select each of the tabs shown to enter that part of the information for your shipment:

Order Details:

This information is optional.

▼ Order Details

Order Number:

Item Number, Title (Qty): , (Qty)

[Add Row](#)

Shipping Details:

This information is required.

▼ Shipping Details

Apply Preset:

Service Type / Package:

Weight:

Insured Value: \$ No Insurance

Signature Confirmation:

Hide postage cost in label

Save as Preset:

Examples: Bud Vase, iPod Nano

If this is your first time using PayPal for shipping, you probably won't have any presets yet, so we'll just skip that for now.

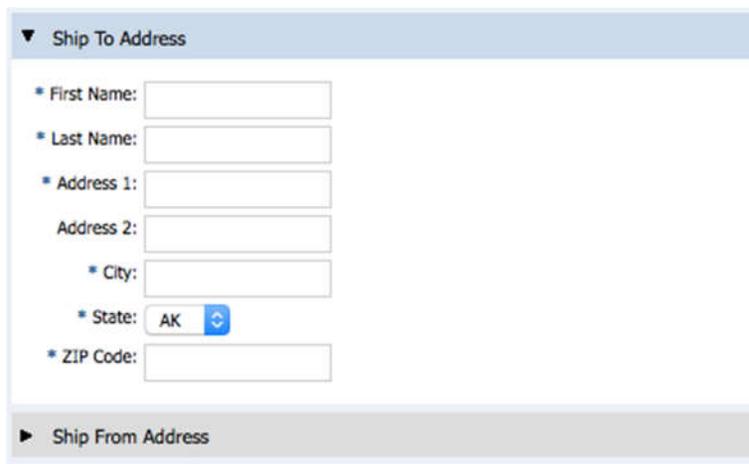
Use the Service Type / Package pull down menu to select one of the available shipping services (such as Priority Mail – Small Flat Rate Box). Fill in the remainder of the information in this dialog box as appropriate for the particular Service Type that you chose.

Be sure to CHECK the "Hide postage cost in label" if you do not want the postage fee shown on the shipping label.

You may enter a preset name for this type of shipment if you expect to make the same type of shipment in the future. Just enter something like SFRB into the Save as Preset field (for a Small Flat Rate Box preset). Then when you make another shipment like this, you can use the Preset pull down menu to select that preset to automatically fill in some of the information.

Shipping Addresses:

This information is required.

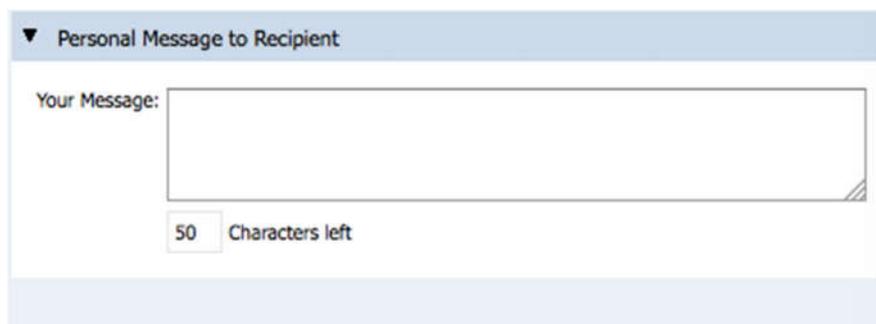


Fill in all the Ship To fields marked with an asterisk.

Select one of your pre-defined PayPal addresses in the Ship From Address pull-down menu. There will also be a field that you should fill in if you are shipping from a different zip code than shown in your address. If you need a different Ship From Address, you will first need to go to your PayPal profile and set it up.

Personal Message to Recipient:

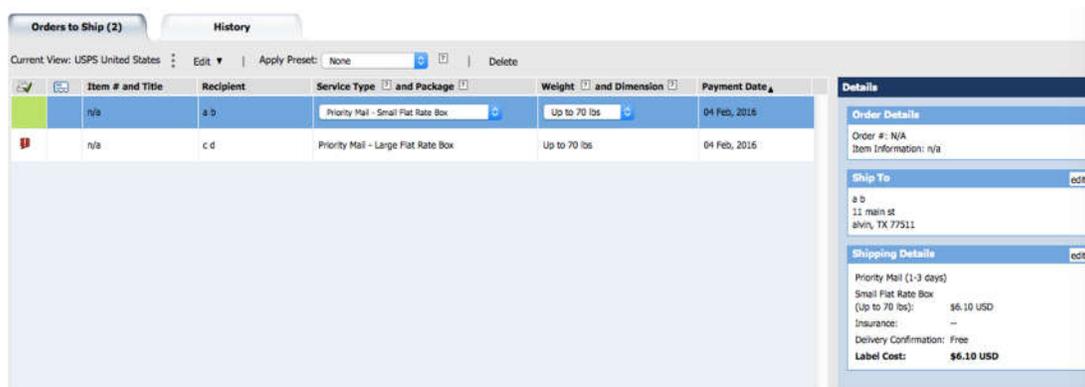
Here you may enter an optional message for the recipient.



Finishing Up:

If you are only making one shipment, simply click on Save and Close. If you want to make more shipments, click on Create Another and repeat the above steps. Repeat for as many shipments as you need to enter, then click on Save and Close when you are through entering them all.

When you finish entering your shipments, each will appear on a separate line in the following manner:



Click anywhere in a shipment row to see the details about that shipment on the right side of the screen, including the cost for that label. If there is a problem with the shipment (such as an address error), a red flag will appear in the first column (as shown for the second shipment above). In such cases, click on the red flag to see what is wrong with the label, then use the edit tabs in the appropriate section of the detail display on the right to correct the error. When the shipment is acceptable, a green square will appear in the first column (as shown for the first shipment above).

Once you have a green square in the first column of each shipment, you are ready to print your labels. Before you do though, you can use the Request Pickup option if you don't have regular USPS pickup at your location. Simply fill in all the boxes in that dialog box to schedule a USPS pickup for these shipments. There is no charge for that service.

After all that is complete, select Print to print your labels. You will get a print summary view with details about the print job. Review the print job information to be sure everything is correct, then select the "Pay and Print" button to actually print the labels on your printer. Your PayPal account will automatically be charged the total amount for all packages in the shipment as shown on the print job summary.

Using the Import Feature

This feature is handy when you want to ship multiple packages at the same time or if you would like to save the shipping information in a file on your computer. Simply use a spreadsheet program (like MS-Excel) or a CSV editor to create a CSV (comma separated variables) or a TSV (tab separated variables) file to import your information.

If you create a CSV file, there are a couple of things to note:

1. Do not use commas in any of your spreadsheet cells
2. If you are using MS-Excel on a Mac computer, be sure to use the "Save as Windows CSV" option when you save the file (this is important because the CSV files must utilize Windows line delimiters)

The CSV or TSV file must follow these rules:

1. There must be a heading row with column labels for each column of information.
2. There must be a separate row for each shipment.
3. Each piece of shipping information (first name, last name, etc.) must be in a separate cell in the shipment rows.
4. The shipping information may be in any order you like and your column labels may be anything you like.
5. Your file must contain at least all of the required fields for a PayPal shipment.
6. Your file may contain any of the optional fields for a PayPal shipment.
7. Your file may contain any additional fields that you might want to record for your own purposes, but PayPal will not use them.

The following PayPal fields are available:

Required:

First Name
Last Name
Street Address 1
City
State
Zip Code

Optional:

Street Address 2
Company
Country
Phone Number
Order ID
Item Number
Title
Quantity
Payment Date
Custom Message
Shipping Carrier
Insurance Value

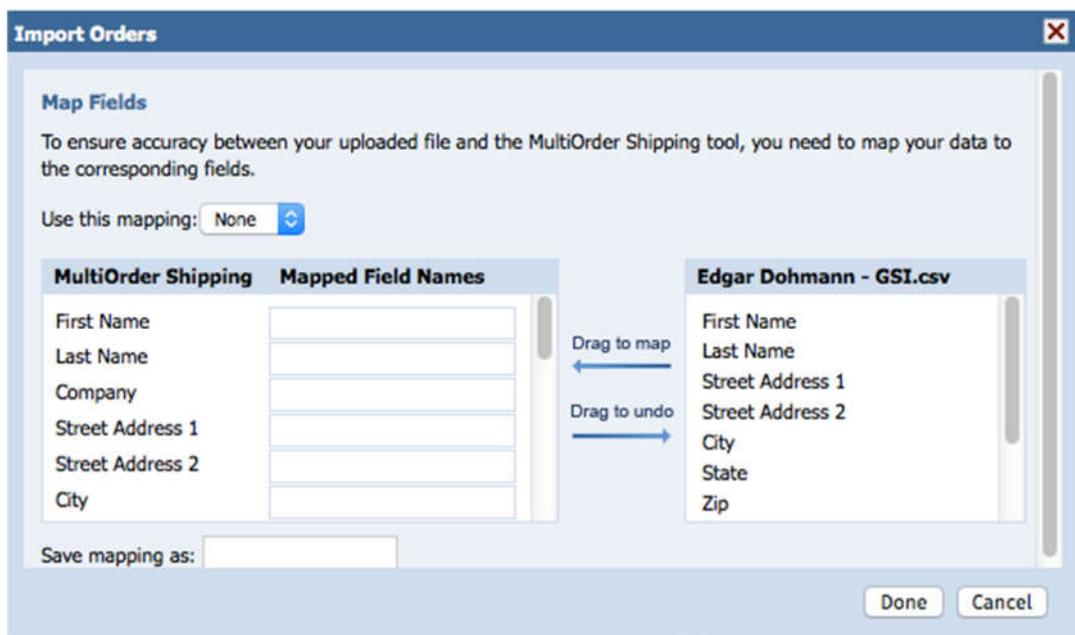
As noted above, your column headers can be anything you want, but it may be helpful to make your column titles match the PayPal field names.

Once you have your CSV file ready, use the File→Import option to get started. You will get the following dialog box:



Click on Browse to select a CSV or TSV file on your computer, then select Import at the bottom right corner of the dialog box.

When you import the file, you must then "map" your file's format into PayPal's data fields. This is done in the following dialog box that automatically appears when you import the file:



The PayPal fields are shown on the left and your file's column headers are shown on the right. Simply click and drag each of your column headers to the appropriate PayPal fields on the left. (Here is where it is handy to use the same names, even if you use a different order for the columns in your file.)

Once you have mapped all of your headers to the PayPal fields, give that template a name in the Save Mapping As field and click Done. By saving the mapping scheme, you can reuse that same file layout for future imports and simply select it from the Use This Mapping pull-down menu. This will eliminate the need to manually drag your column titles to the PayPal field names each time you import shipments.

When you click on Done, all the shipments in your file will appear on a separate line in the same manner as shown on page 7 for manual entries. From that point on, follow the same steps as described previously to review and print your labels.

Note: you may import additional CSV or TSV files with the same or different mapping in this same manner before you print your labels and they will appear as additional lines on the shipment list page.

Final Notes

The information in this tutorial is based on the functionality of the PayPal MultiOrder Shipping feature as it existed at the time this tutorial was written. It is possible that PayPal may make changes to that site from time to time in which case some of this information may no longer be applicable.