

WWW.SHIPDIF.COM

7/7/2023 RELEASE

**WELCOME TO SHIPDIF LET'S GROW
YOUR BUSINESS!**

**BIG THINGS ARE
ABOUT TO HAPPEN
LET'S GET STARTED**

Feel free to look back at this onboarding PDF for
future reference

SHIPDIF ONBOARDING



Register on our software

- 1.** Head to www.shipdiffba.prepbusiness.com or Login on the top right of our website
- 2.** Hit Register on the top left
- 3.** Hit Register on the top right
- 4.** Enter your information
- 5.** After you hit register click "Create new Merchant"
- 6.** Add your business name and email for your account
- 7.** Account registration is complete! You now have a login with Shipdif Continue learning through this onboarding!



SETUP CHECKLIST



****After you have received a link to our software****

Welcome! Make sure you check off these steps in the software to make sure you are connected and ready to start sending inventory to us!

www.shipdifba.prepbusiness.com



Add your billing method to the Software



Amazon Store Connected



Understand how inbound shipments work



Understand how the 4 letter code works



Resources for future help

INBOUND SHIPMENTS & OUTBOUND SHIPMENTS

IMPORTANT!

INBOUND SHIPMENT-

Inbound shipments are product you are sending to Shipdif from your suppliers. Each inbound shipment requires a 4 letter code as the name and a 4 letter code on the physical package being delivered to Shipdif. Inbound shipments can be monitored in the "Inbound Shipments tab"

OUTBOUND SHIPMENT-

Outbound shipments are your inventory being sent to Amazon/desired location from Shipdif. Inventory is received on the inbound shipments and later turned into an "Outbound Shipment" by Shipdif. NOTE: Shipdif is the only user in control of the outbound shipments tab. This is monitored by you to determine what has been shipped by Shipdif.

EXAMPLE

SHIPDIF ONBOARDING



How to get to the inbound shipments tab

How to create an inbound shipment

The screenshot displays the Shipdify interface for 'Jaque Memmo's Distribution'. The left sidebar contains navigation options: Dashboard, Inbound Shipments (highlighted), Outbound Shipments, Inventory, Channels, Billing, Training, Merchant Settings, and ACTIONS (Fix Issues, New Shipment). The main area is titled 'Inbound Shipments' and features a search bar, a table with columns (TITLE, DATE, TAGS, UNIQUE SKUS, UNITS, RECEIVED), and a 'Showing 0 to 0 of 0 results' message. On the right, there are summary cards for 'Total Shipments', 'Expected Units', and 'Received Units', all showing '0'. A 'New Shipment' button is highlighted in the top right corner.

Next Step



SHIPDIF ONBOARDING



INBOUND SHIPMENT NAME 4 LETTER CODE & ADDRESS TO SEND TO

How to choose your Inbound Shipment name

Feel free to use any 4 letter code, just try and never use the same code twice

- **Change your code every new day of buying**
- Example:
 - 9/20/22 - HPQR
 - 9/21/22 - LMEP
 - 9/22/22 - PEIR
- We will check in all inbound shipments to your inventory. All inventory will be shipped to amazon automatically unless otherwise specified in your inbound shipments notes!

EXAMPLE



SHIPDIF ONBOARDING



Insert 4 letter code here & hit create shipment

The screenshot shows the 'Create Inbound Shipment' form in the Shipdify interface. The form includes the following fields:

- Shipment Name:** A text input field containing the code 'HPQR', which is circled in red.
- Shipping To:** A dropdown menu currently showing 'Shipdify Portland'.
- Shipment Notes:** A text area with the placeholder text 'Notes'.

At the bottom right of the form, there is a green button labeled 'Create Shipment' with a plus icon, which is also circled in red.

Insert 4 letter code here on your supplier checkout. Insert the 4 Letter code where it will let you (after your last name is best)

Supplier Checkout

Getting your order

Shipping Information

First Name

Last Name

Address Hide Suggestions

City

State

Zip

Get it by:

Switch to Store Pickup - FREE

Order Summary

-  x 4
-  x 7

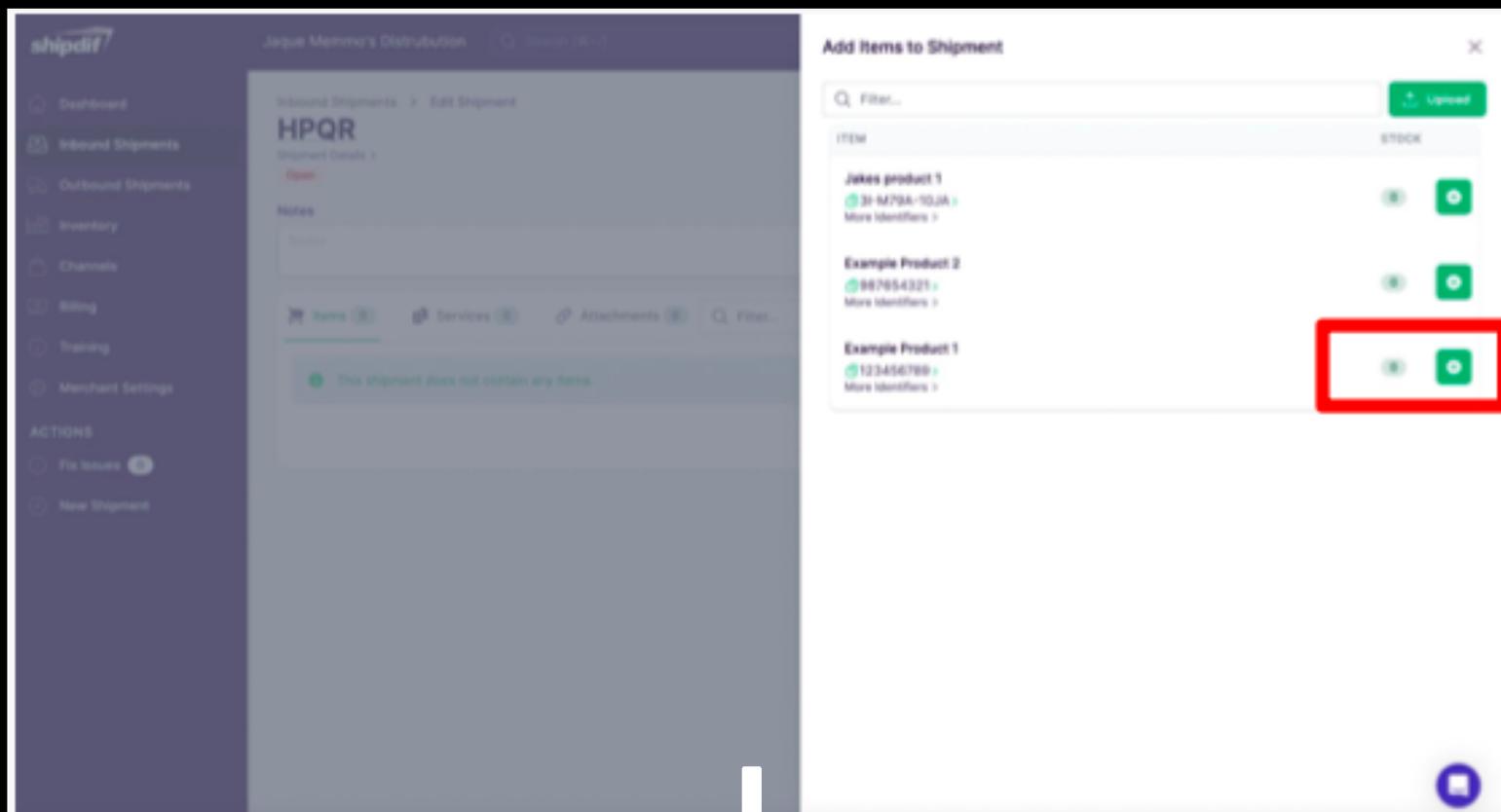
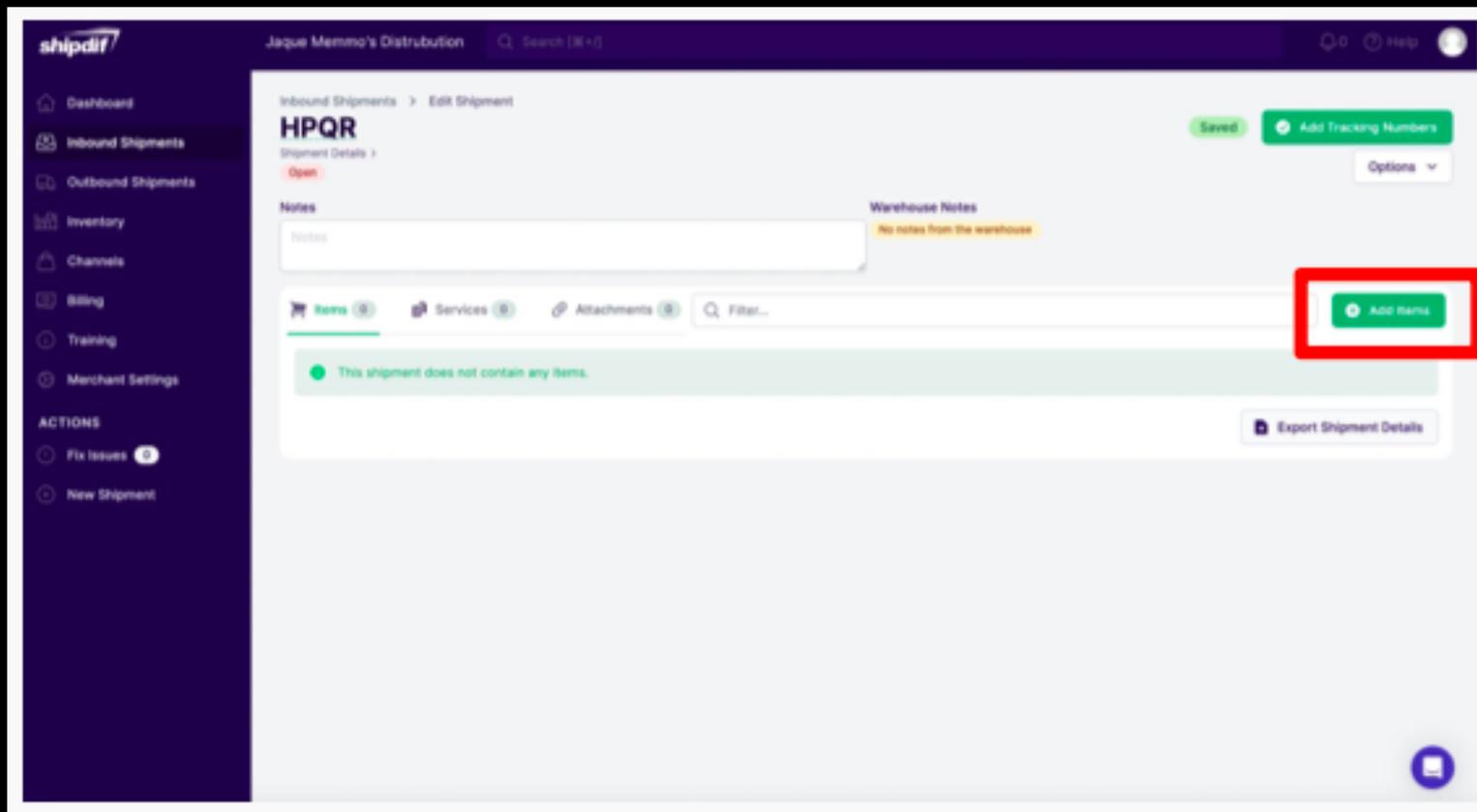
2455 Nw Nicolai St, Portland OR, 97210, Suite B- **F7**

Shipment Name

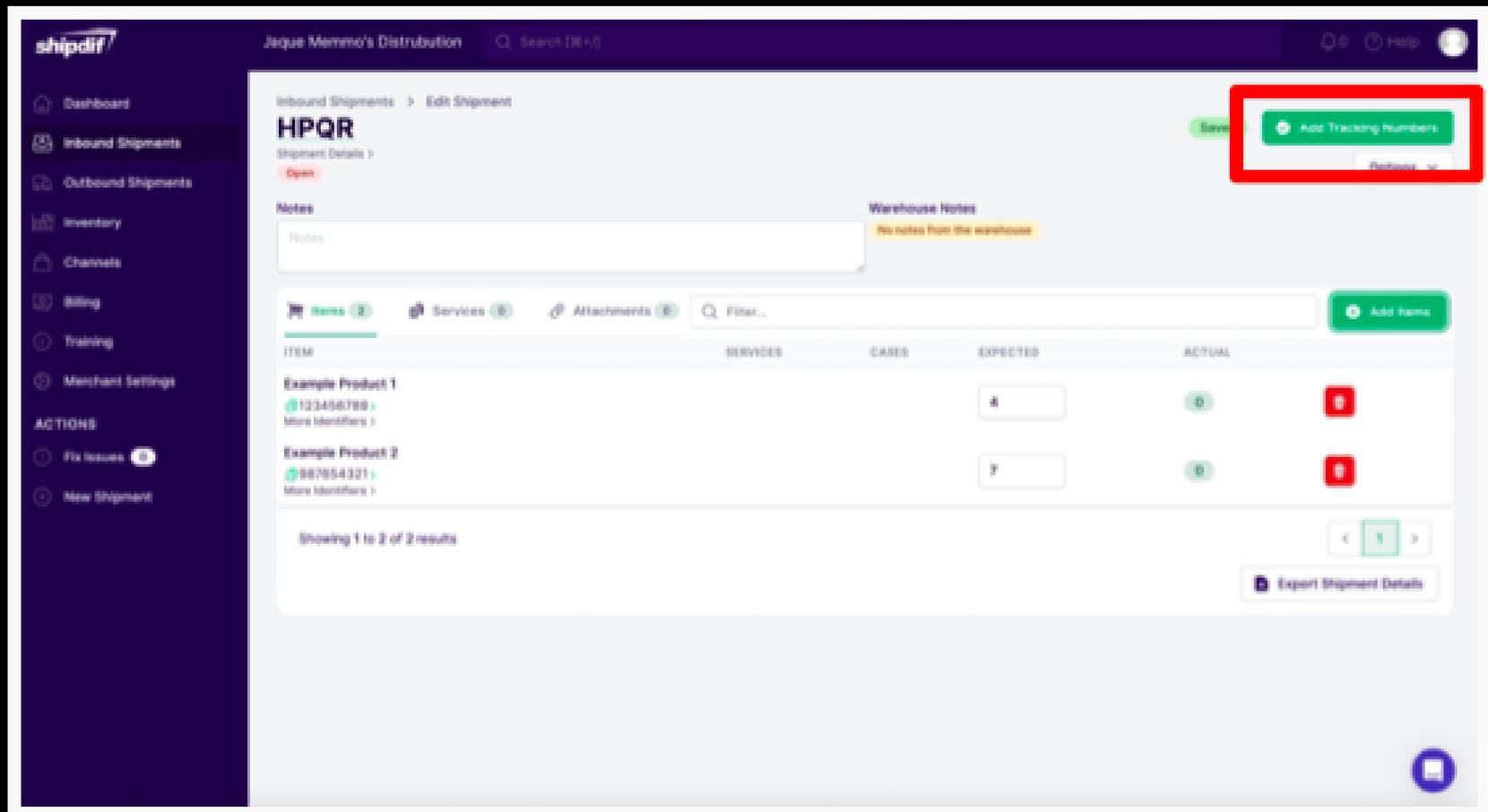
SHIPDIF ADDRESS

2455 NW NICOLAI ST
STE B F7
PORTLAND, OR 97210

Add your purchased items to your inbound shipment



You can now complete the shipment by adding tracking or if you do not have tracking right away you can click "No Tracking Numbers"



The screenshot displays the Shipdit web application interface. The top navigation bar includes the Shipdit logo, the user name 'Jaque Memmo's Distribution', a search bar, and utility icons for help and user profile. The left sidebar contains a menu with categories like 'Dashboard', 'Inbound Shipments', 'Outbound Shipments', 'Inventory', 'Channels', 'Billing', 'Training', and 'Merchant Settings', along with an 'ACTIONS' section containing 'Fix Issues' and 'New Shipment'. The main content area is titled 'Inbound Shipments > Edit Shipment' and features a large green 'Save' button and a red-bordered 'Add Tracking Numbers' button. Below this, there are sections for 'Notes' and 'Warehouse Notes'. A table lists items with columns for 'ITEM', 'SERVICES', 'CASES', 'EXPECTED', and 'ACTUAL'. The table contains two rows for 'Example Product 1' and 'Example Product 2'. At the bottom, there is a pagination control showing 'Showing 1 to 2 of 2 results' and an 'Export Shipment Details' button.

ITEM	SERVICES	CASES	EXPECTED	ACTUAL
Example Product 1 123456789 More Identifiers >			4	0
Example Product 2 987654321 More Identifiers >			2	0

Once you finish this step, your shipment will be locked, so do not complete your shipment until you are done buying for the day!

**CONGRATS! YOU ARE NOW
READY TO BEGIN SHIPPING
TO US! IT'S THAT EASY!**



Our Knowledgebase

<https://shipdif.crisp.help/en/>

What else can you do?

Send product for un gating <https://shipdif.crisp.help/en/article/sending-product-for-un-gating-photos-1wbr1hb/>

How to use Inventorylab with Shipdif. <https://shipdif.crisp.help/en/article/how-to-create-inbound-shipments-with-inventorylab-11qb58r/>