



Quick Seller Tutorial for Managing Shipping Information:

When you sell an item, click on “Members Area” and go to “My Sales”.

Locate your sale, then click on the “Update” button as shown in screenshot below:

Summary Messages Buying **Selling** Store Feedback My Account

Home > Members Area > Selling > My Sales

Selling

Open

Scheduled

Closed

Drafts / Bulk Listings

1 **My Sales**

Offers

Seller Tools

Global Settings

Fees Calculator

Postage Setup

All

Invoice ID Search

1 invoices found. Showing results 1 to 1

Sale Details

View & Print Invoice Message Board

Invoice #322 from 11/15/2019 - Buyer: christielong (1★)

Listing Quantity Price Subtotal

Charming Pet Barkers Black Oak Large FREE SHIPPING New 1 \$14.64 \$14.64

w/Tags (#337)

Condition: New with tags

Postage Method: USPS **Track this package** Postage \$0.00

Delivery Address: Christie Long, 117 Brookdale Place, Solana Beach, 92075, California, United States

Email: christielong1@gmail.com

Update 2

Delete

Then, the following window will appear - shown below: If your item is shipped, please select from the dropdown under “Shipping Status” - Shipped/Sent.

Then proceed below and enter your “Tracking Code”. Once this is done, please click the Save button. Now, your shipping information is updated and the tracking code will be available to the buyer.

Update Shipping & Payment Details

> Payment Details

Payment Status Paid (Direct Payment) ▼

Please the payment status of this sale.

> Shipping Details

Shipping Status Shipped/Sent ▼

Please select the postage status for this sale.

Enter Tracking Code 9400109205568543266229

(Optional) Enter the tracking code (USPS,UPS,FedEx...) the buyer can access to track this package.

Save

Close