

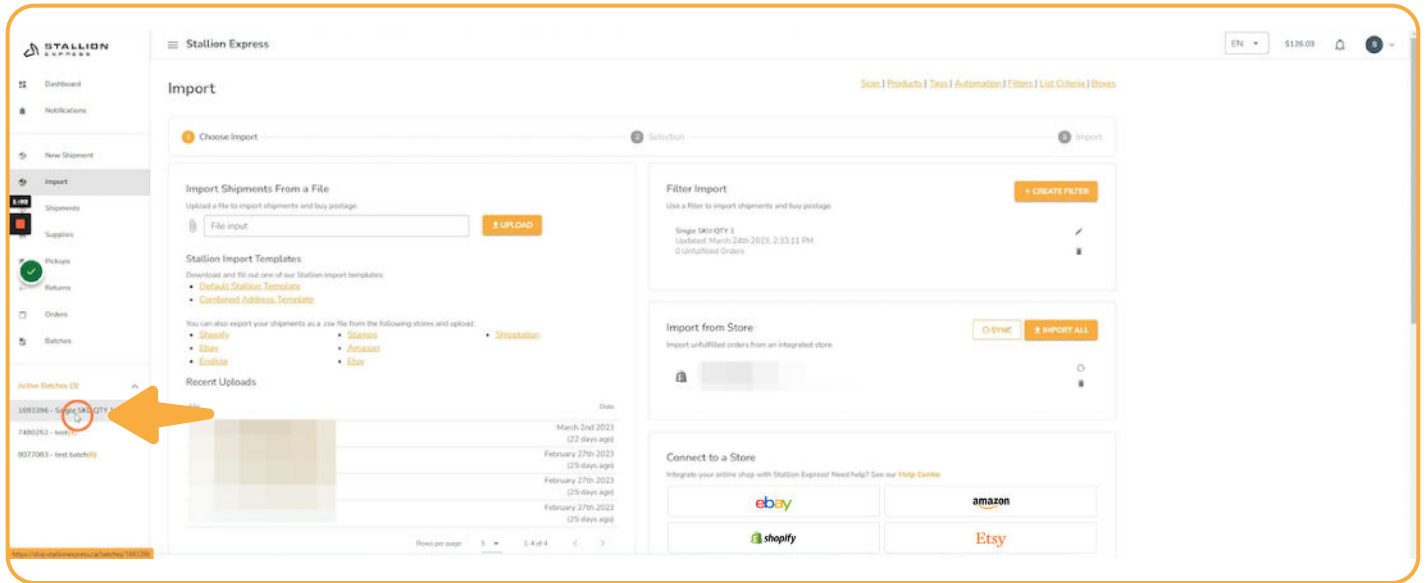
# HOW TO PRINT LABELS IN BATCH BY SKU #





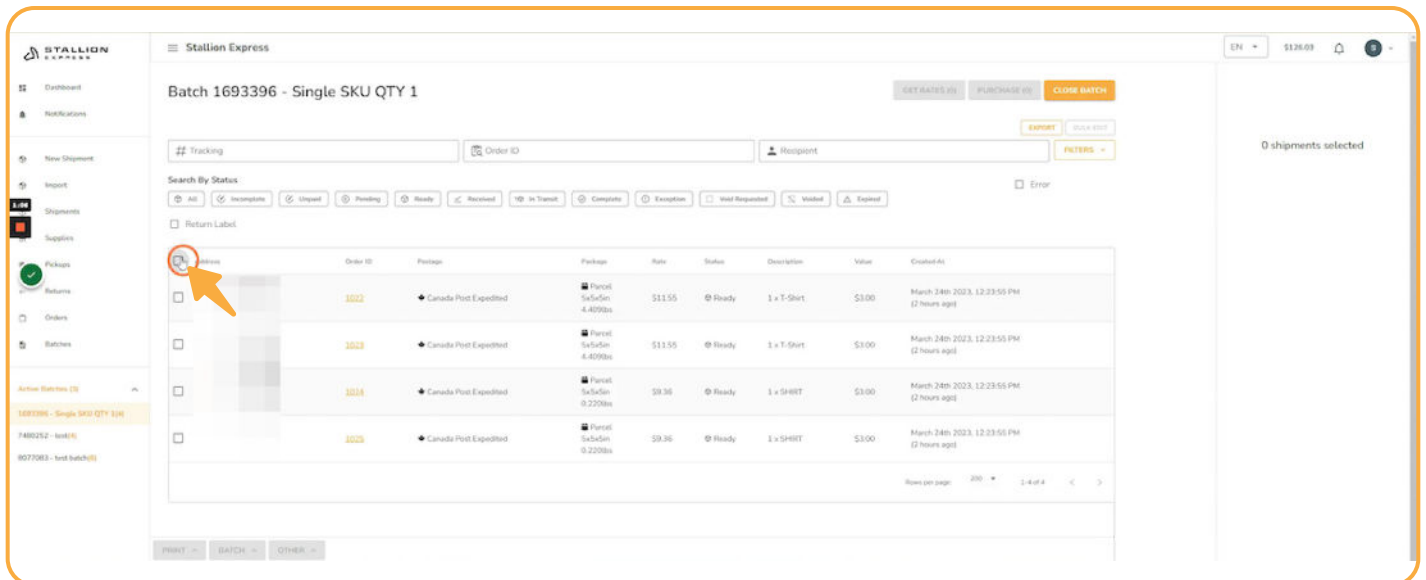
## STEP 1

From your Stallion account, go to an Active Batch.



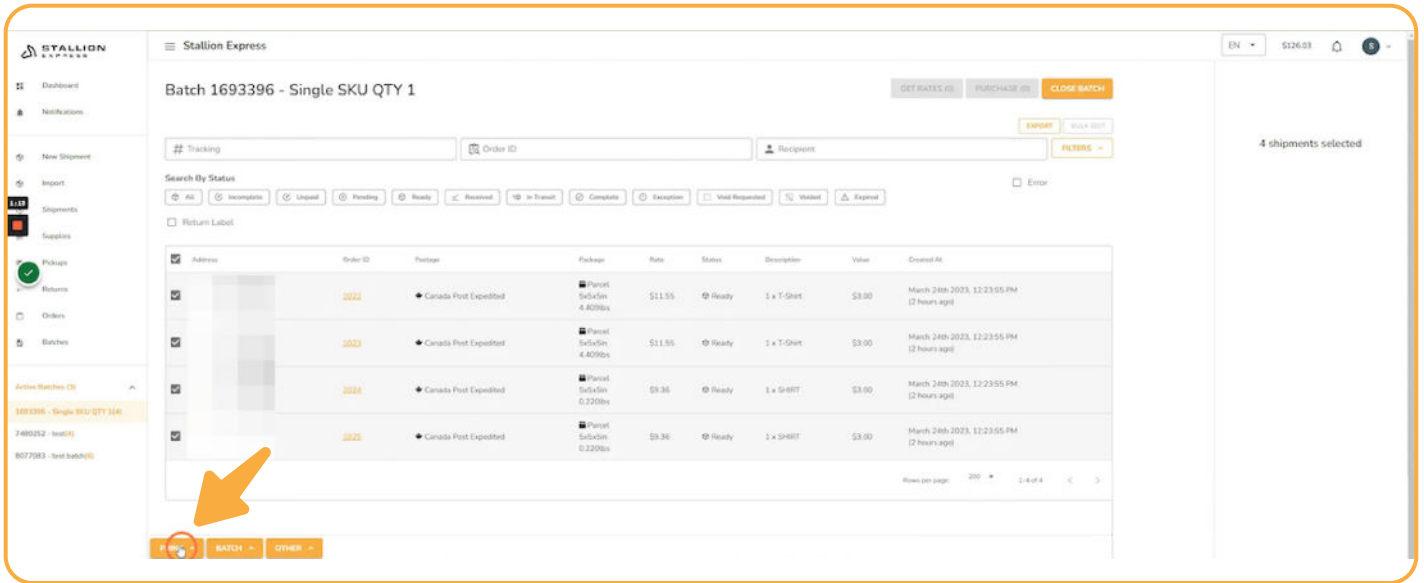
## STEP 2

Then, select the shipments you are looking to print and complete.





**STEP 3**  
Click **Print**.



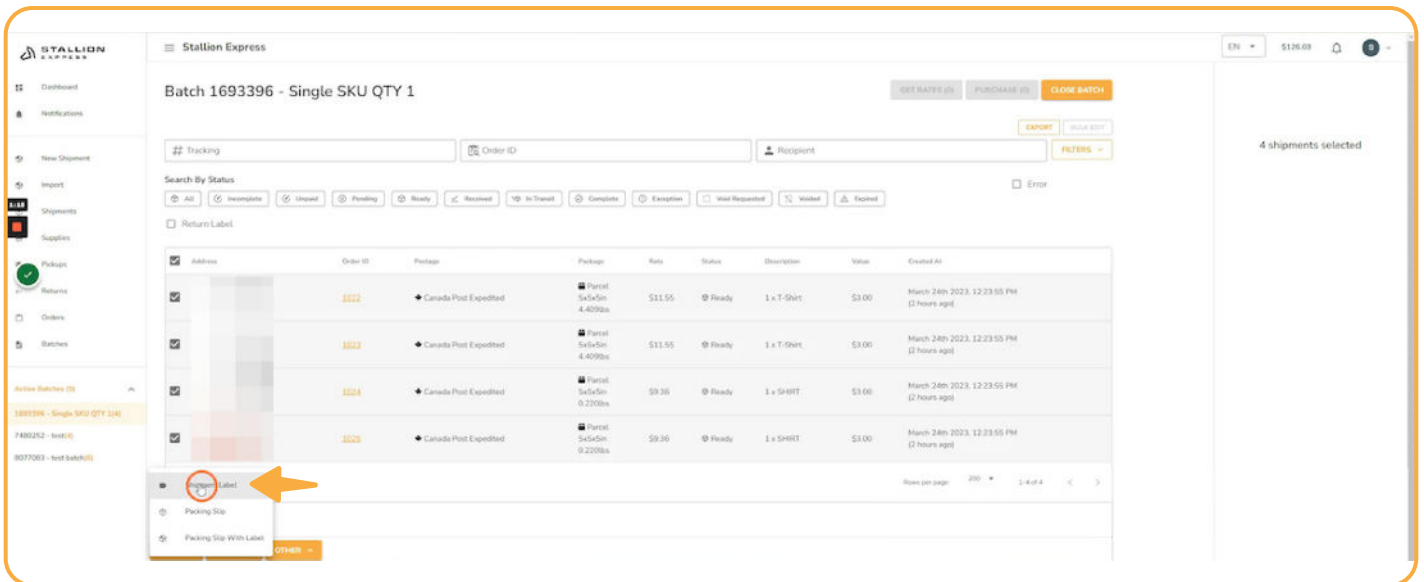
Batch 1693396 - Single SKU QTY 1

4 shipments selected

Address	Order ID	Package	Package	Rate	Status	Description	Value	Created At
[Redacted]	1024	Canada Post Expedited	Parcel 5x5x5in 4.809lbs	\$11.55	Ready	1 x T-Shirt	\$3.00	March 24th 2023, 12:23:55 PM (2 hours ago)
[Redacted]	1024	Canada Post Expedited	Parcel 5x5x5in 4.809lbs	\$11.55	Ready	1 x T-Shirt	\$3.00	March 24th 2023, 12:23:55 PM (2 hours ago)
[Redacted]	1024	Canada Post Expedited	Parcel 5x5x5in 0.220lbs	\$9.36	Ready	1 x SHIRT	\$3.00	March 24th 2023, 12:23:55 PM (2 hours ago)
[Redacted]	1025	Canada Post Expedited	Parcel 5x5x5in 0.220lbs	\$9.36	Ready	1 x SHIRT	\$3.00	March 24th 2023, 12:23:55 PM (2 hours ago)

Buttons: PRINT, BATCH, OTHER

**STEP 4**  
Click **Shipment Label**.



Batch 1693396 - Single SKU QTY 1

4 shipments selected

Address	Order ID	Package	Package	Rate	Status	Description	Value	Created At
[Redacted]	1024	Canada Post Expedited	Parcel 5x5x5in 4.809lbs	\$11.55	Ready	1 x T-Shirt	\$3.00	March 24th 2023, 12:23:55 PM (2 hours ago)
[Redacted]	1024	Canada Post Expedited	Parcel 5x5x5in 4.809lbs	\$11.55	Ready	1 x T-Shirt	\$3.00	March 24th 2023, 12:23:55 PM (2 hours ago)
[Redacted]	1024	Canada Post Expedited	Parcel 5x5x5in 0.220lbs	\$9.36	Ready	1 x SHIRT	\$3.00	March 24th 2023, 12:23:55 PM (2 hours ago)
[Redacted]	1025	Canada Post Expedited	Parcel 5x5x5in 0.220lbs	\$9.36	Ready	1 x SHIRT	\$3.00	March 24th 2023, 12:23:55 PM (2 hours ago)

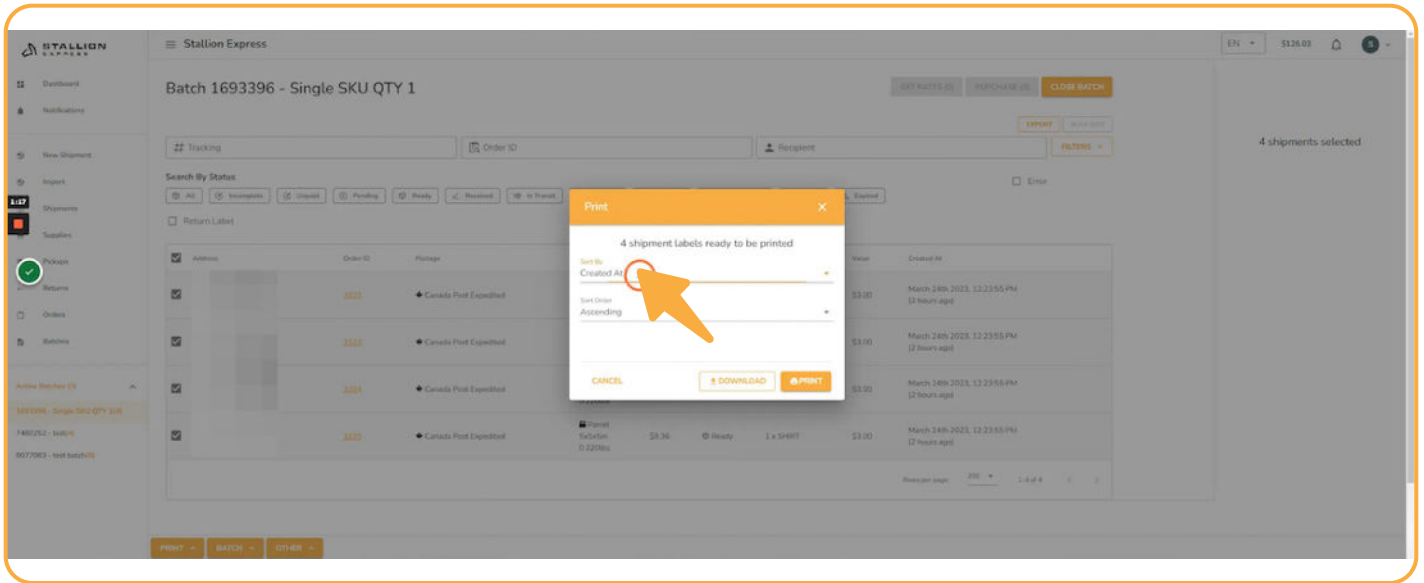
Dropdown menu options: Label, Packing Slip, Packing Slip With Label

Buttons: BATCH, OTHER



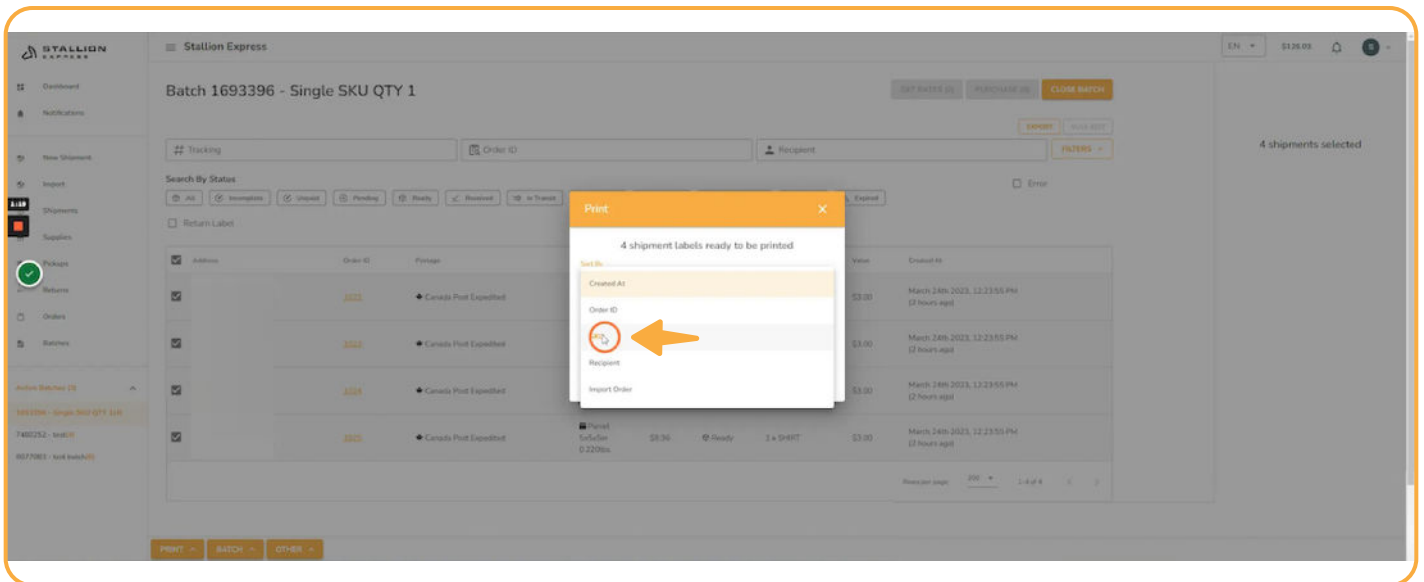
## STEP 5

Click the **Sort By** drop-down menu.



## STEP 6

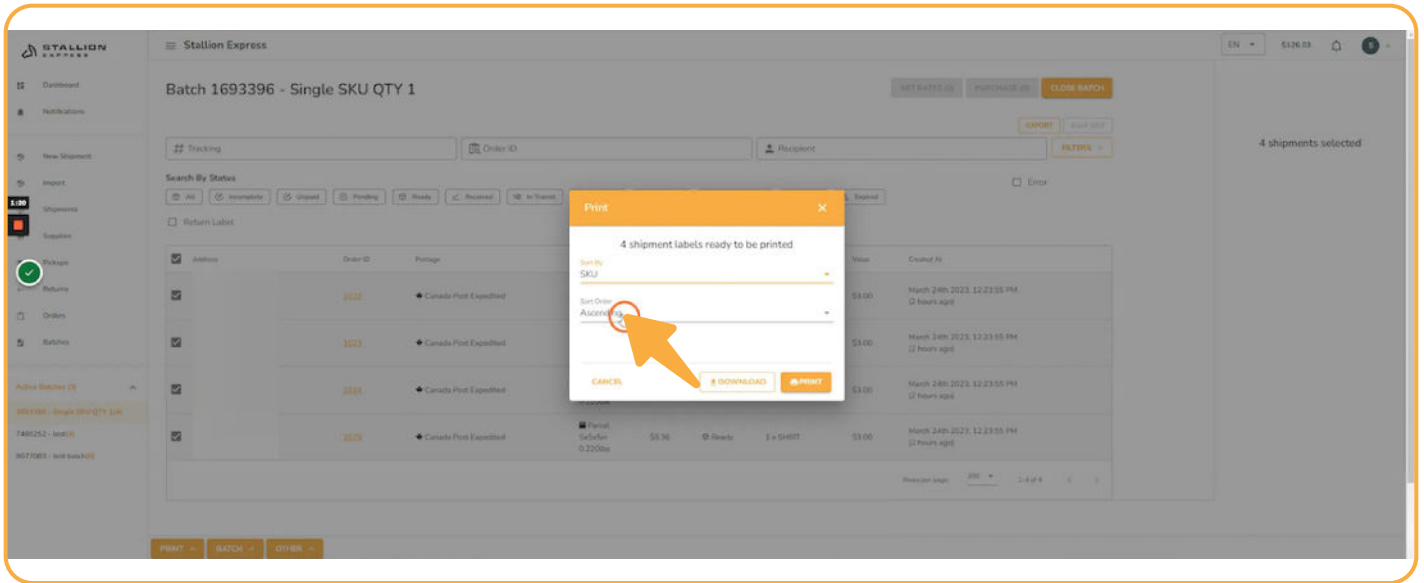
Select **SKU**.





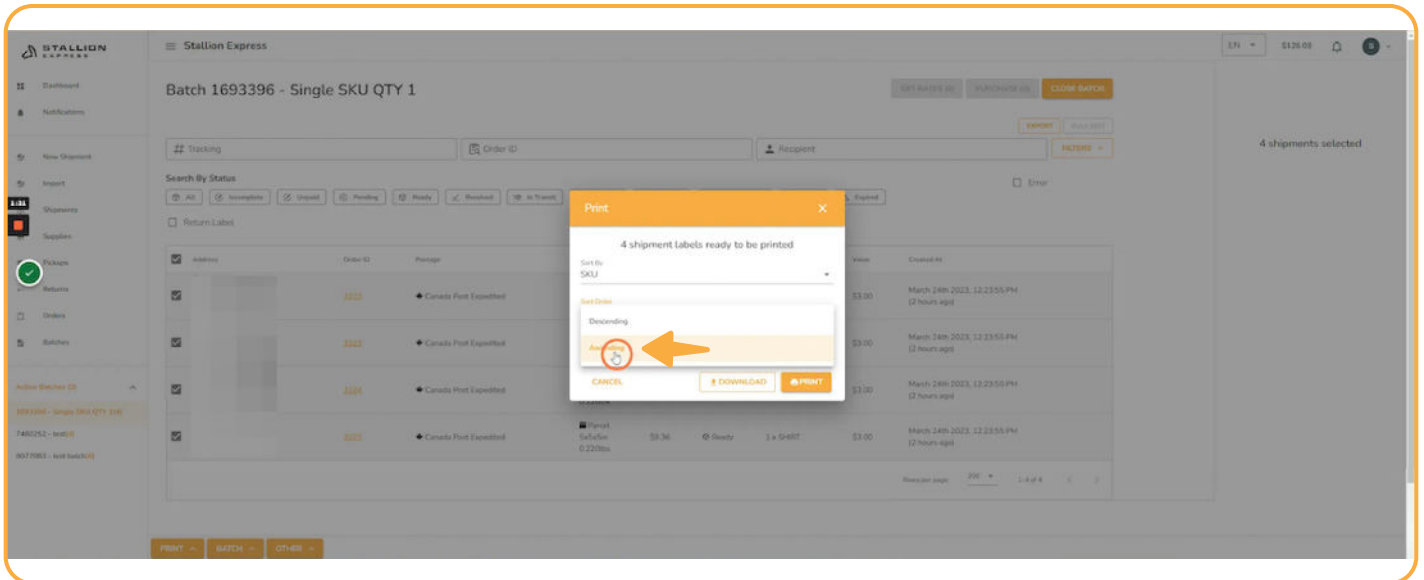
### STEP 7

Click the **Sort Order** drop-down menu.



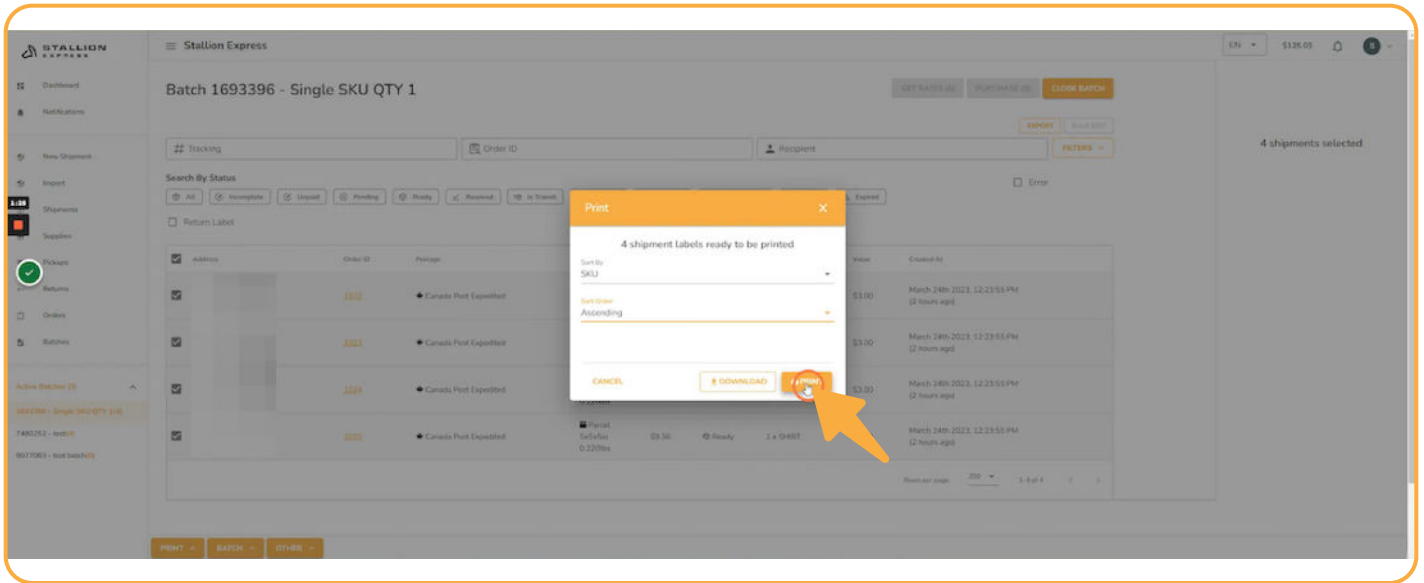
### STEP 8

Choose between Descending and Ascending order.





**STEP 9**  
Click **Print**.



**STEP 10**  
From here, you'll notice the printing order of your labels will be according to SKU # based on your settings.

