

Stallionexpress.ca

877-863-7447

 7676 WOODBINE AVE, UNIT 2, MARKHAM, ON, L3R 2N2

# HOW TO PRINT LABELS IN BATCH BY SKU #



## STEP 1

From your Stallion account, go to an Active Batch.

STALLION	Stallion Express			6N • \$126.09 Q					
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# **STEP 2**

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

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# STEP 3 Click Print.

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

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# STEP 5

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

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#### STEP 6 Select SKU.





#### **STEP 7** Click the **Sort Order** drop-down menu.

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# **STEP 8**

Choose between Descending and Ascending order.

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### STEP 9 Click Print.

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## **STEP 10**

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

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