



stallionexpress.ca



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

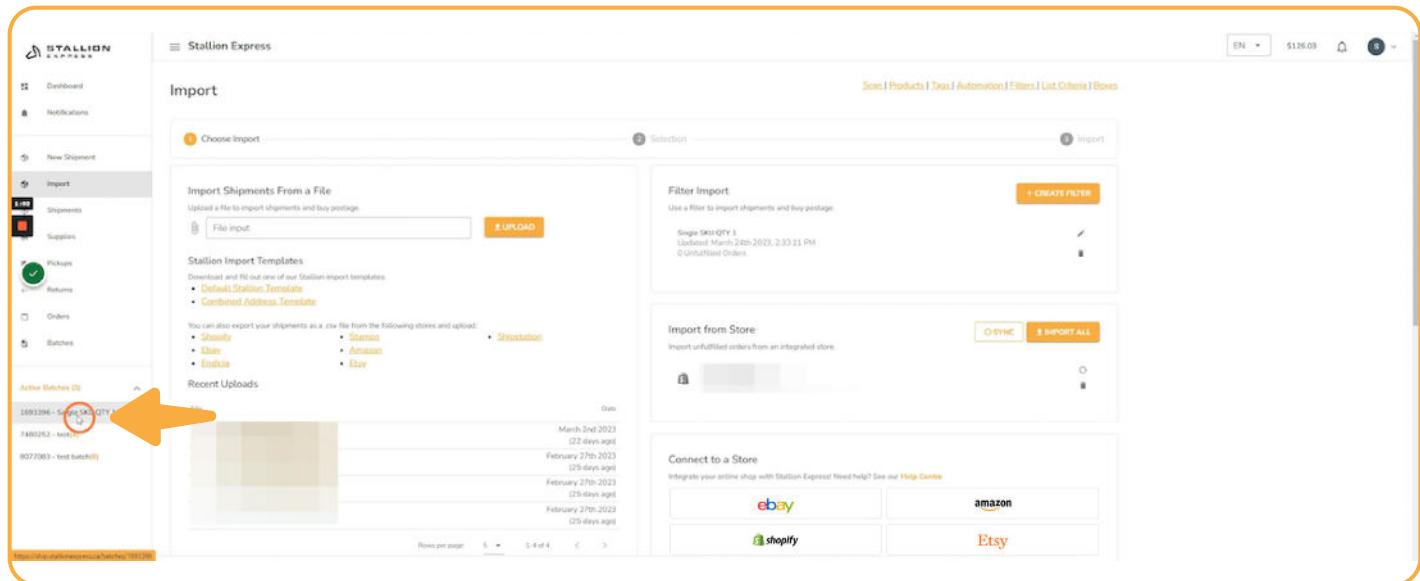
# HOW TO PRINT LABELS IN BATCH BY SKU #





## STEP 1

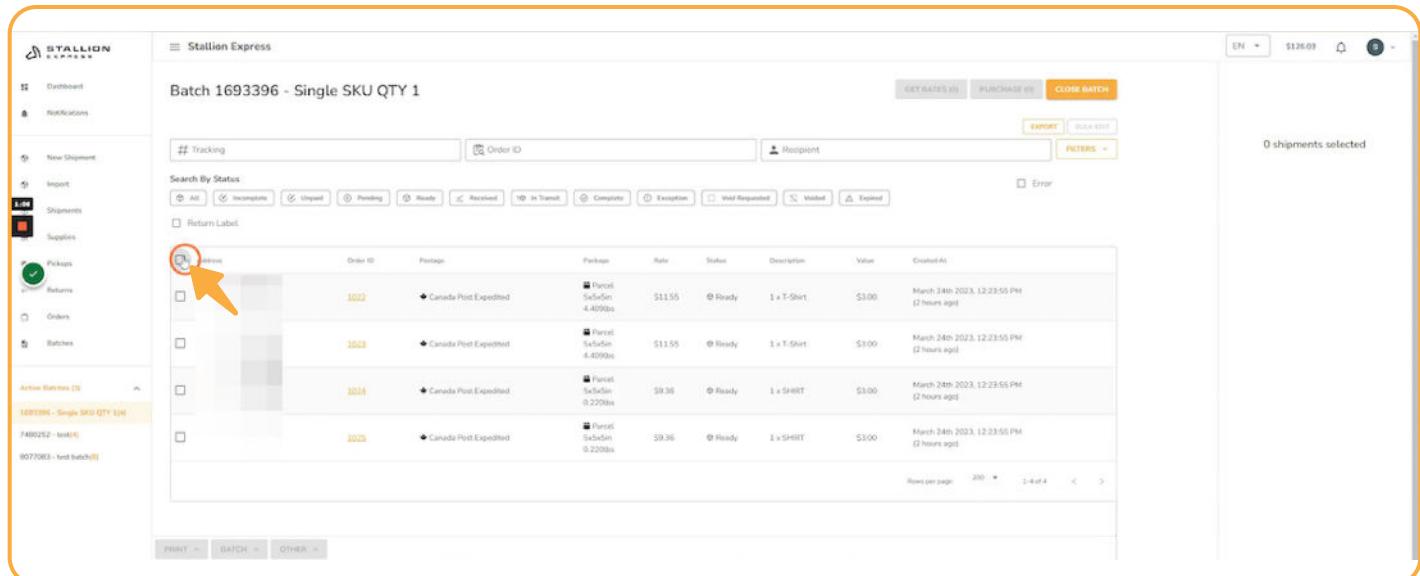
From your Stallion account, go to an Active Batch.



The screenshot shows the Stallion Express Import interface. On the left, a sidebar menu includes 'Import' (selected), 'Shipments', 'Supplies', 'Shipments', 'Returns', 'Orders', and 'Batches'. The 'Batches' section shows a list of active batches: '1693396 - Single SKU QTY 1' (highlighted with an orange arrow), '7480252 - test()', and '8077093 - test batch()'. The main area has sections for 'Import Shipments From a File', 'Stallion Import Templates', 'Import from Store' (with options for eBay, Amazon, Shopify, and Etsy), and 'Connect to a Store'.

## STEP 2

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



The screenshot shows the Stallion Express Batch page for 'Batch 1693396 - Single SKU QTY 1'. The sidebar is identical to the Import page. The main area displays a table of shipments with columns: Order ID, Postage, Package, Rate, Status, Description, Value, and Created At. The first shipment in the table has its 'Select' checkbox highlighted with an orange circle. The top right of the page shows '0 shipments selected'.



## STEP 3

Click **Print**.

The screenshot shows the Stallion Express software interface. On the left, there is a sidebar with various menu items: Dashboard, Notifications, New Shipment, Import, Shipments (highlighted with a green circle), Supplies, Pickup, Returns, Orders, and Batches. Under Active Batches, there are three entries: '1693396 - Single SKU QTY 1' (highlighted with a yellow box), '7480252 - test(t)', and '8077083 - test batch(t)'. The main area displays a table for 'Batch 1693396 - Single SKU QTY 1' with 4 shipments selected. The table columns include Address, Order ID, Postage, Package, Rate, Status, Description, Value, and Created At. Each row shows a package of '1 x T-Shirt' with a value of '\$3.00' and a creation date of 'March 24th 2023, 12:23:55 PM (2 hours ago)'. At the bottom of the table, there are buttons for 'Rows per page' (200), '1-4 of 4', and navigation arrows. Below the table, there are buttons for 'Print' (highlighted with an orange circle and arrow), 'Batch', and 'Other'.

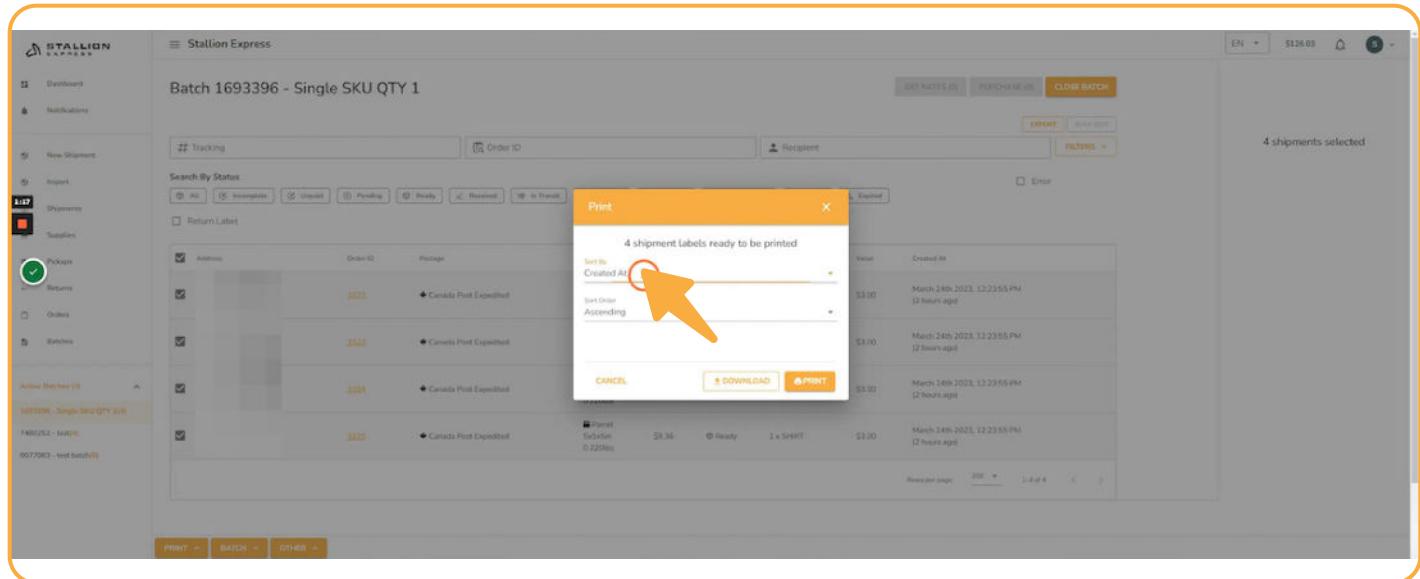
## STEP 4

Click **Shipment Label**.

The screenshot shows the same Stallion Express software interface as the previous step. The sidebar and active batch list are identical. The main area displays the same table for 'Batch 1693396 - Single SKU QTY 1' with 4 shipments selected. The table columns are the same as in the previous screenshot. At the bottom of the table, there are buttons for 'Rows per page' (200), '1-4 of 4', and navigation arrows. Below the table, there are buttons for 'Print Label' (highlighted with an orange circle and arrow), 'Picking Slip', and 'Picking Slip With Label'. There is also a 'Other' button.

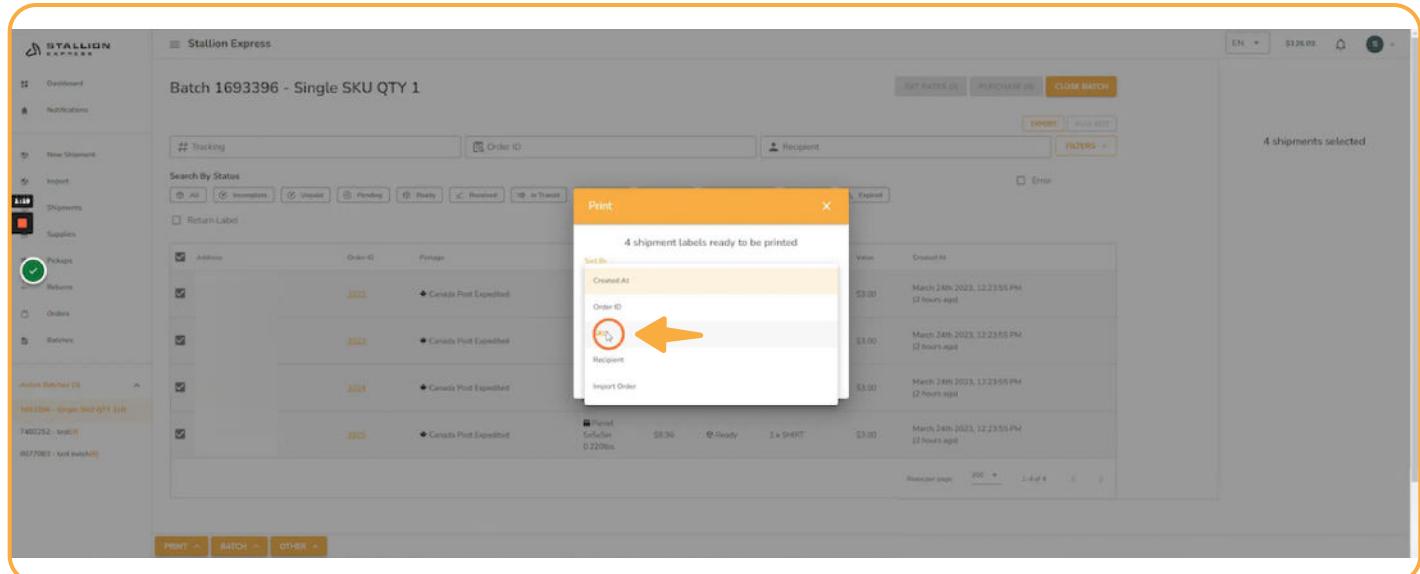
## STEP 5

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



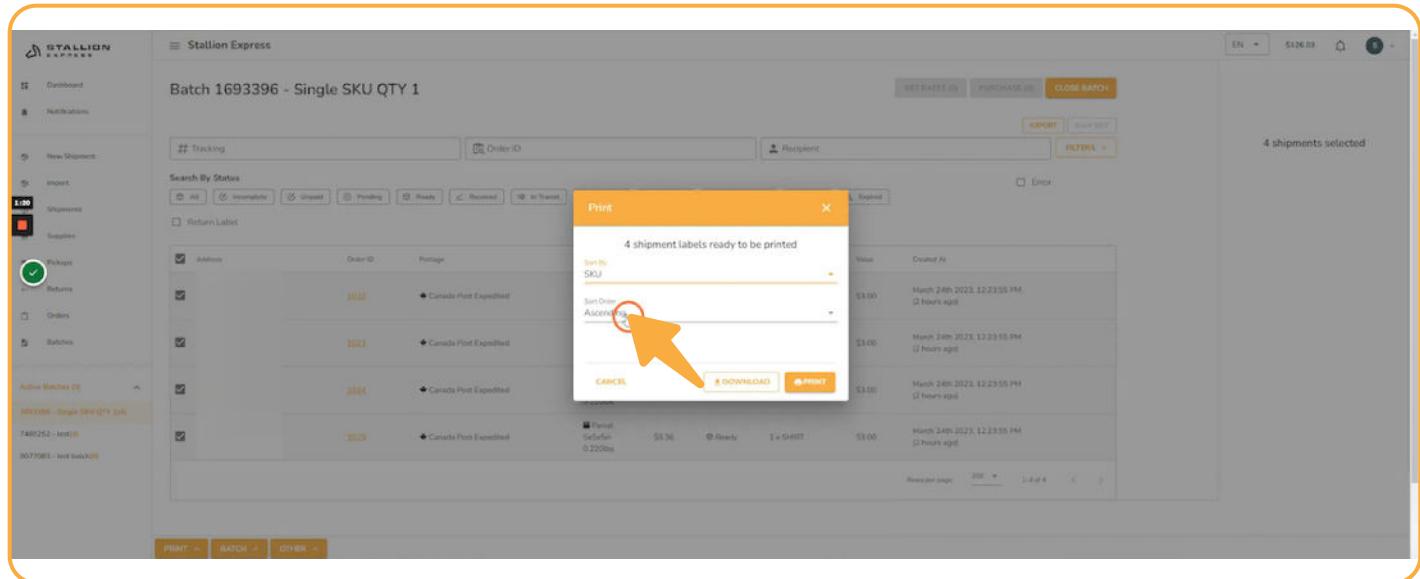
## STEP 6

Select **SKU**.



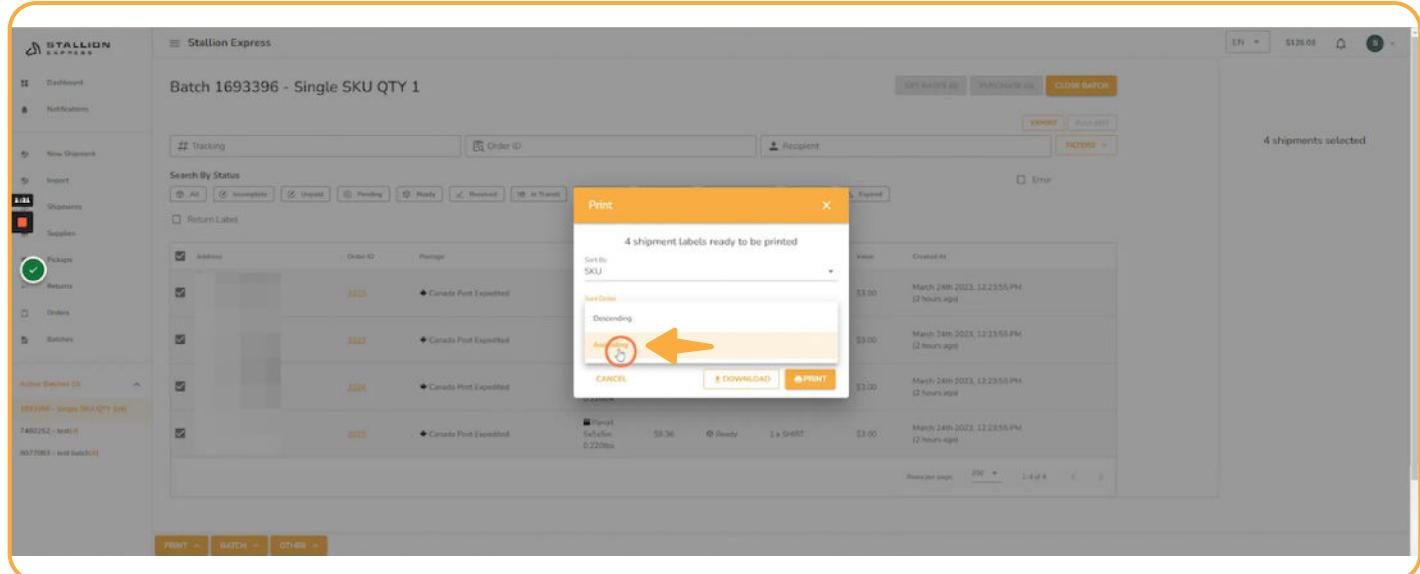
## STEP 7

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



## STEP 8

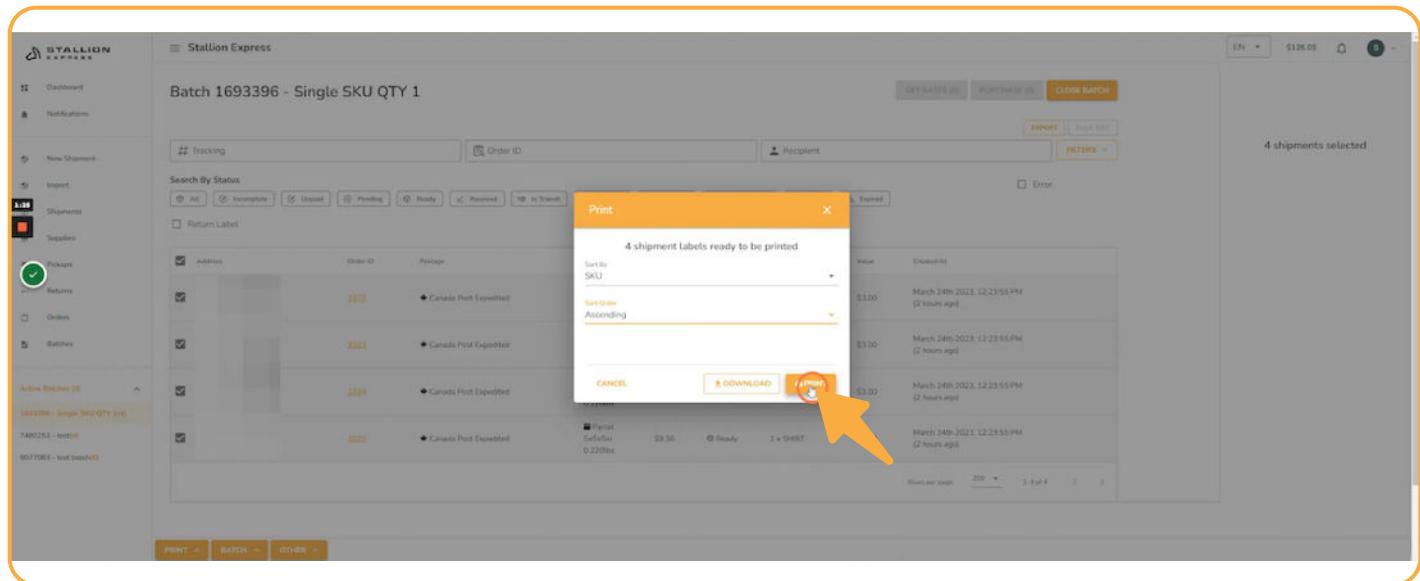
Choose between Descending and Ascending order.





## 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.

