

Getting Started Guide with Ship.com for Party Reps

There is a lot to understand when shipping your orders, but no worries! Ship.com has your back and is here to make your shipping efficient and easy.

Once you get your store connected to Ship.com you can easily use Ship.com to help with fulfilling your orders and set you up for success with your customers.

<https://help.ship.com/knowledge/tring-bomb-party-automatic-order-importing>



How to Set up a Payment Method

After your customer pays for their invoice through Bomb Party then they'll release all funds from the order directly to you (including any shipping paid by your customer). Use this helpful guide to find out how to set up your payment method for shipping and any subscription fees.

[Read more...](#)



How to Merge Orders

Once your orders are imported you may see that the same customer has a few transactions that were imported into Ship.com. When that happens you'll want to merge the orders before purchasing shipping:

[Read more...](#)



Your Shipping Options

Once your orders are imported and merged then you're ready to ship! As long as you're only shipping one to two pieces of jewelry then you'll want to choose our Ground Advantage option. If you have larger orders or want to learn more about the different shipping options with Ship.com check out this article:

[Read more...](#)



Personalize Your Labels

Ship.com will automatically format the label for a 4x6 label printer. This can be printed via a normal desktop printer. Learn more about how to personalize your labels so they look best with whatever type of printer you have:

[Read more...](#)



Batch Purchasing

Do you have a lot of orders that are very similar? Check out our batch purchasing functionality to make sure and save even more time shipping:

[Read more...](#)



How to Manually Create an Order

Do you have a package to send that isn't associated with an order? Make sure to check out this article to walk you through how to manually create an order in the system:

[Read more...](#)



Made an Error on your Shipping Label?

Make an error on your shipping label? Pick the wrong postage or have the wrong customer name? No worries! This article walks you through how to fix a shipping label without making a new purchase.

[Read more...](#)



How to Schedule a USPS Pickup

Don't have time to go by the post office? Check out the easiest way to get your packages to your customers by scheduling a pickup in Ship.com

[Read more...](#)



How to Cancel a Label

Purchase a label that you didn't need? Check out this article on how to cancel a shipping label and how to expect a refund to your account:

[Read more...](#)



Lost or Damaged Package?

Learn how Ship.com has your back to recoup the costs of the lost order:

[Read more...](#)



How to Process a Return

Need to process a return for your customer? It's easy in Ship.com. Use this article to walk through the different steps and learn how to email the return label directly to your customer

[Read more...](#)



Frequently Asked Questions

Still have questions? Check out our FAQ in our Help Center or Contact our Support team.

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How to Set up Rewards

Give back to your loyal customers!

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How to Set up Email Marketing

Keep in touch with your customer by setting up automatic messages.

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