

# **CARA UPLOAD NOMOR RESI MASSAL**



# PC Version

Akses LINE@ Manager  
(admin-official.line.me) >  
Pilih akun > Klik '@Commerce'

*\*Fitur ini hanya tersedia pada PC version*

# UPLOAD RESI MASSAL

## Input Resi Massal

- Fitur Input Resi Massal memudahkan Anda untuk memasukkan nomor resi dalam jumlah banyak secara sekaligus

<input type="checkbox"/>	PRODUCT ORDER NUME	ORDER NUMBER	COMBINED SHIPP	PAYMENT METH	ORDER REQUEST / PURCH	ORDER STATUS	ORDER STATUS DETA	SHIPPING METHOD	SI
<input type="checkbox"/>	2017013123956231	201701311672995C	20170131109	Credit Card	2017.01.31 14:30:54	Pending Delivery	New Order	Shipping Carrier	JN
<input type="checkbox"/>	2017013123956211	201701311672993C	20170131109	Credit Card	2017.01.31 14:30:02	Pending Delivery	New Order	Shipping Carrier	JN
<input type="checkbox"/>	2017013123956181	201701311672990C	20170131109	Internet Banking	2017.01.31 14:28:28	Pending Delivery	New Order	Shipping Carrier	JN
<input checked="" type="checkbox"/>	2017013123956171	201701311672989C	20170131109	Internet Banking	2017.01.31 14:27:05	Pending Delivery	New Order	Shipping Carrier	JN
<input type="checkbox"/>	2017013123956161	201701311672988C	20170131109	Credit Card	2017.01.31 14:26:11	Pending Delivery	New Order	Shipping Carrier	JN
<input type="checkbox"/>	2017013123897211	201701311670095C	20170131109	Virtual Account	2017.01.31 10:04:39	Pending Delivery	New Order	Shipping Carrier	JN

Print Order Sheet

1

Confirm Orders

Confirm Orders

Set as Shipped

Set Selected as Shipped

Ship All Items in Excel File

Set as Canceled

Set All as Canceled ?

Edit Info

Edit Customer Info

Edit Invoice

Klik untuk input resi secara massal

**STEP 1**  
Klik '@Commerce'



**STEP 2**  
Pilih 'Manage Orders'



**STEP 3**  
Pilih 'Ship All Items in Excel File'

# UPLOAD RESI MASSAL

X

**Batch process via Excel**

**Please upload the Excel file you prepared to set multiple orders as shipped at once.**

The uploaded file does not exist.

Browse

- You can only batch process multiple orders as shipped when they are shipped via a shipping carrier.
- To batch process multiple orders as shipped, download the selected orders from the order list as an Excel file, then fill out the Excel upload template with the orders' product order number, shipping carrier, and shipment number.
- Product order number, shipping carrier, and shipment number columns are required.
- You can use any file name for the Excel file. However, the name of the sheet in the file must be saved as "Set as shipped".
- Press the Ship All Shipments button within the pop-up after uploading the Excel file to ship the orders.
- Shipping carrier info can be retrieved from the available shipping carriers per shipping method, which can be found in the order list grid.
- The file extension of the uploaded file must be the same as that of the original Excel template (xlsx).
- Failed orders will be automatically downloaded as Excel. Please save the Excel file to view failed orders.

Download Excel template for batch processing

Cancel

Ship All Items in Excel File

Product Order Number	Shipping Carrier	Shipment Number
Enter the product order number of the product you want to set as shipped.	Please enter the code name of the shipping carrier you used. E.g., If a standard carrier was used, only enter "DELIVERY_EXPRESS", which is the code name for standard carriers.  JNE(YES) : JNE_YES JNE(Regular) : JNE_REGULAR JNE(OKE) : JNE_OKE Non-partner Shipping Carrier : DELIVERY_EXPRESS	Enter the shipping shipment number. If you used a standard carrier for shipping, you don't need shipment numbers to set orders as shipped. However, entering shipment numbers is still recommended.
*When you upload this file to the server, please delete the reference info provided above.		
2017061445545531	JNE_REGULAR	305078236004

Baris 1

Baris 2

Baris 3

Baris 4  
(Contoh Pengisian)

## Kode Shipping Carrier

JNE(YES) : JNE\_YES  
JNE(Regular) : JNE\_REGULAR  
JNE(OKE) : JNE\_OKE  
Non-partner Shipping Carrier : DELIVERY\_EXPRESS

## ! CATATAN

- Isi informasi pengiriman mulai dari baris 4
- Pada saat upload file excel, hapus baris 2 dan 3
- Perhatian:** Jangan hapus baris 1



## STEP 4

Pilih 'Download Excel Template for batch processing'



## STEP 5

Isi informasi sesuai dengan judul kolom

# UPLOAD RESI MASSAL

X

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- The file extension of the uploaded file must be the same as that of the original Excel template (xlsx).
- Failed orders will be automatically downloaded as Excel. Please save the Excel file to view failed orders.

Download Excel template for batch processing

Cancel

Ship All Items in Excel File



X

**Batch process via Excel**

Batch processing complete.

Total 100 | Success 100 | Failed 0

※ Failed orders will be automatically downloaded as Excel. Please save the Excel file to view failed orders. (Note that failed orders can't be checked again unless you save the file.)

※ Please check the failed orders and upload them again.

Close

## STEP 6

Klik **'Browse'** dan unggah file excel yang telah selesai kamu isi



## STEP 7

Klik **'Ship All Items in Excel File'**



## STEP 8

Resi telah selesai di-input

# AKHIR DOKUMEN

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