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Articles in this section



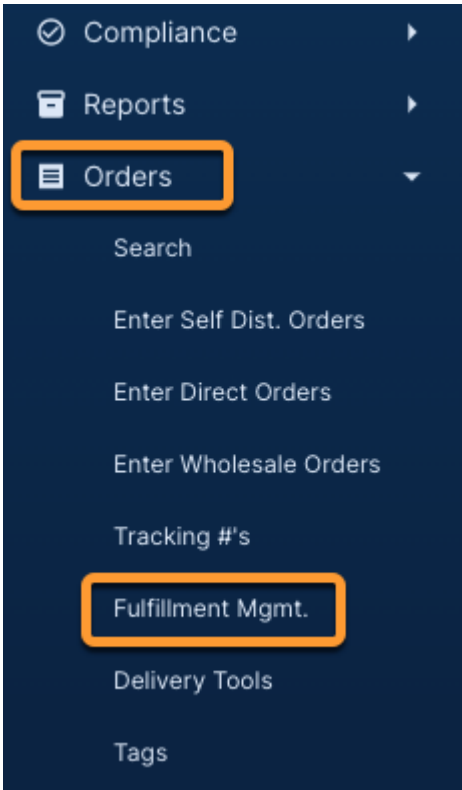
How to release club orders to fulfillment

Updated 2 months ago

Club orders are special orders associated with a select group or membership, typically grouped together at specific times each year, seasonally, or by special release.

Club orders are usually fulfilled differently than other orders. Even if you have an automated integration set up with a fulfillment partner, you'll need to release your club orders to fulfillment manually. This ensures club orders are batched and handled appropriately.

1. In ShipCompliant, go to **Orders** and click **Fulfillment Mgmt.**
























2. Find the fulfillment account you'll be using for your club shipments. Click **View/Update** or **Process**, depending on the type of account it is.

Exceptions	Future	Updated	
-	-	489 days ago	View/Update
-	-	2,263 days ago	View/Update
1	-	333 days ago	Process
1	-	71 days ago	Process
1	-	143 days ago	Process
-	-	1,566 days ago	View/Update
1	-	149 days ago	View/Update

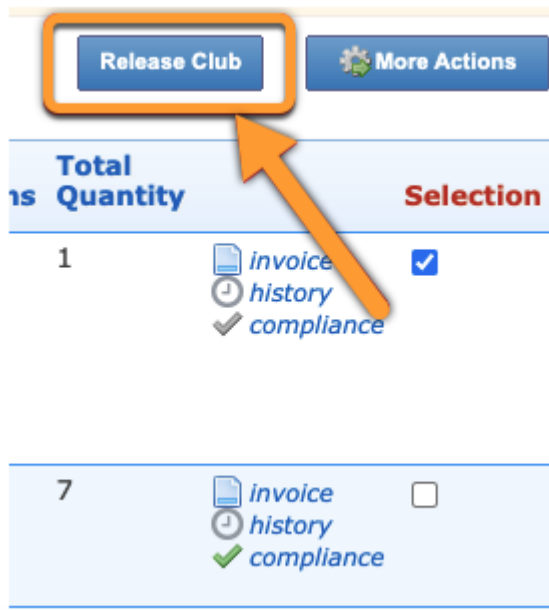
3. Select all club orders that you'd like to release to fulfillment by clicking the checkboxes to the right.

Note

Make sure you review any exceptions or compliance failures before releasing orders to fulfillment. For more on this, see [How to troubleshoot address validation compliance failures](#), [How to troubleshoot label registration compliance failures](#), and [Delivery Experience \(DEX\) features explained \(VIDEO\)](#).

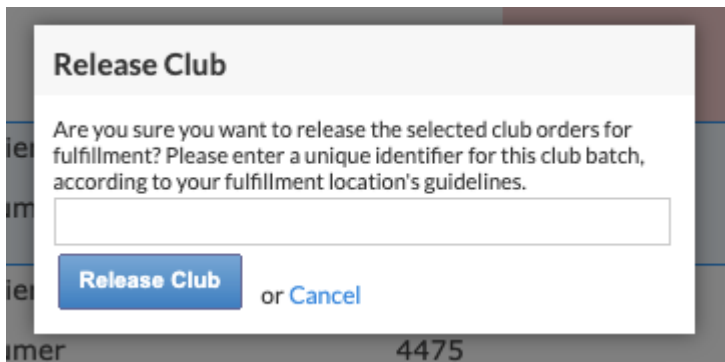
Special Instructions	Tags	Items	Total Quantity		Selection
	PPW/SBR Combo Order	2	4	 invoice  history  compliance	<input checked="" type="checkbox"/>
		1	3	 invoice  history  compliance	<input type="checkbox"/>
		3	18	 invoice  history  compliance	<input checked="" type="checkbox"/>
		1	2	 invoice  history  compliance	<input checked="" type="checkbox"/>
		4	11	 invoice  history  compliance	<input checked="" type="checkbox"/>
		2	6	 invoice  history  compliance	<input type="checkbox"/>
		3	8	 invoice  history  compliance	<input type="checkbox"/>

4. Click **Release Club**.



5. Enter your *Club Key*, or unique identifier for each club batch. Then click **Release Club**.

- Guidelines for club keys will vary depending on the fulfillment process you are using, so check with your fulfillment provider. Otherwise, you can create club keys based on season or date (ex. *Fall Club 11.9.22*).



6. You'll see a confirmation appear at the top of the screen.

4 shipments assigned to club 384727830478634.

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