Aged Orders

Description:

How to process eBay aged orders.

Guidelines:

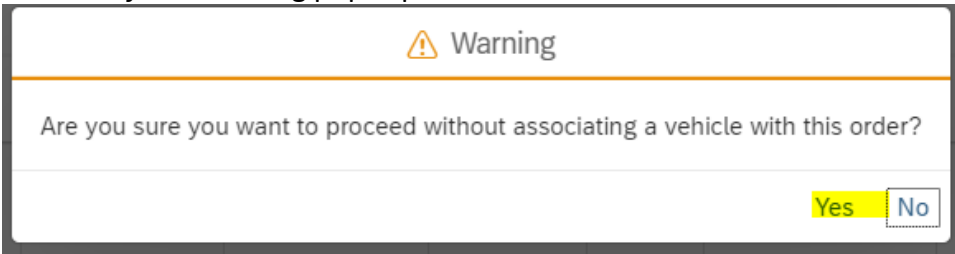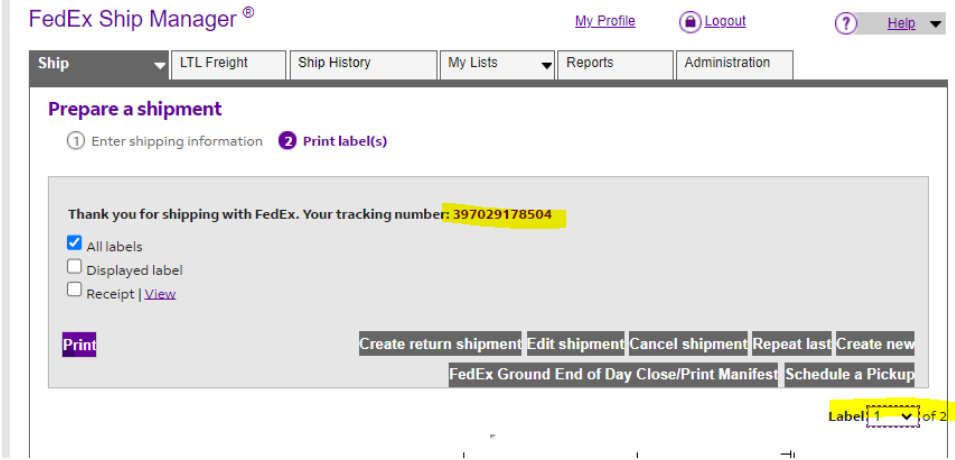You will need the following programs open:

- FSA
- eBay - *Username*: **discounttiredirect** | *Password*: ***tobethebest!***
  - [Manage All orders](#)
  - [Manage Active Listings](#)
- [FedEx](#) - *Username*: **DTDKeith** | *Password*: **Support1**
- Aged Database - *M:\Tires\eBay_Prod_Maint\DT_AgedTireProgram*
- Email to warehouse template
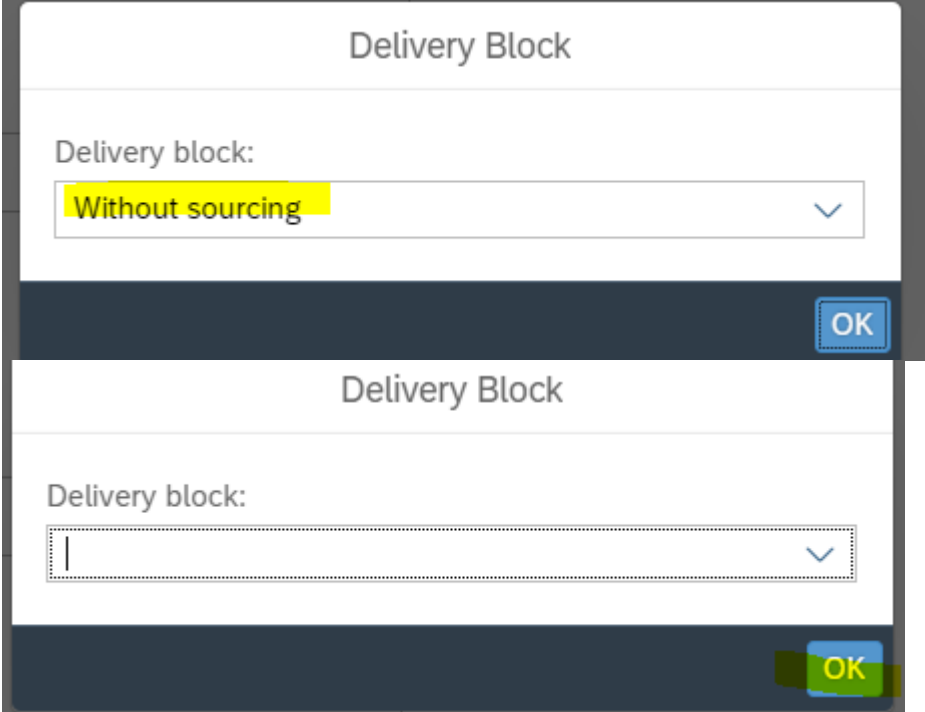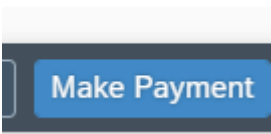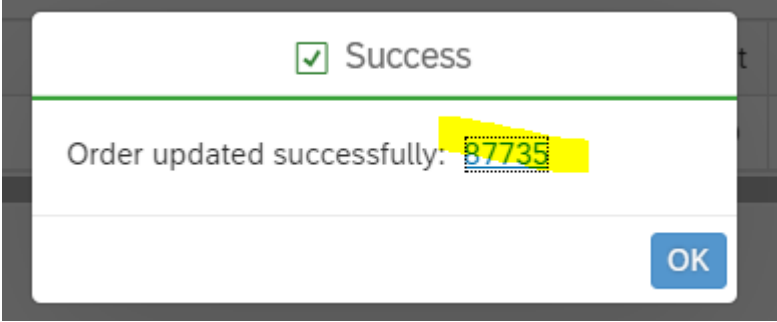- [Aged order log](#)
- [Current active regions](#)
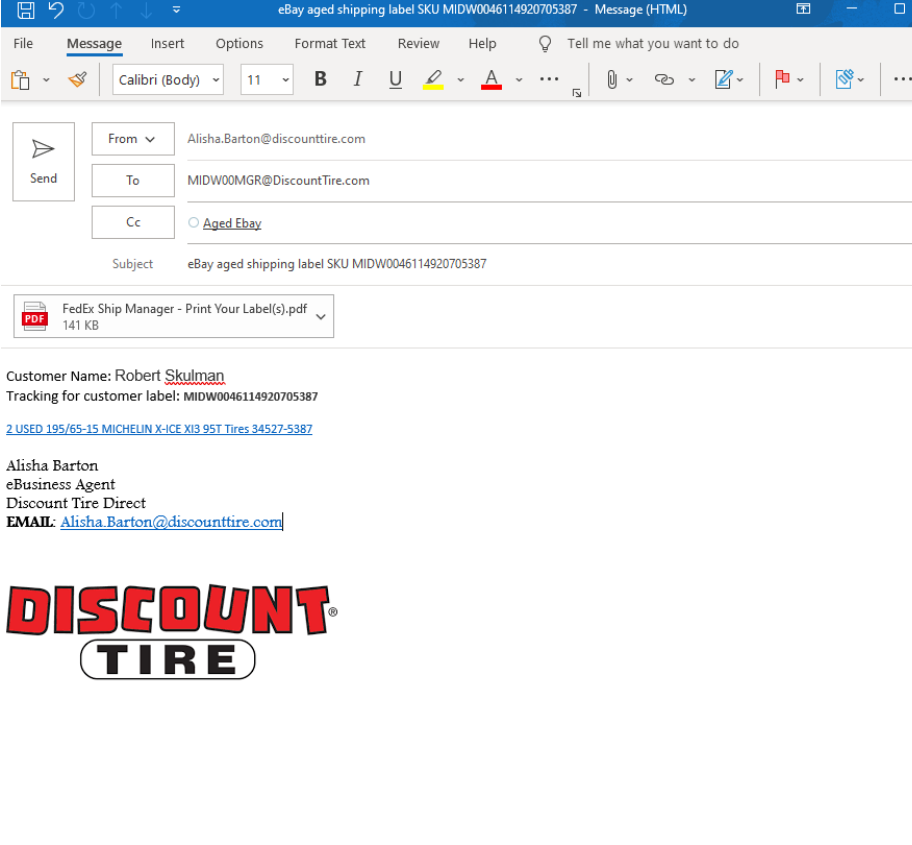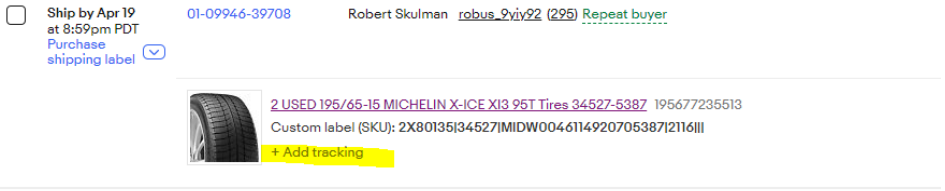
Process:

STEP	ACTION
1	Open aged orders in FSA and work from bottom to top
2	Open order in eBay (from Manage All Orders)
3	Make and Save shipping label
4	Process order in FSA
5	Added tracking in eBay
6	Send email to warehouse
7	Add order to Aged Order Log
8	End listing in Database
9	End Listing in eBay (from Manage Active Listings)
SHIPPING LABEL	Choose any of the Aged Tire Project Templates
1	"From:" Leave
2	"To:" Use Customers Ship to Information from FSA
3	Select number of packages • If multiple, don't forget to select **Yes** next to "*Are Packages Identical" • "Weight per package"- Find on eBay listing under Item Specifics

3. Package & Shipment Details ② Help ⊟ Hide

* Ship date: 04/14/2023

* Number of packages: 2

* Pricing option ②: ● FedEx Standard Rate / ○ FedEx One Rate

* Are packages identical: ● Yes ○ No

* Weight per package ②: 40.00 lbs

Declared value per package ②: 0 U.S. Dollars

* Service type: FedEx Ground

* Package type: Your Packaging

Dimensions: Select

☐ Include a return label ②

4

Order Number = FSA order #

Invoice # = SKU and can be found under the listing title:

Ship by Apr 19 at 8:59pm PDT — Purchase shipping label — 01-09946-39708 — Robert Skulman robus_9yjy92 (295) Repeat buyer

2 USED 195/65-15 MICHELIN X-ICE XI3 95T Tires 34527-5387 195677235513
Custom label (SKU): 2X80135|34527|MIDW0046114920705387|2116|||
+ Add tracking

Click **Ship** > **Save Label** > **Print**

FedEx Ship Manager ®   My Profile   🔒 Logout   ② Help ▼

Ship | LTL Freight | Ship History | My Lists | Reports | Administration

Prepare a shipment

① Enter shipping information   ② Print label(s)

Thank you for shipping with FedEx. Your tracking number: 397029178504

☑ All labels
☐ Displayed label
☐ Receipt | View

Print   Create return shipment Edit shipment Cancel shipment Repeat last Create new
         FedEx Ground End of Day Close/Print Manifest Schedule a Pickup

5	Save as PDF Print · 2 pages Destination: Save as PDF Save in Mdrive under the file path below. *Create a new folder for each order* This PC > DTD (\\corpfiles\Corporate) (M:) > EBAY > Aged Tires Tracking	
FSA PROCESS	Process order in FSA	
1	Click the pencil to edit Item Description Click the **Notes** tab & copy description from Article Sales Text Article sales text: 2 USED 195/65-15 MICHELIN X-ICE XI3 95T Tires 34527-5387	
2	Click on the **Details** tab and paste the description into the Article Description box. Then click **Go to Checkout** Details · Notes Product · So Item Number: 100 Parent Item Number: Article: 80135 Article Description: USED 195/65-15 MICHELIN X-ICE XI3 95T Go to Checkout	

3	Click **Yes** *if* this warning pops up ⚠ Warning Are you sure you want to proceed without associating a vehicle with this order? Yes No
4	Check address for any discrepancies. If none, click **Next** Next
5	Make sure the shipping method is set to "Home Delivery". Then click **Next** Next
6	Add tracking to Agent Notes and click **Next** again Agent Notes: Aged Tire Tracking # 397029178504, 397029179614

Note:	*Tracking numbers can be found in purple text on the print label page on FedEx. If there are multiple packages you will need to select the number form the drop down on the bottom right to get the rest of the tracking numbers*
	
	FedEx Ship Manager ® My Profile 🔒 Logout ❓ Help ▾
	
	Ship ▾ | LTL Freight | Ship History | My Lists ▾ | Reports | Administration
	
	Prepare a shipment
	① Enter shipping information ② Print label(s)
	
	Thank you for shipping with FedEx. Your tracking number: 397029178504
	☑ All labels
	☐ Displayed label
	☐ Receipt | View
	
	Print Create return shipment | Edit shipment | Cancel shipment | Repeat last | Create new
	        FedEx Ground End of Day Close/Print Manifest | Schedule a Pickup
	        Label: 1 ▾ of 2

7	When the Delivery block pops up you will highlight "Without sourcing" and delete it so it is blank. Then click **OK** Click **Make Payment**
8	Make sure the Balance is at 0.00 and then click **Update Order**
9	Click the order number in blue to go back to order

	EMAIL	Open the Aged eBay message template and fill it out
	1	• Send To = All emails for that warehouse (emails can be found in the "Current Active Reasons" excel sheet) • Subject line = SKU • Body = Customers Name, SKU, and item description (from eBay order) • Attach labels for the order from Mdrive (make sure to open label after attaching it to make sure all labels were created, and the name and address match)
	eBay TRACKING	Adding the tracking numbers to the eBay order
	1	Click Add Tracking on eBay order
	2	Copy and paste each tracking number and select FedEx as the carrier. If there is more than one tracking number, click **Additional tracking number**. Then click **Save and Continue**
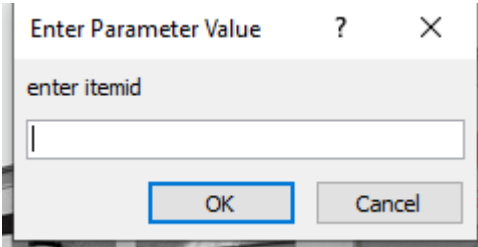
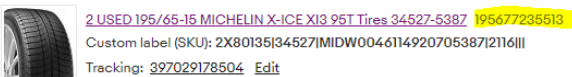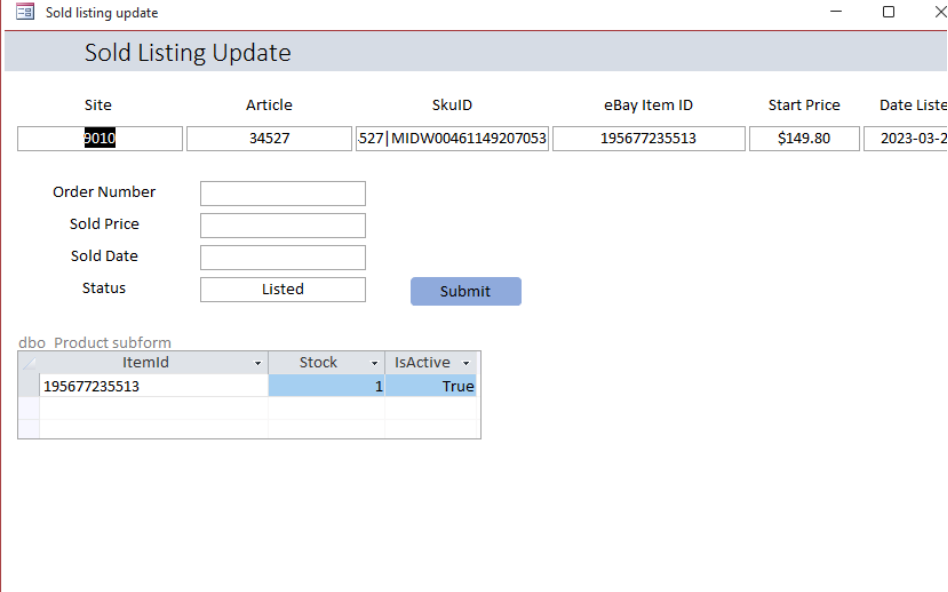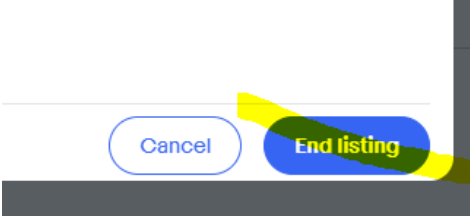|	
AGED ORDER LOG	Add order to the Aged Order Log. This can be done when filling out the email above, as it requires the same information.
END LISTING	**In the Database**
1	Open the aged database and click on **Sold Listings**

2	Enter the Item ID (*This can be found on eBay, in the light gray numbers under or after the listing title*) Click **OK**
3	Enter the following information: Order Number = FSA order # Sold Price & Date can be found on eBay Status = Change to Sold Item Id = Delete Stock: Change to 0 Is Active: Change to 0 Click **Submit** then **OK**
4	Exit out of that page by closing it out. This will take you back to the home screen

END LISTING	On eBay
1	Open the Manage Active listings page in eBay. Enter the Item ID # in the "Enter Value" box. Click **Search** (this may take time to load) **Manage active listings (199,910)** Search Summary Listing sites selected: All All categories All formats (199,910) All statuses (199,910) Item title contains Enter value Search Reset
2	Select the down arrow under the action column, and click **End Listing** **Results: 1-1 of 1** Edit Sell Similar Actions Sell it fa Actions Photo Title Edit ^ 2 USED 195/65-15 MICHELIN X-ICE XI3 95T ...527-5387 Review all offers Sell similar Share listing Change to auction Add/edit note End listing Save as template Add item specifics Promote See traffic history Add/edit volume pricing Copyright © 1995-2 ...sibility, User Agreement,

3	Click **End Listing** again

Contact:

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