SPEE-DEE DELIVERY TOOLS · SHIPPING GUIDE

Ship a package and print your manifest

Shipping in shipit+ takes four moves: pick the receiver from your address book, enter weight and size, click Ship Package, and print your manifest at the end of the day.

Prepared by Customer Relations · October 20, 2026

1 ADDRESS
Pick the receiver from your address book.

2 WEIGH
Enter weight and dimensions.

3 SHIP
Click Ship Package or press F10.

4 MANIFEST
Print it at the end of the day.

Before you start

- **shipit+ installed and set up**
  With your address book imported. See the shipit+ Install Guide.
- **Your label printer and scale**
  Turned on and connected, plus your USB scale if you use one.
- **Each package's weight and size**
  Weight in pounds, dimensions in inches.

PACKAGE LIMITS	
Max weight	**150 lb**
Max size	**170 inches**
Oversize	**Ships, with a charge**

KEYBOARD SHORTCUTS	
Ship Package	**F10 or Shift+Enter**
Generate Manifest	**F3**

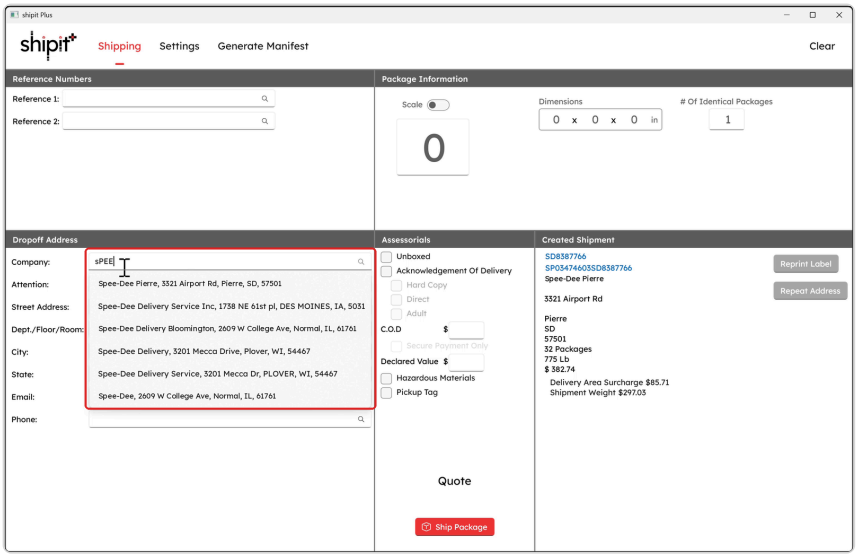
PART 1

Create a shipment

1 Pick the receiver from your address book

On the **Shipping** tab, start typing the company name in **Company**. Matches from your address book drop down; click one and the address fills in.

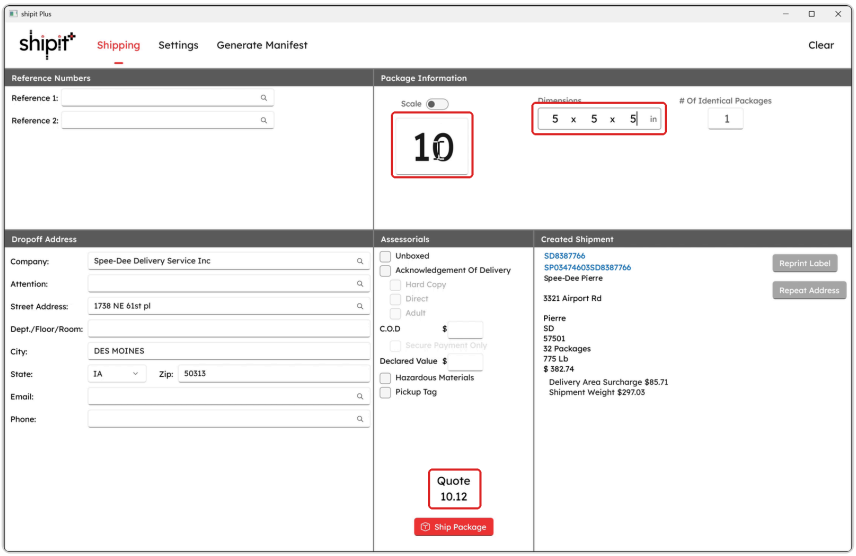
You can also type the address by hand.



2 Enter the weight and size

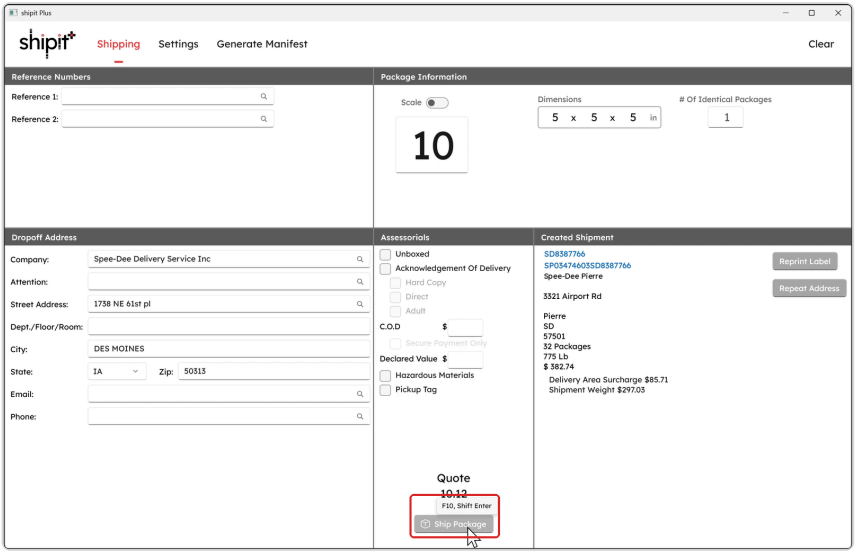
Type the weight in pounds in the large box under **Package Information**, then the **Dimensions** in inches (length × width × height). The **Quote** updates as you type.

If you use a scale, turn on **Scale**. Check any **Assessorials** the package needs, such as C.O.D., Declared Value or Hazardous Materials.



3 Click Ship Package

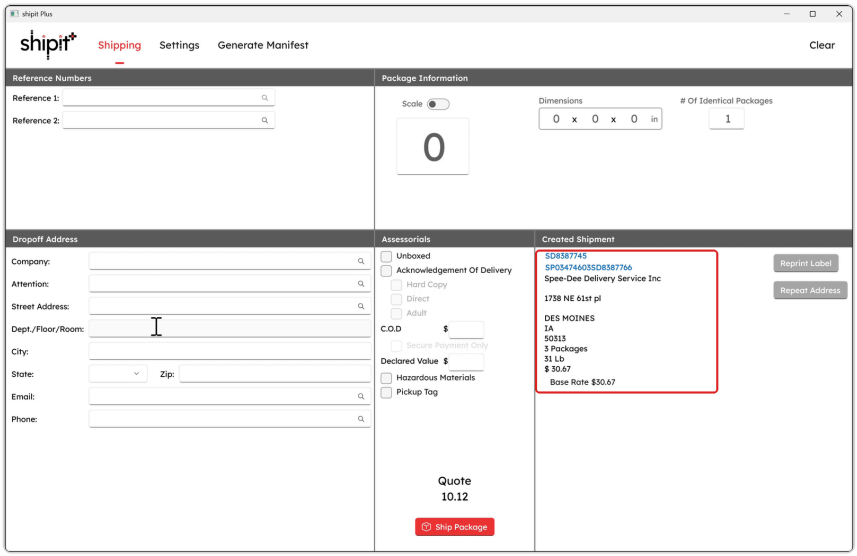
Click **Ship Package**, or press **F10** or **Shift+Enter**. The Spee-Dee logo shows briefly while the shipment is created.



4 Check the Created Shipment panel

The shipment appears under **Created Shipment** with its shipment number, address, packages, weight and charges. The form clears for the next package.

Use **Reprint Label** to print the label again, or **Repeat Address** to ship to the same address again.



PART 2

If shipit+ stops a package

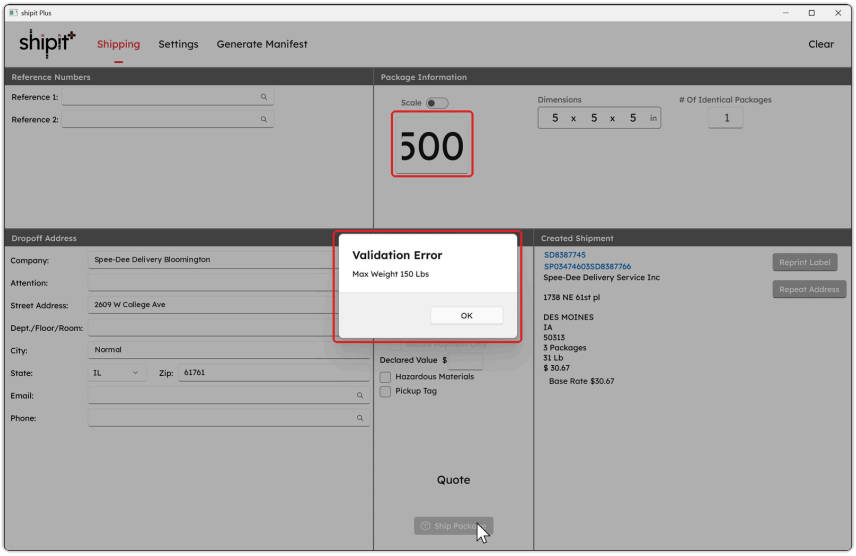
shipit+ checks each package when you click **Ship Package**. If it's over the limits, click **OK**, fix the number and ship again.

5 Fix weight and size errors

STOPPED

Over 150 lb

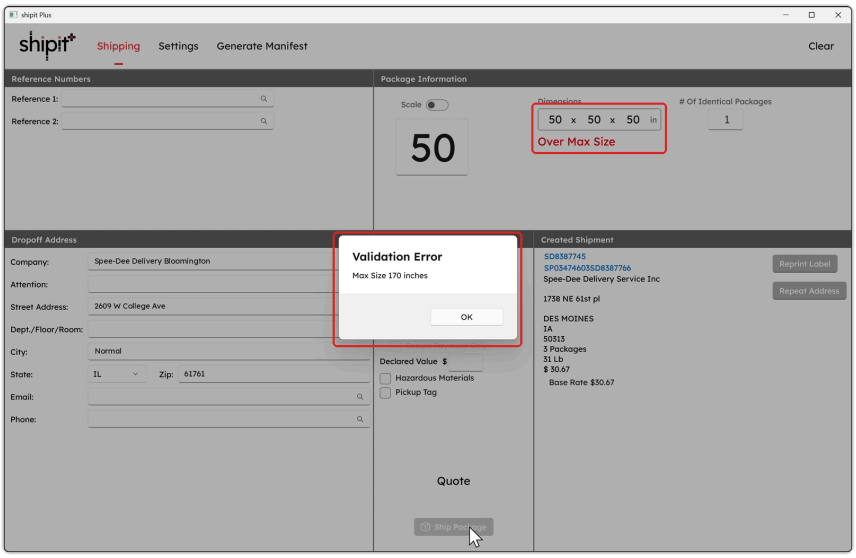
A Validation Error says *Max Weight 150 Lbs*. Click **OK** and correct the weight.



STOPPED

Over 170 inches in size

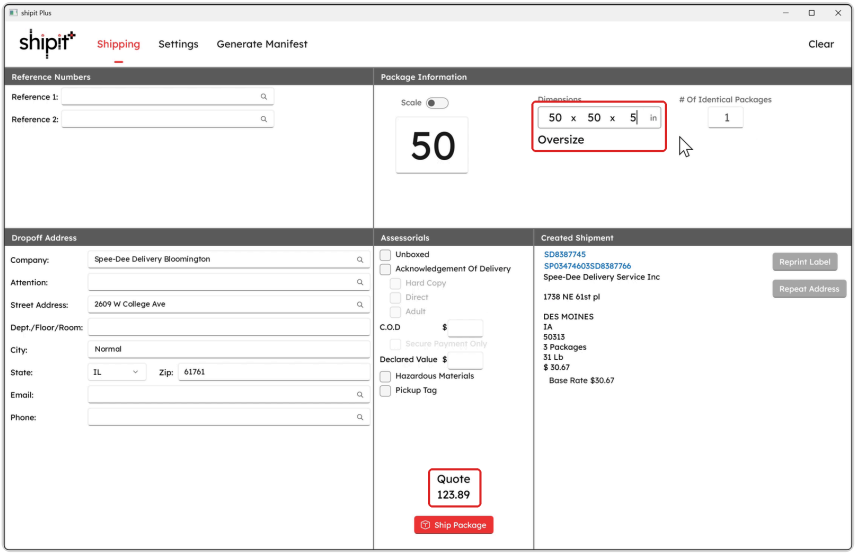
Red *Over Max Size* appears under Dimensions, and a Validation Error says *Max Size 170 inches*. Click **OK** and correct the dimensions.



ALLOWED

Oversize

Oversize in black is allowed. The package ships with an oversize charge, which shows in the **Quote** and in the created shipment.

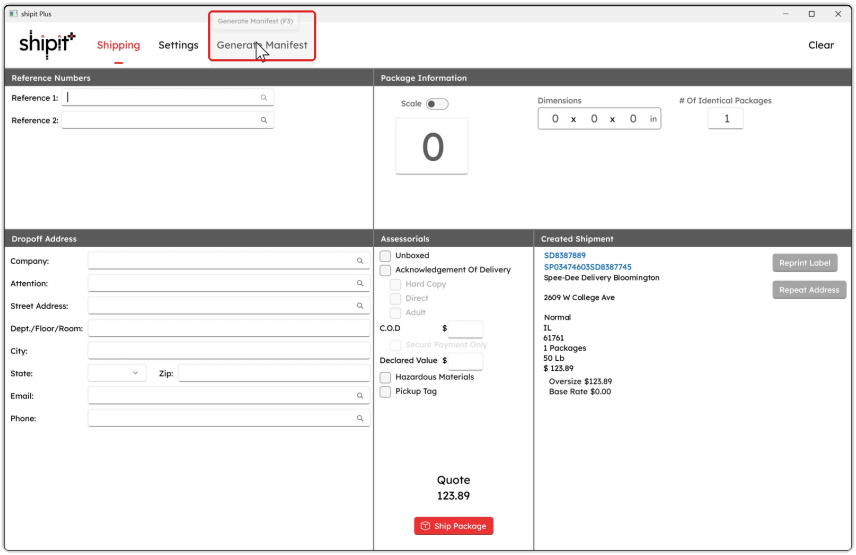


PART 3

Print your end-of-day manifest

6 Click Generate Manifest

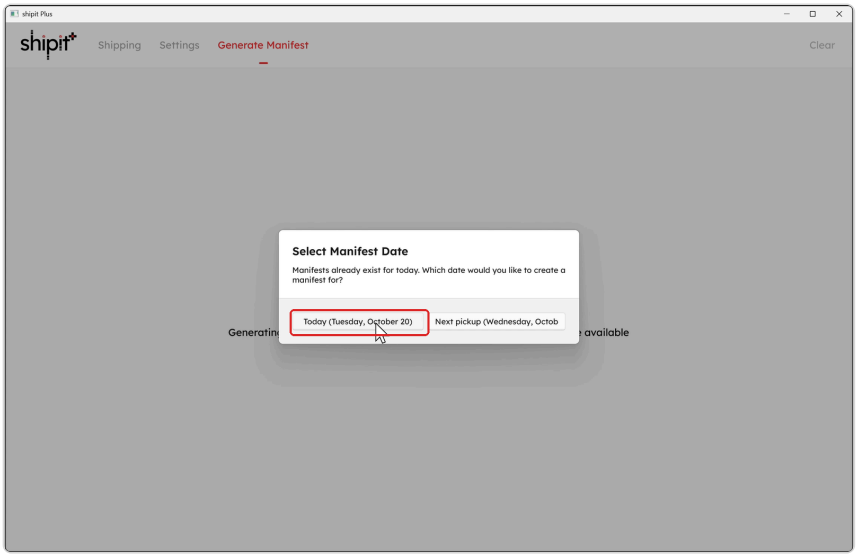
When you're done shipping for the day, click **Generate Manifest** at the top, or press **F3**.



7 Choose the manifest date

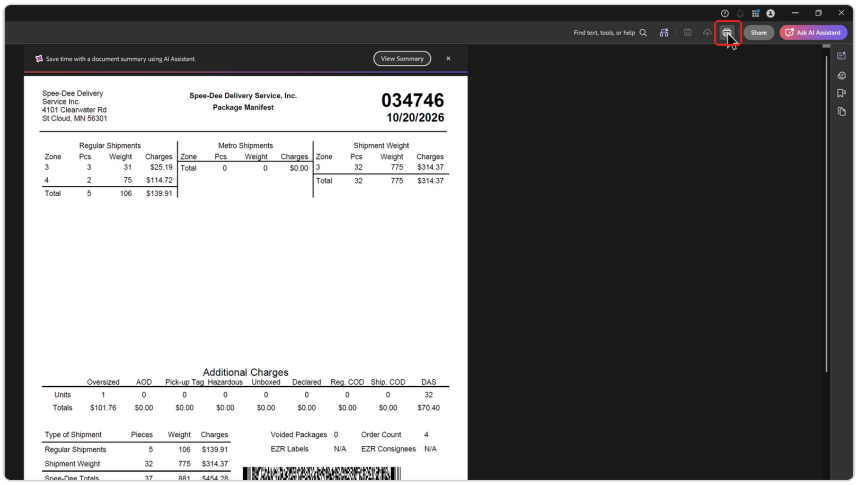
If a manifest already exists for today, shipit+ asks which date to use. Choose **Today** for packages going out today, or **Next pickup** for the next pickup day.

Good to know: while it says “Generating manifest…”, it can take a few minutes for recent orders to show up.



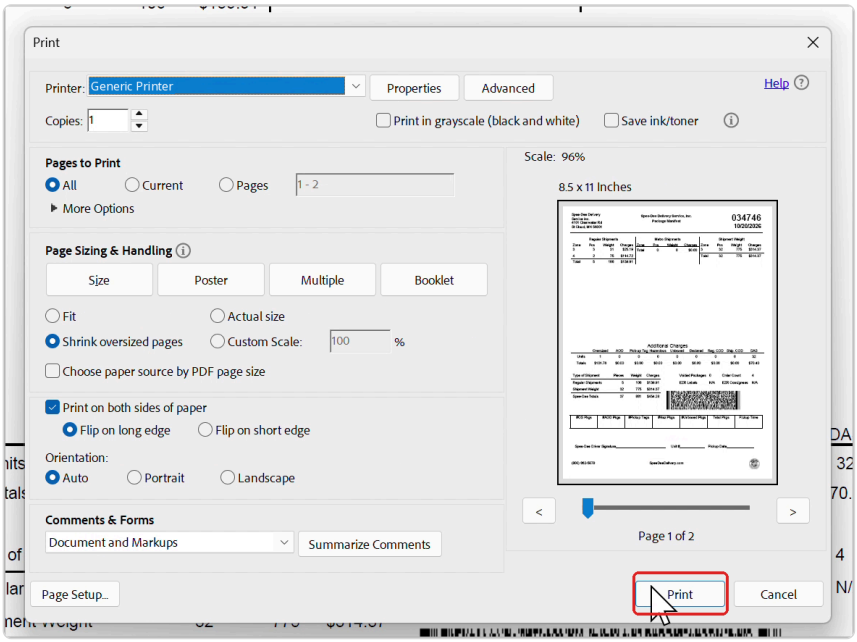
8 Print the manifest

The manifest opens as a PDF in your PDF viewer (Adobe Acrobat here). It lists your shipments by zone, additional charges and totals, plus a barcode. Click the **Print** button.



Choose your printer and click **Print**.

The bottom of the manifest has lines for the Spee-Dee driver's signature, unit number and pickup date.



We're here to help

Stuck at any step? Call shipit Support at (800) 862-5578 Ext 510, or ask for Customer Relations.

Call 800-862-5578