

PAY FOR POSTAGE AND PRINT SHIPPING LABELS ON EBAY



A step-by-step look at eBay labels

Start in My eBay

1. In the Sold section in My eBay, click "Print shipping label." If you have several items for shipment, click "Print shipping label" on your first item. Then print the shipping label for your next item from the eBay labels page.

The screenshot shows the eBay 'My eBay' interface. The top navigation bar includes the eBay logo, a search bar, and a 'Search' button. Below this, the 'My eBay' section is visible, with a sidebar on the left containing various navigation options like 'Buy', 'Selling Manager Pro', 'Returns', and 'Organize'. The main content area is titled 'Sold | Awaiting shipment (3)' and displays a table of items. The table has columns for 'Record', 'Buyer username/email', 'Format', 'Sold for', 'Total', 'Date sold', 'Date paid', 'Qty', and '+| -|'. Three items are listed, each with a 'Print shipping label' link highlighted in red. The first item is a '140007266370: Rot of 50 - 2016 1/10 Troy Oz Gold American Eagle \$5 Coin SKU38293' with a price of \$7,800.00. The second and third items are '140007113486: Converse Shoes For Men' with a price of \$50.00 each. The bottom of the page shows a pagination bar with 'Items per page: 25 | 50 | 100 | 200' and a 'Go to page' field.

Record	Buyer username/email	Format	Sold for	Total	Date sold	Date paid	Qty	+ -
255	sk_qa_us_buyer1 (S) sk_qa_us_buyer1@gmail.com		\$7,800.00	\$7,800.00	Aug-16-16	Aug-16-16	0	✓ \$ 1 + -
254	sk_qa_ca_buyer2 (S)		\$50.00	\$50.00	Jun-28-16	Jun-28-16	0	✓ \$ 1 + -
253	sk_qa_ca_buyer1 (S)		\$50.00	\$50.00	Jun-28-16	Jun-28-16	0	✓ \$ 1 + -

2. All the information you need to create your label is on the Print a shipping label page. From My eBay, click on "Purchase and print postage". Review the order information for the buyer's user ID and transaction details.

Purchase and print USPS postage

[Manage your shipment](#) | [Tell us how we can improve this page](#) | [Help](#)

Create and print a USPS shipping label on eBay and use your PayPal account to pay.

[Printer and label receipt preferences](#)

Order summary [\[View Order Details \]](#)

Item(s) purchased by sk_qa_us_buyer1	Item price	Quantity	Total	Shipping service	Expected delivery
Roll of 50 - 2016 1/10 Troy Oz Gold American Eagle \$5 Coin SKU38293	\$7,800.00	1	\$7800.00	USPS Priority Mail	Aug 23, 2016
Total shipping cost paid by buyer					Free
Order total					\$7800.00

Ship to

QUIBUS Buyer [\[change\]](#)
2125 Hamilton Ave
San Jose, CA 95125
United States

Ship from

QUIBUS Seller [\[change\]](#)
2145 Hamilton Ave
San Jose, CA 95125
United States

Shipping from: **98116**

Add message to buyer email

Package Details

[Print a packing slip](#)

Carrier:
 UNITED STATES POSTAL SERVICE®

Service: [\[Compare delivery services \]](#)
 Priority Mail® (1-3 days) - Package/Thick Env...
 Up to 70 pounds and 84 inches in combined length and girth. Girth is the distance around the thickest part of the package.

Irregular package size [?](#)

Total package weight
 1 lbs. 0 oz.
[Change weight & dimensions](#)

▼ **Additional Options**

Add Signature Confirmation™ (US \$2.35) [?](#)
 Signature Confirmation is optional but has been selected for you by eBay, because purchasing it can help protect you if the buyer claims the item wasn't received and opens an eBay Buyer Protection case

Add insurance (Cost varies based on package value)
 Purchasing insurance may help you if there's a problem with your package

With Priority Mail® you get USPS Insurance up to \$100 free.

Package contains mailable hazardous materials. [Learn more.](#)

Print SKU/order number on label

Mailing date
 August 22, 2016 (Today) ▼

Your postage cost

Postage cost:	\$6.01
Signature Confirmation™:	\$2.35
Total:	\$8.36

Display postage value on label

[Purchase postage](#)

[Cancel](#)

When you click "Purchase postage", the total label cost will be charged to your PayPal account and you will be able to print your postage.

Want to update your Shipping Label Payment Method? [Click here to get started!](#)

3. The “Ship from” and “Ship to” information is pre-populated with seller and buyer addresses. Click “Edit” to make changes or add a message to your buyer.

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[Manage your shipment](#) | [Tell us how we can improve this page](#) | [Help](#)

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Ship to 3

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Ship from 3

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Display postage value on label

Purchase postage

Cancel

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4. Choose your shipping preferences—carrier, service and delivery options—in the “Package Details” section. If you’d like a SKU or item number to appear on the shipping label, check the box and enter it in the field provided. Then select the date you’ll ship.

Purchase and print USPS postage

[Manage your shipment](#) | [Tell us how we can improve this page](#) | [Help](#)

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Service: [[Compare delivery services](#)]
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Display postage value on label

Purchase postage

Cancel

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Want to update your Shipping Label Payment Method? [Click here to get started!](#)

5. Click “Print a packing slip” to include a packing slip inside your package with a personal message to your buyer. Many sellers use this as an opportunity to thank their buyers and request feedback on the transaction.

Purchase and print USPS postage

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[Cancel](#)

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Want to update your Shipping Label Payment Method? [Click here to get started!](#)

6. Review all shipping costs and click “Purchase postage.” The first time you print a USPS label you can set up automatic payment with PayPal by checking “Pay and print.” For FedEx® label services, eBay pre-pays for you. No need to pay until you receive your monthly statement.

Purchase and print USPS postage

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6 [Purchase postage](#) [Cancel](#)

When you click “Purchase postage”, the total label cost will be charged to your PayPal account and you will be able to print your postage.

Want to update your Shipping Label Payment Method? [Click here to get started!](#)

7. Double-check that your postage purchase and cost is correct. The tracking number and order status is now being automatically uploaded to My eBay and sent to your buyer.

Print postage label

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7 ✓ You have successfully purchased your postage label.

We have deducted \$8.36 from your PayPal account, and we'll send your buyer an order update email with delivery details.

It will take a few minutes for the tracking number and order status to be updated on My Account page.

If your label prints too small, [open the label window](#) and click **Print Label**.

powered by pitney bowes

[Print Label](#) [Print Sample Label](#)

	a preferred shipping service on	
P	08/22/2016 From 98116 1 lbs 0 ozs Zone 5	US POSTAGE PAID Pitney Bowes ComPisPrice NO SURCHARGE 024P0000178065
PRIORITY MAIL 2-DAY™		
QUIBUS SELLER 2145 HAMILTON AVE SAN JOSE CA 95125		
		0004
QUIBUS BUYER 2125 Hamilton Ave San Jose CA 95125-5905		C047
USPS SIGNATURE TRACKING #		

What would you like to do next

- [Ship your next item](#)
- [Void this label](#)
- [Print packing slip](#)
- [Purchase additional label for this shipment](#)
- [Return to My eBay](#)
- [Leave Feedback](#)
- [Manage your shipments](#)
- [Reprint this label](#)

How do I pack and ship?

1. Pack securely with bubble wrap.
2. Tape or glue label to package. Do not tape over the barcodes.

Additional shipping services

- [Request a free carrier pickup](#)
- [Order free U.S. Postal Service shipping supplies](#)

United States Postal Service®, the Eagle Logo, and their combined form, as well as U.S. Postal Service®, Post Office™, USPS®, Parcel Post®, PriorityMail®, First Class Mail® Package, Priority Mail Express®, MediaMail™, Priority Mail® International and Priority Mail Express International® are registered trademarks; USPS Tracking™, and Signature Confirmation™ are trademarks, owned by the United States Postal Service.

8. Review and print your shipping label, manage your shipments, and print your next label.

Confirm that the label in the preview window is correct. If you're satisfied with it, click "Print postage label" button.

Print postage label

[Tell us how to improve this page](#) | [Help](#)



You have successfully purchased your postage label.

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If your label prints too small, [open the label window](#) and click **Print Label**.

powered by pitneybowes

8 [Print Sample Label](#)

	a preferred shipping service on
P	US POSTAGE PAID Pitney Bowes ComPisPrice NO SURCHARGE 024P0000178065
08/22/2016 From 98116 1 lbs 0 ozs Zone 5	
PRIORITY MAIL 2-DAY™	
QUIBUS SELLER 2145 HAMILTON AVE SAN JOSE CA 95125	
0004	
C047	
QUIBUS BUYER 2125 Hamilton Ave San Jose CA 95125-5905	
USPS SIGNATURE TRACKING #	

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9. To print another label, click “Ship your next item”. To reprint a label, click “Reprint this label.” To void a label, click “Void label” and follow the instructions. You have 5 days to void a label. To manage your shipments, click the “Manage your shipments” link.

Print postage label

[Tell us how to improve this page](#) | [Help](#)



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powered by pitneybowes

[Print Label](#) [Print Sample Label](#)

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9 What would you like to do next

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