

# 上传挂号帮助文档

第一步：浏览 <http://seller.aliexpress.com/>，点击“马上登录”；



第二步：输入您的登录邮箱或用户 ID 以及密码，点击“登录”按钮；



第三步：点击导航栏“交易”；



第四步：点击“等待您发货”，然后点击在订单列表下的“批量发货”按钮；



第五步：在此页面选择文件上传表格，根据反馈进行操作。



The screenshot shows the AliExpress Global Fulfillment (全球速卖通) interface. The main navigation bar includes '我的速卖通', '产品管理', '交易', '站内信', '商情管理', '帐号设置', '营销中心', and '数据纵横'. The '交易' (Transaction) section is active, displaying the '批量发货' (Batch Shipping) page. The page content includes a text box stating '您可以手动填写发货信息，也可以使用表格批量上传发货信息。' (You can manually enter shipping information, or use a table to upload shipping information in bulk.) Below this, there is a section for '使用表格上传发货信息：第一、请下载模板；第二、上传填写好发货信息的表格。' (Use a table to upload shipping information: First, download the template; Second, upload the table with shipping information filled in.) This section contains a '浏览...' (Browse...) button and an '上传表格' (Upload Table) button. A table header is visible with columns: '订单号' (Order ID), '发货状态' (Shipping Status), '物流服务名称' (Logistics Service Name), '货运跟踪号' (Tracking Number), and '备注' (Remarks). Below the table header are two buttons: '确认发货' (Confirm Shipping) and '返回订单列表' (Return to Order List). The left sidebar contains various management options such as '管理订单' (Manage Orders), '管理物流订单' (Manage Logistics Orders), '资金管理' (Financial Management), and '交易评价' (Transaction Evaluation). At the bottom, there are social media links for Weibo and WeChat.