

Prepare Pirate Ship batches with different box sizes and weights

A detailed, start-to-finish guide. Keep the current quick CSV, or group orders by package in EZFormz, upload each prepared file to Pirate Ship, buy labels, and return tracking safely.

1 Choose path | **2** Define groups | **3** Assign orders | **4** Download | **5** Buy labels | **6** Return tracking

THE SAFETY PROMISE

Both EZFormz export methods are read-only. Downloading a CSV does not buy postage, create a shipment, change an order status, add tracking, or email a buyer.

For one-package-per-order batches. Multi-package orders remain on the manual Pirate Ship path; instructions are included.

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Verified against the EZFormz prepared workflow and current official Pirate Ship spreadsheet guidance.

1. Start by choosing the right method

The prepared workflow does not remove or replace the current one-click CSV.

Question	Current quick CSV (unchanged)	Prepare Pirate Ship
Best when	You will choose package size and weight inside Pirate Ship, or most orders share one setup.	Orders need different weights, dimensions, or clear package-group separation before upload.
How to start	Orders > Export CSV > Download for PirateShip; or select orders > PirateShip CSV.	Orders > Prepare Pirate Ship; or select orders > Prepare Pirate Ship.
CSV contents	The original 12 address/order columns.	The same 12 columns, then Ounces, Length, Width, Height.
Order scope	All eligible orders, or eligible selected orders.	All eligible orders, or eligible selected orders; maximum 1,000 per preparation.
Package work	Choose it in Pirate Ship after upload.	Create groups, enter or reuse package values, assign each order once, download one CSV per group.
Effect on orders	None. Read-only.	None. Read-only.

Use the quick method with confidence

If your current workflow is working, keep using it. The same buttons still call the same GET download, with the same eligibility rule, filename pattern, and 12-column order.

Eligible means both conditions are true

- The order is not cancelled.
- The order does not already have a tracking number.

The prepared workflow does not handle

- Cancelled or already-tracked orders.
- One order duplicated across multiple CSV rows.
- Automatic label purchase or direct Pirate Ship API activity.
- Saved package-group drafts; the wizard keeps its work only while open.

Multi-package order

Do not duplicate an EZFormz order row. Build that order manually in Pirate Ship, return the first tracking number through the normal import, then add each extra tracking number on its own line in EZFormz.

2. Preflight: pack, measure, and choose groups

A few minutes of preparation prevents wrong postage and last-minute spreadsheet edits.

Measure the packed package

Length	Width	Height	Weight
Longest outside side	Second outside dimension	Third outside dimension, including bulge	Packed contents plus box or mailer

- Pack and seal first; include the box or mailer weight.
- Measure outside edges and bulge; ignore printed inside dimensions.
- Enter numbers only. Package columns are ounces and inches.
- Carrier and service limits can be stricter than EZFormz input limits.

Make a package-group list before opening the wizard

Example group	What belongs in it	Shared Pirate Ship setup
Padded mailer	Orders packed in the same mailer type; weight may be explicit or inherited.	Same Package Type, Extra Services, and Customs choice.
Small box	One box footprint and a shared weight/dimension pattern.	Same Package Type; row values may override weight/dimensions.
Large box	Larger packed size or a service-limiting dimension.	Separate file so the import settings stay obvious.
International box	Orders sharing one customs/package configuration.	Separate from domestic when customs settings differ.

Official Pirate Ship spreadsheet rule

Rows may override weight and dimensions, but every order in one spreadsheet must share Package Type, Extra Services, and Customs Form settings. Split those characteristics into separate EZFormz groups.

Package safeguards

Check	EZFormz behavior	What you should do
Missing value	Blocked unless you explicitly enable Pirate Ship defaults for blank cells.	Decide whether the blank is intentional.
Weight over 2,400 oz / 150 lb	Hard block.	Use a freight or service-specific workflow.
Any side over 108 in	Hard block.	Review carrier limits and packaging.
Longest side + girth over 165 in	Hard block.	Review package/service eligibility.
Over 70 lb or 130 in length + girth	Warning that USPS services may be unavailable.	Choose a compatible service; Pirate Ship still prices the batch.

3. Wizard Step 1: choose the orders

Open the form's Received orders page and select the correct preparation scope.

Where the action appears

Use Prepare Pirate Ship beside the other Orders actions for all eligible orders. For a targeted batch, check orders first and use Prepare Pirate Ship in the bulk bar.

Exact sequence

1. Open Dashboard, choose the form, then open its Received orders page.
2. For a selected batch, tick the order checkboxes before opening the wizard. Filters can help you find orders, but the selected checkboxes define the selected scope.
3. Click **Prepare Pirate Ship**.
4. Choose **All eligible open orders** or **Selected eligible orders**.
5. Read the displayed eligible count. Cancelled and already-tracked orders are counted as excluded, not silently placed in a file.
6. Click **Set up packages**.

What EZFormz does at this point

- Creates an in-memory preparation only; it does not save a new database row.
- Uses the current Orders data to build the assignment list.
- Caps a preparation at 1,000 eligible orders. Select a smaller batch if the scope is larger.
- Keeps one assignment slot per order; there is no duplicate/multiple-package row control.

If the count is not what you expect

Symptom	Likely reason	Action
An order is missing	It is cancelled, already has tracking, or was not selected.	Open the order and confirm status/tracking; change the scope if needed.
Selected count is zero	Nothing eligible is selected.	Close the wizard, tick eligible orders, reopen from the bulk bar.
More than 1,000	The all-orders scope is too large for one validated request.	Use order selection to prepare smaller batches.
Prepare button is hidden	The form has no shippable orders, or your collaborator role lacks export_orders.	Ask the owner for export permission or use an owner account.

Still prefer the existing method?

Close the wizard and use Export CSV > Download for PirateShip, or the bulk bar's PirateShip CSV. The prepared workflow does not disable that path.

4. Wizard Step 2: define package groups

Each group becomes one separate CSV download and one separate Pirate Ship upload.

For each package group

1. Rename **Package group 1** to a useful label such as Small box 12x8x4 or Padded mailer.
2. Optionally choose a saved EZFormz package. A normal custom preset fills Ounces, Length, Width, and Height.
3. If no preset fits, leave Saved package on **Enter manually** and type numbers only.
4. Use **+ Add package group** for every additional shared setup.
5. Review warnings beneath the fields, then click **Assign orders**.

Field	Unit / format	Meaning
Ounces	Positive number; decimals allowed	Packed item plus packaging weight. EZFormz presets already store ounces.
Length	Positive inches; decimals allowed	Longest packed outside side.
Width	Positive inches; decimals allowed	Second outside dimension.
Height	Positive inches; decimals allowed	Third outside dimension, including bulge.
Group name	1-80 characters	Used for review and the filename; it is not sent as a package type.

Saved carrier-package presets need attention

A saved USPS, UPS, or carrier package name is not encoded as a Pirate Ship spreadsheet field. EZFormz can carry its saved weight, but you must choose the matching package type/default inside Pirate Ship.

Why group names do not choose Pirate Ship Package Type

Pirate Ship accepts per-row numeric overrides for weight and dimensions, but not a different Package Type, Extra Service, insurance choice, or Customs Form configuration for every spreadsheet row. The group name organizes your work; the Pirate Ship upload screen remains authoritative for those shared settings.

Insurance

Pirate Ship's official guidance recommends a saved Pirate Ship package when you want insurance applied to every uploaded order. Select that saved package in Pirate Ship during the group's upload.

5. Understand blank cells and Pirate Ship defaults

Blank values are useful, but only when you intentionally want the upload-screen package to supply them.

Group values	Default checkbox	Result in CSV	Result in Pirate Ship
All four values entered	Off (recommended)	Four explicit numeric cells.	All four row values override the upload default.
Weight entered; dimensions blank	On	Weight plus three blank cells.	Weight overrides; dimensions inherit the selected default package.
All four blank	On	Four blank cells.	The selected Pirate Ship default supplies all package values.
Any blank	Off	No file is created.	EZFormz blocks the group and asks you to enter values or enable inheritance.

The key rule

If a weight or dimension cell is blank, Pirate Ship uses the default package details entered or selected during upload. Always inspect that default before clicking Get Rates.

Recommended use

- Prefer explicit values when you measured the package and want each row to be self-describing.
- Use inheritance when a trusted Pirate Ship saved/default package owns the shared dimensions or weight.
- Keep unlike Package Types in separate groups even if their numeric dimensions happen to match.
- Do not type units such as oz, lb, inches, or quotation marks. The CSV cells must be numeric.

Examples

Scenario	EZFormz group	Pirate Ship upload choice
Twelve identical padded mailers, varying weights	Enter each group's weight strategy; leave shared dimensions blank only with inheritance enabled.	Select Padded Envelope/default dimensions; map Ounces as Override.
Custom boxes with every row measured	Enter Ounces, Length, Width, and Height explicitly.	Any required default is ignored where all four row values override it.
USPS carrier package preset	Use saved weight; inherited blanks are explicit.	Choose the matching USPS package in Package Details.

Do not guess dimensions

If the package is not packed yet, wait to measure it or use a trusted saved/default package. Incorrect values can lead to a carrier adjustment.

6. Wizard Step 3: assign every order once

The assignment table replaces manual row-by-row spreadsheet editing.

1. Review the buyer/order column and the short order ID.
2. Check the Address check result. **Ready** means the browser found the required core fields; a clear missing-field message identifies the first problem.
3. Use the Package group dropdown on each row.
4. Move through pages with Previous and Next. The wizard shows up to 50 orders per page but keeps assignments for the whole preparation.
5. When every order is assigned, click **Review downloads**.

One order, one group

The wizard never creates two assignment rows for one order. The server also rejects duplicate order IDs, even if a modified browser request tries to submit them.

Address checks performed again by the server

- Recipient name.
- Street address.
- City.
- State and ZIP for a US address.
- The order still exists on this form.
- The order is still non-cancelled and has no tracking number.

Why the second check matters

Another seller or collaborator can update an order while the wizard is open. EZFormz never trusts the browser's copy. Immediately before rendering a CSV, the Worker reloads names, email, phone, address, items, total, status, and tracking from D1. If any requested order is stale or invalid, the whole group is rejected with order-specific review messages.

Review result	Meaning	Next move
Ready	All client checks passed; the server still rechecks on download.	Proceed to Review downloads.
Missing recipient/street/city/state/ZIP	The label address is incomplete.	Close or pause the wizard, correct the order, then rebuild the preparation.
Order disappears at download	It was deleted, moved, cancelled, or tracked while the wizard was open.	Refresh Orders and rebuild that group.

7. Wizard Step 4: download one group at a time

Each review card represents one file and one shared Pirate Ship import configuration.

1. Read the group name, order count, weight, and dimensions.
2. Resolve any address blocker before downloading. A blocked card gives one clear status and does not also say Ready.
3. Read warnings about inherited blanks, carrier-package presets, USPS size/weight ranges, or other limits.
4. Click **Download CSV** on one group.
5. Wait for the success message: *CSV downloaded. No EZFormz order data was changed.*
6. Repeat manually for the next group. Use **Download again** only when you need another copy.

If you change the group after downloading

Going Back does not invalidate a file by itself. If you rename the group, change package values/default inheritance, choose another preset, or reassign an order, the changed group returns to Download CSV. Download the new version before upload.

Why there is no Download All button

Browsers commonly block multiple automatic downloads. Individual actions make the filename, package values, group count, and any server review error visible before each file leaves EZFormz.

Prepared CSV column order

Original compatibility prefix	Appended prepared fields
Order Number, Name, Email, Phone, Address 1, Address 2, City, State, Zip, Country, Items, Total	Ounces, Length, Width, Height

Filename pattern

Example

Prepared-Pirate-Ship-Smoke-pirateship-small-boxes-2026-07-27.csv
EZFormz sanitizes the form title and group name for a safe filename.

Security and integrity controls

- The request requires the form's export_orders permission.
- Client-supplied customer names, addresses, item text, totals, status, and tracking are ignored; only order IDs and package values are accepted.
- Spreadsheet formula-looking text is prefixed before CSV escaping, reducing formula-injection risk.
- The response is non-cacheable and marked nosniff.
- A group fails as a whole; EZFormz does not return a partial CSV that could be mistaken for complete.

8. Upload each prepared CSV to Pirate Ship

Do this separately for every EZFormz package group.

1. Sign in to Pirate Ship and go to the Ship page.
2. Choose **Import a Spreadsheet** (or the spreadsheet upload control, if the wording has changed).
3. Upload one prepared CSV.
4. Confirm address mapping: Name, Address 1, Address 2, City, State, Zip, Country, Email, and Order Number or Reference.
5. Map **Ounces, Length, Width, Height** to Pirate Ship's weight/dimension **Override** fields.
6. Select the shared Package Type for this file. Select shared Extra Services, insurance/saved package, and Customs configuration as needed.
7. Enter or select the Default package values. They supply every blank package cell in the uploaded file.
8. Continue to rates.

Mapping checkpoint

Do not map Ounces to Pounds. EZFormz package presets are stored and exported in ounces. Keep Order Number mapped so tracking can return to the correct EZFormz order.

EZFormz header	Map in Pirate Ship	Check
Order Number	Order Number, Order ID, or Reference	Do not edit; it is the exact EZFormz order ID.
Ounces	Weight override - ounces	Numbers/decimals only.
Length	Length override	Inches; numbers/decimals only.
Width	Width override	Inches; numbers/decimals only.
Height	Height override	Inches; numbers/decimals only.
Blank package cell	No value	Pirate Ship uses the upload Default for that field.

If Pirate Ship remembers an older mapping

Pirate Ship can remember a mapping based on column titles. Review it anyway when using the prepared format for the first time. The four package fields should be Override mappings, while address/order fields remain normal destination/reference mappings.

9. Check rates and buy the labels

The CSV prepares data; Pirate Ship remains the place where postage is priced and purchased.

1. On the batch's package screen, verify Package Type and the Default package.
2. Click Get Rates.
3. Open Shipment Details for a few rows, including the lightest, heaviest, smallest, largest, and any row that inherited a blank.
4. Confirm the row-specific overrides are visible and reasonable.
5. Review the service and total cost. Pirate Ship may show an average label price for the batch; inspect Shipment Details to verify overrides.
6. Purchase labels only after the checks pass.
7. Print labels in the order needed for packing.

Stop if values look identical unexpectedly

The Ounces, Length, Width, and Height columns may not have been mapped as Override fields, or a blank may be inheriting the upload Default. Go back and correct the mapping/default before buying.

Rate sanity checks

- A larger/lighter box can price by dimensional weight; a similar actual weight does not guarantee a similar rate.
- UPS can round fractional dimensions up; USPS uses its own rounding and service rules.
- Tubes and irregular packaging need the correct Package Type and can incur handling or nonstandard charges.
- International shipments need the shared Customs configuration appropriate for that file.
- Insurance selected through a saved Pirate Ship package applies according to Pirate Ship's current saved-package behavior.

What has changed in EZFormz after purchase?

Nothing yet

Pirate Ship and EZFormz are not directly connected. Buying labels in Pirate Ship does not update EZFormz until you export the shipment report and use Import tracking.

10. Return tracking to EZFormz

Use the existing tracking-import workflow after labels are purchased.

A. Export the shipment report from Pirate Ship

1. Go to the Ship page and open the Shipments grid. A blank search or View All Shipments from Reports can open it.
2. Filter to the labels you just purchased.
3. Add the **Order ID** column. For stronger review matching, also add Address 1, Address 2, City, State, ZIP, and Country.
4. Click Export. Keep the resulting XLSX or CSV intact.

B. Import tracking in EZFormz

1. Return to the form's Received orders page.
2. Click **Import tracking**.
3. Choose the Pirate Ship shipment XLSX or CSV.
4. Review Ready, Needs review, and No match groups. Order ID is the strongest direct match; the other fields help detect a wrong row.
5. Select the rows you intend to apply and click **Apply selected**.

This is the state-changing step

Unlike CSV export, Apply selected writes tracking numbers, moves active orders to Shipped through the existing order-update contract, records status audit information, syncs configured Sheets behavior, and sends the standard shipment notification where applicable.

Multi-package tracking

The current import applies the first tracking pass for an order. If one order has multiple labels, apply or import the first tracking number, open that EZFormz order, and enter every additional tracking number on its own line. Do not duplicate the order in a prepared export to work around this.

Final reconciliation

- Every purchased label has a matching EZFormz order.
- No cancelled order was shipped accidentally.
- No row remains in Needs review unless you intentionally left it unapplied.
- Multi-package orders show every tracking number after manual additions.
- Buyer notification status matches your intended fulfillment action.

11. Troubleshooting and recovery

A prepared download fails closed. Fix the issue and download again; no partial order mutation needs to be undone.

Message or symptom	What it means	How to recover
No eligible orders	The selected/all scope contains only cancelled, tracked, or unselected orders.	Return to Orders, review status/tracking, and select a valid batch.
Enter weight and dimensions, or allow defaults	One or more cells are blank and inheritance is off.	Enter all four values or deliberately enable default inheritance.
Package limit error	Weight/dimension or length-plus-girth exceeds the prepared-export bounds.	Remeasure; if accurate, use an appropriate freight/service workflow.
Address update required	The order lacks a core label field.	Edit the order outside the wizard, refresh Orders, and rebuild.
Order no longer exists, tracked, or cancelled	The server found stale browser state at download.	Refresh Orders and rebuild the affected group.
Prepared CSV could not be created	Session, permission, network, or validation failed.	Stay signed in, confirm export permission, retry; contact support if persistent.
Pirate Ship uses one size for every row	Override fields were not mapped, or cells were blank.	Map Ounces, Length, Width, and Height as Override; inspect the Default.
Wrong package type or service	Those are shared upload settings, not per-row fields.	Cancel before purchase and upload each group separately with the correct settings.
Downloaded version is no longer current	A group name, package value/default, preset, or assignment changed after download.	Return to Review downloads and download the changed group again.

Safe to restart

Closing the wizard clears its in-memory groups and assignments but does not change orders. Downloaded files remain on your device. Reopen and rebuild whenever the batch needs correction.

When to use the current quick method instead

- You prefer to choose package values directly in Pirate Ship.
- All orders share one package setup.
- An order needs multiple packages and manual tracking handling.
- You need a Pirate Ship feature that cannot be represented as a numeric spreadsheet override.

12. Print-ready checklist and source notes

Use this page beside you while processing a batch.

Done	Checkpoint
☐	I chose Quick CSV or Prepare Pirate Ship intentionally.
☐	Every package was packed, weighed, and measured on the outside.
☐	Each EZFormz group shares one Pirate Ship Package Type, Extra Services, and Customs setup.
☐	Blank package cells are intentional and default inheritance is enabled only where wanted.
☐	Every order is assigned exactly once; multi-package orders are handled manually.
☐	I downloaded each group separately and kept the order IDs unchanged.
☐	Ounces, Length, Width, and Height are mapped to Pirate Ship Override fields.
☐	I verified the upload Default and inspected representative Shipment Details before purchase.
☐	I exported Pirate Ship history with Order ID and imported tracking into EZFormz.
☐	I manually added extra tracking numbers for any multi-package order.

Official Pirate Ship references used

[Different weights and dimensions](#) - Numeric cells, Override mappings, blank-cell defaults, and the same-type/service/customs limitation.

[Upload address spreadsheets](#) - Supported files, header mapping, weight/dimension fields, and saved-package insurance workflow.

[Export shipment history](#) - Shipments grid, customizable columns, filtering, and Export.

[Measure and weigh packages](#) - Packed outside dimensions, bulge, mailers/tubes, weight, and carrier rounding.

EZFormz help

ezformz.net/help#pirateship has the current workflow. Pirate Ship wording can change; preserve the concepts in this guide: separate address columns, Override package fields, one shared upload configuration, and Order ID in the return report.

This operational guide explains software behavior and shipping data preparation. Carrier acceptance, service eligibility, postage, customs, insurance, and adjustments remain subject to Pirate Ship and carrier rules.