

Fulfilling Orders with PirateShip

Step-by-step setup for EZFormz sellers

What you'll learn:

- How to export your open orders to PirateShip
- How to turn on **Order ID** + address columns so tracking imports cleanly
- How to export the shipment report and apply tracking back in EZFormz

ezformz.net/help#pirateship

Why the extra columns matter

PirateShip's default shipment export only includes recipient name, email, and tracking number. No Order ID, no address. That means EZFormz can only auto-match rows by email — and any tricky cases (duplicate names, missing emails) end up in the Review pile.

Turning on Order ID + the full address columns takes about 30 seconds and upgrades every import to a clean 1-to-1 match.

Important: Do this once in PirateShip — the column settings stick for every future export.

Step 1 — Export open orders from EZFormz

In EZFormz, open the form's **Received orders** page.

Click **Export CSV**. In the modal that opens, click **Download for PirateShip**.

The download includes every order that isn't already shipped/completed/cancelled. Your EZFormz order ID is placed in the **Order Number** column — don't edit it.

Step 2 — Upload to PirateShip and buy labels

1. Sign in at **ship.pirateship.com**.
2. Go to **Ship** → **Import a Spreadsheet** and upload the CSV.
3. When PirateShip asks you to map the columns, make sure **Order Number** is mapped to "Order Number" or "Reference".
4. Buy labels as you normally would.

Step 3 — Turn on the extra columns & export

This is the important one. Do it once in PirateShip and every future export will have the data we need.

How to do it:

1. In PirateShip, click the **Ship** tab in the left sidebar.
2. Click the **magnifying glass** (search) to show your previous labels.
3. Click any **column header** to open its menu.
4. Scroll to the bottom of the menu and click **Columns**.
5. Tick **all** of the following boxes:

- ✓ **Order ID** — primary match key
- ✓ **Address 1** — street
- ✓ **Address 2** — apt / suite
- ✓ **City** — address verification
- ✓ **State** — address verification
- ✓ **ZIP** — address verification
- ✓ **Country** — address verification
- ✓ **Service** — optional, useful for your records

6. Close the menu — your new columns will appear in the table.
7. Click **Export** and save the file. PirateShip gives you an Excel file (.xlsx). Upload it as-is; EZFormz reads Excel and CSV.

Tip: PirateShip remembers your column choices, so you only need to do this once. After that, every export "just works" and almost every row will land in the Ready bucket.

Step 4 — Apply tracking back in EZFormz

1. Return to the form's **Received orders** page.
2. Click **Import tracking**.
3. Choose the PirateShip file.
4. Review the preview — three buckets:

✓ **Ready to apply** Every field matched. Pre-checked — these apply when you click Apply.

■ **Needs review** Matched an ID or email but something else differs (address change, etc.) — tick to apply anyway.

✗ **No match** No corresponding order found. Shown for visibility — no action.

5. Click **Apply selected**. EZFormz writes the tracking numbers, marks each order as Shipped, and sends the shipping-confirmation email to each customer.

Tip: If all rows land in the Ready bucket, you're done in one click. That's the whole point of Step 3.

Troubleshooting

"No Tracking Number column found" error

The error message lists every column name EZFormz detected in your file. If Tracking isn't in that list, your PirateShip export didn't include it. Re-run the export after enabling the Tracking column in Step 3.

Rows landing in "Needs review"

Common causes:

- You skipped Step 3 and matches fell back to name — those always land in Review.
- The address was edited inside PirateShip (typo fix). After applying, update the EZFormz order too so future exports stay in sync.

Rows in "No match"

The name on the shipment doesn't match any order in this form (or matches multiple). Check that you're importing into the right form. If two orders share a name, use the order's date and item list to pair them up manually.

Full help docs at ezformz.net/help#pirateship