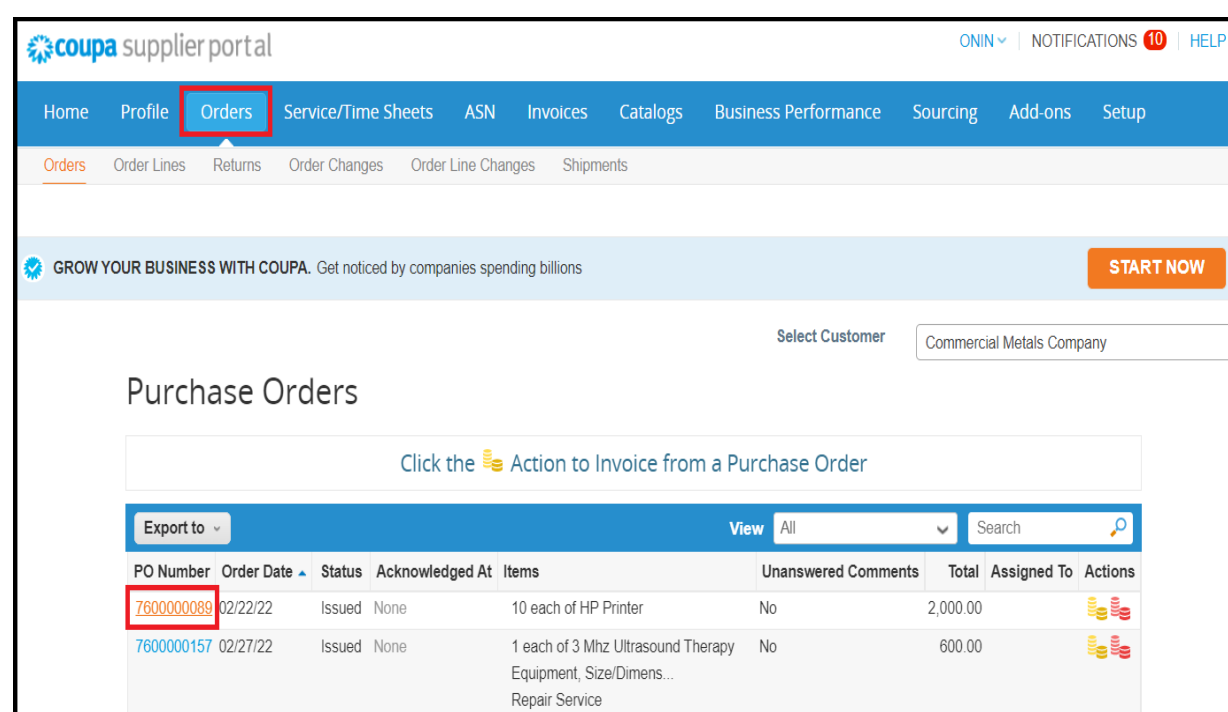


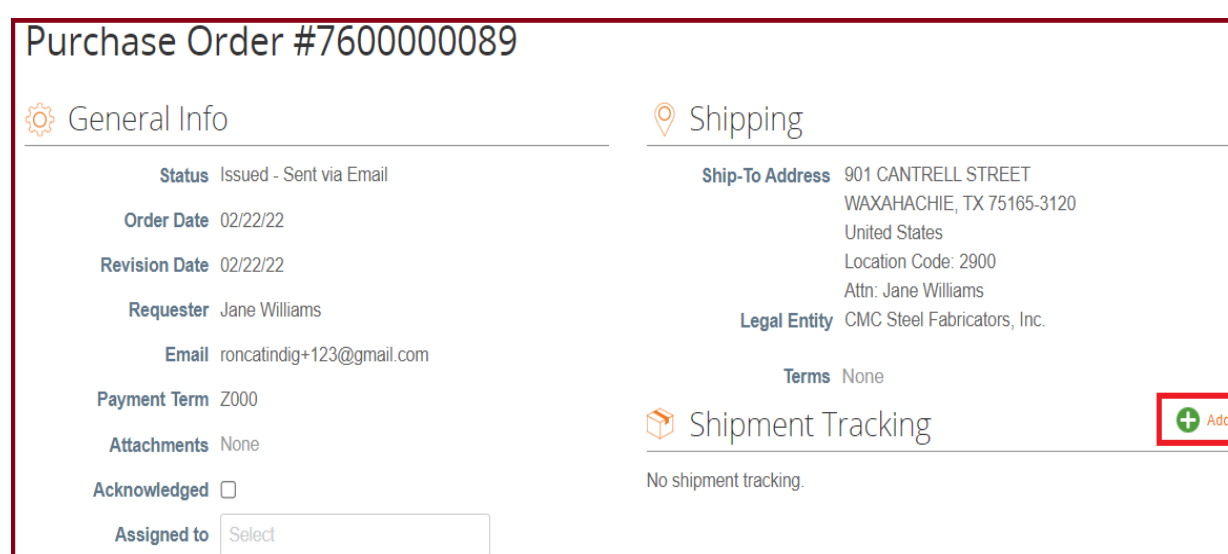
# Quick Reference Guide – Sending Shipping Notice

## How to Send Shipping Notice

1. Once logged in, click on Orders tab.
2. Search and click on the PO number.



3. Click on Add.



4. Complete the tracking details. Then, click on Save.

