

Orders to Ship are online customer orders that need to be packed for shipping. It is important to pack one order at a time, from start to finish.

CUSTOMER ORDER TO SHIP PROCESS

- 1 Open Netsuite at the Manager Station.
- 2 From the left menu, select **Complete Customer Orders**
- 3 This will display a list of all **orders/bins** ready to be packed.



The following Order directions will appear in the lower section of the order menu

NEW Print the Packing Slip For This Order!

If the order is **highlighted yellow**, a packing slip needs to be printed and included with the shipment.

! This is an In-Store Pick Up Order

In-Store Pickup orders have **priority** and should be packed first.

\$ This is an NDA order

NDA orders are **Next Day Air** and should be packed first. The customer has paid extra for shipping.

! This is a Gift Order, please white out the price on the tag before packing.

For Gift Orders, white out the price on the tag before packing.



Use Correction Tape to White Out the Price

- 4 Choose an order/bin. You can see a list of **Bin Numbers** in the **Bin Column**.

- 5 Open the order by clicking **View**

Open the order in a new tab by right clicking and choosing Open in a New Tab

TIPS

- 6 The **Item Fulfillment Page** opens for the order. **Verify** that the items picked match the order & the items are not damaged.

! **IMPORTANT**

- Remove hard sensors on items
- ✓ Check Quantities
- ✓ Check style numbers
- ✓ Check sizes

- 7 Click **Mark Shipped**

- 8 If the order was **highlighted** requesting a printed packing slip

Click **Print Shipping Label**

Print Preview:

Print

- 9 Pack the order in a box or bag (See Packing Guide)

- Choose the **smallest** package that can be used for the item.
- There are **4 types** of labels that may be printed.
- **Place** package in appropriate USPS or UPS containers for pickup.

