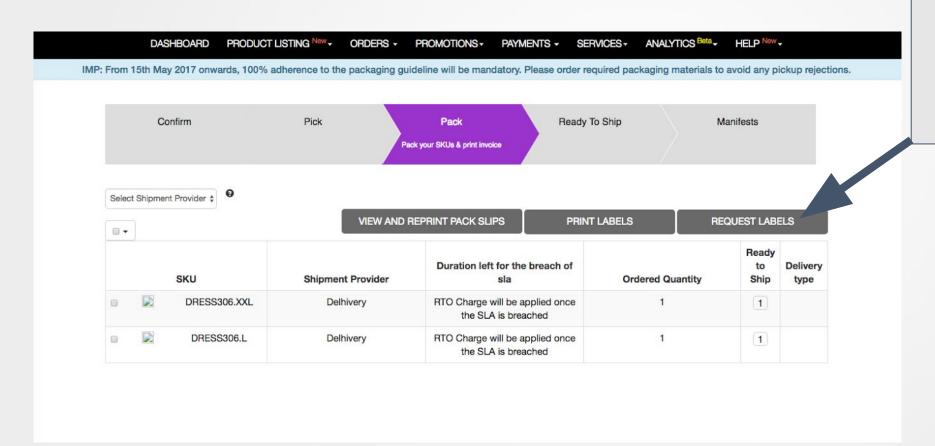
# NEW PROCEDURE PACK-SLIP/ ORDER LABEL DOWNLOAD & PRINT



#### KNOW THE NEW PROCESS

- In current process, on PACK page of order processing, there are two tabs for printing and downloading of pack-slips: a) PRINT LABELS & b) DOWNLOAD LABELS
- In the new process, DOWNLOAD LABELS tab will be replaced by REQUEST LABELS



#### **DOWNLOAD LABELS**

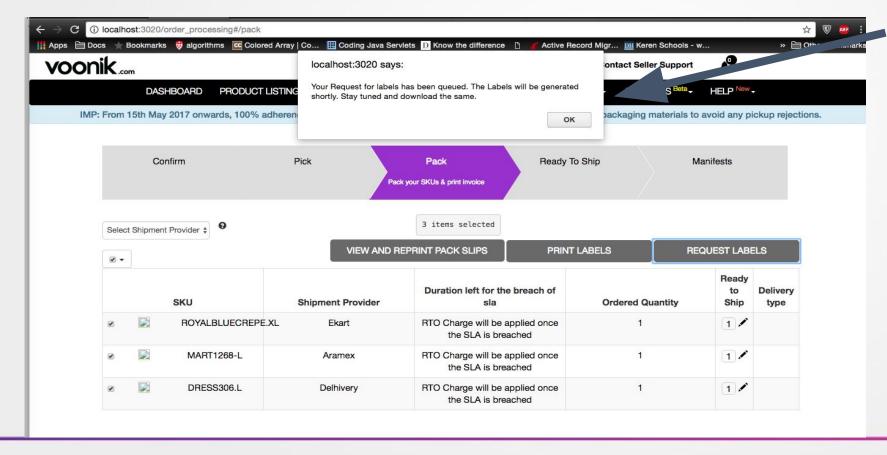
is being replaced by

**REQUEST LABELS** 



#### EASE OF USE

- In current process, if you click on PRINT LABELS, a new tab gets open on your computer and invoices gets downloaded, you need to wait
  until complete downloading process gets completed
- In the new process, a new tab will get open on your computer with a blank page and invoices can be downloaded, once the invoice processing is complete. This process will help in avoiding partial invoice downloading
- In pack state, click on **REQUEST LABELS** to download & print pack-slips
- A popup will appear & VIEW AND REPRINT PACKSLIPS will get open in new tab

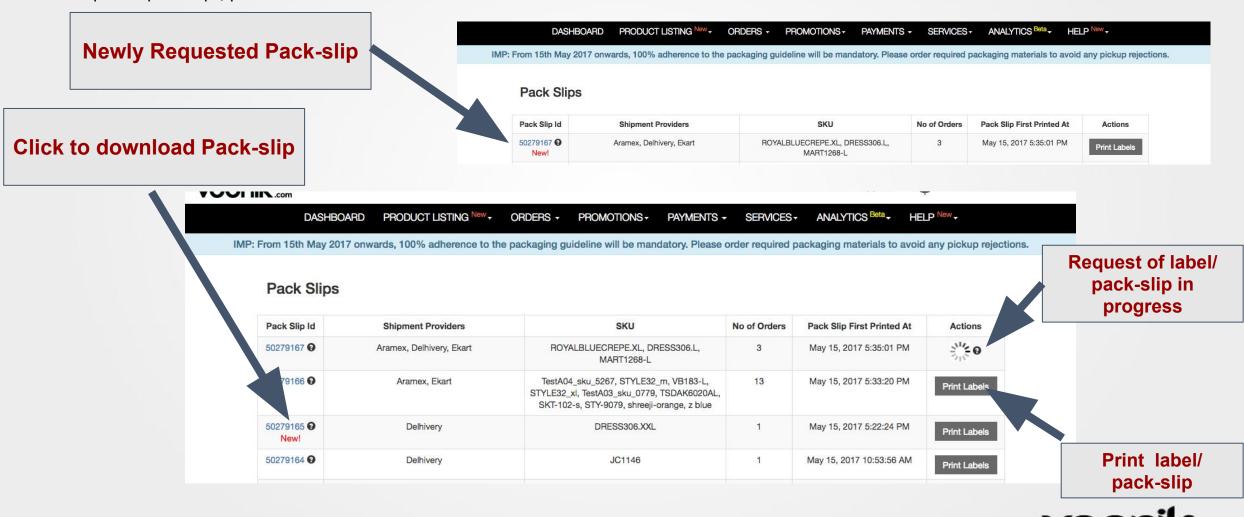


Read the popup message



### **HOW TO DOWNLOAD & PRINT LABELS?**

- Newly requested pack-slips will be highlighted as New!
- You will be able to download pack-slips by clicking on the pack-slip ids
- To print a pack-slips, please click on PRINT LABELS



## **THANK YOU**

Please write to Seller Support Team for any assistance

SS TICKET can be created by clicking on CONTACT SELLER SUPPORT on the Seller Panel

