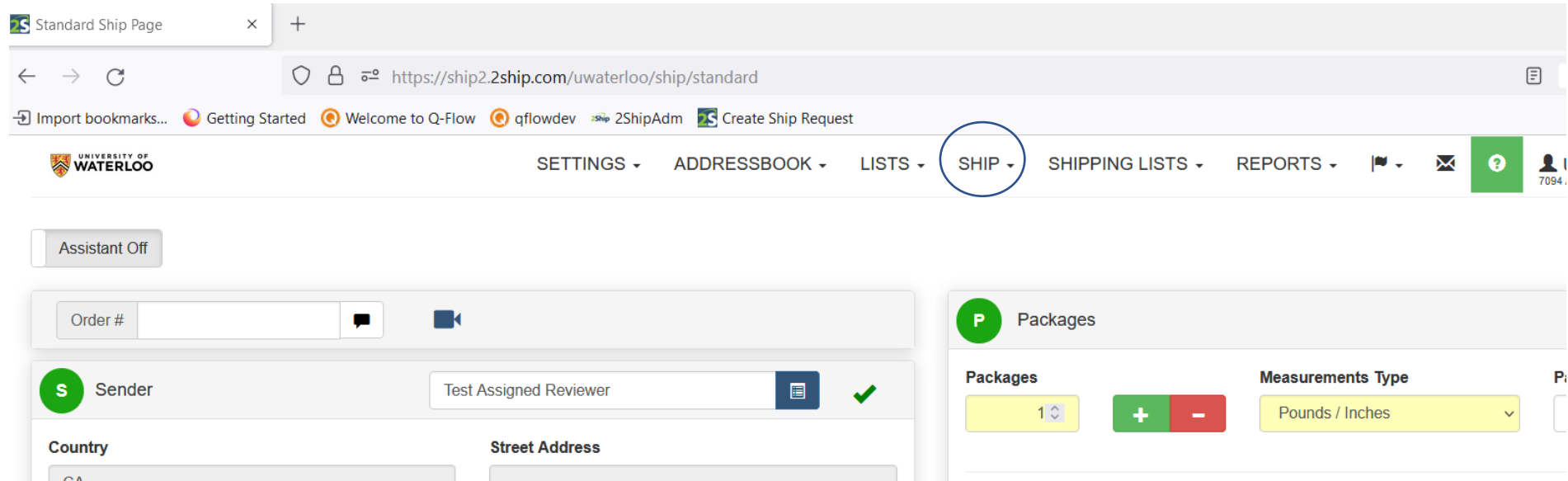


To: Assigned Reviewers

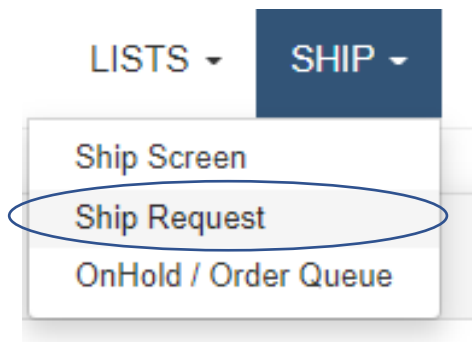
In addition to the Ship Requestor's documentation and video, please be advised that when you login to 2Ship you will be seeing a different menu. It will look like Screenshot 1 below.

Please Click on the "Ship" menu drop down and select "Ship Request" as seen in Screenshot 2. This will take you to the start of the ship requestor's video and documentation.

Screenshot 1

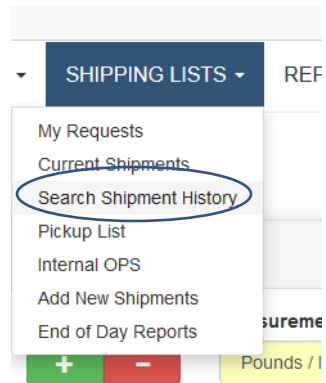


Screenshot 2



How to View Shipment History

In order to view shipment history, go to Shipping Lists → Search Shipment History



Enter desired Shipment Filters- hit Search

