

HOW TO TRACK YOUR SHIPMENTS

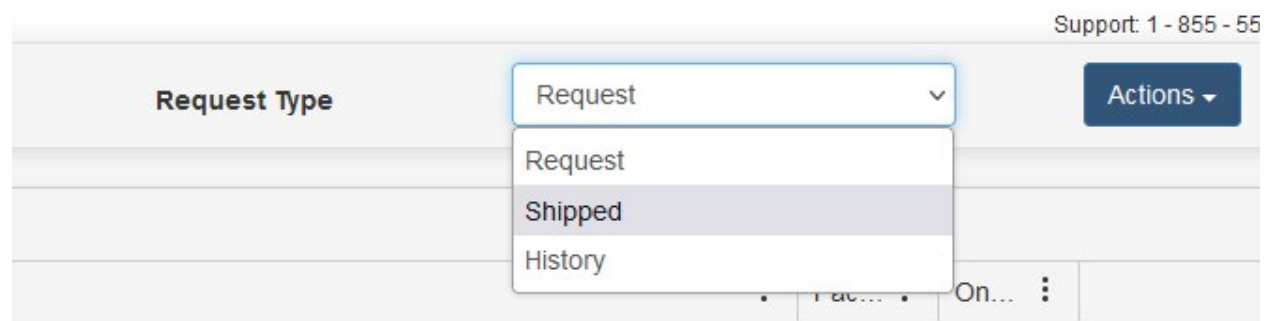
STEP 1.

Once logged in to 2Ship, at the top of the page Click on “My Requests”.



Step 2.

Beside “Request Type” there is a drop down. Click on drop down and choose your option you want to search. **NOTE:** Definitions of your options in drop down (Request- Shipped- History) are defined below the picture. Most of the time you will be selecting “History”.



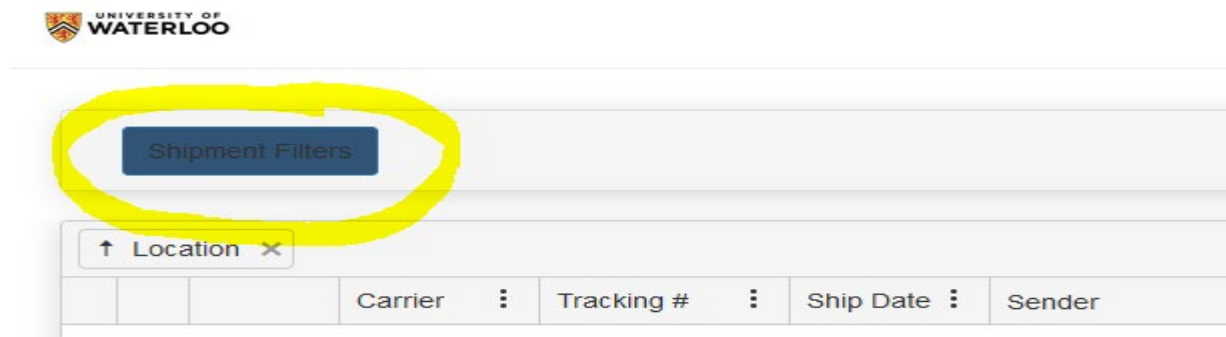
Request- ship requests you have created that have not been shipped by Central Stores Shipper

Shipped- ship requests that have been shipped by Central Stores Shipper on today's current date.

History- ship requests that have been shipped by Central Stores Shipper before today's current date.

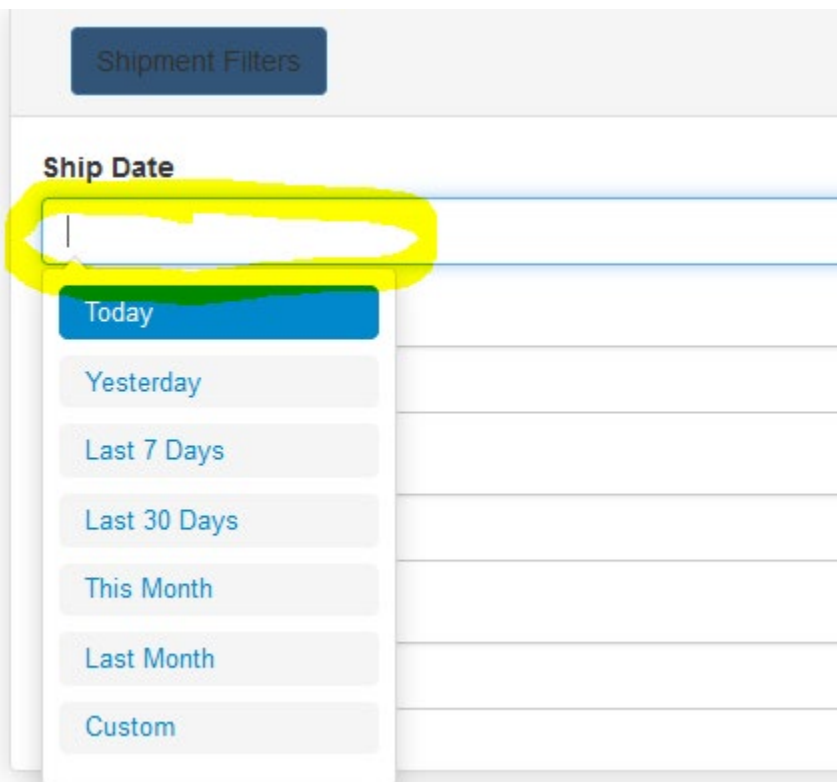
Step 3.

Once you have selected your option in Step 2 you will then need to click on “Shipment Filters”



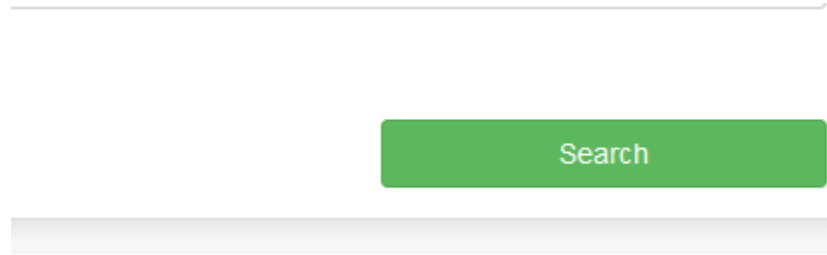
Step 4.

Then click in the empty box underneath “Ship Date”. Once you click in the empty box below “Ship Date” a drop down will appear. Select the option in drop down that best suits the time frame in which you sent packages. **NOTE:** if you select “Custom” an actual calendar will appear that you can select a start and finish date.



Step 5.

After you select your option in Step 4 (for example- “Last 30 Days”) you will click on the green “Search” button located middle of page on the far-right hand side.



Step 6.

After clicking the green “Search” button a list of your shipments will appear for the “Ship Date” range you selected in Step 4.

Step 7.

Find the shipment you are looking for in the list. There is a column that has the tracking number listed. If you click on the actual blue tracking number, it will take you to the couriers website and provide live up to date tracking information.

	Order #...	Shi...	Carrier	Tracking #	Sender
Main University Ave					
	24291360	Shipped	11 - Purolator	334324224776	University of Waterloo Trevor Beatson CA ON Waterloo N2L3G1
				Count: 1	