

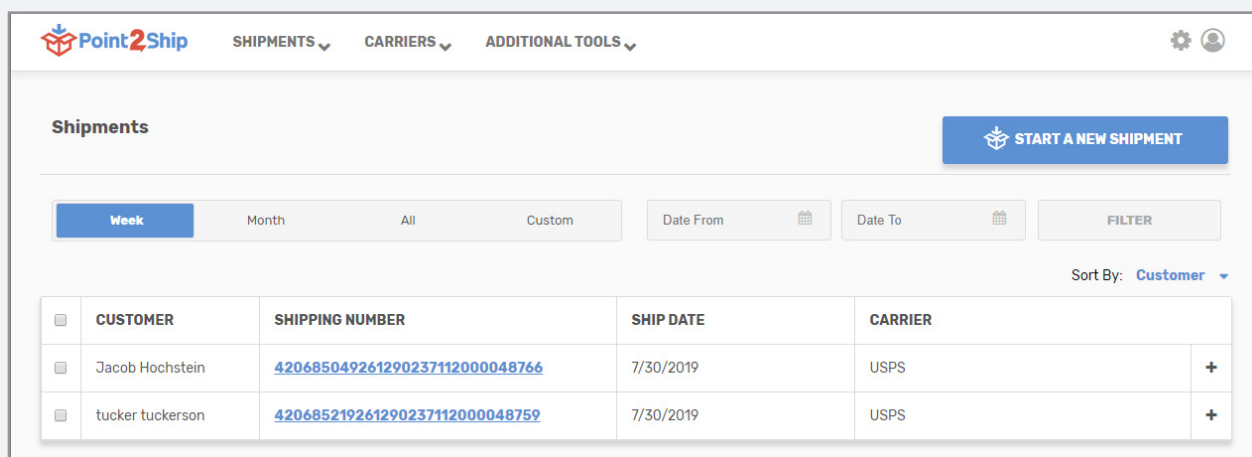
HOW TO USE Point2Ship

POINT2SHIP

Point2Ship is a service to help you find the best shipping method for small packages and boxed parcels. It's ideal for sending parts and small attachments through carriers such as UPS, DHL, USPS, Fed Ex, Purolator, and so on. To get started with Point2Ship, contact your Sandhills representative.

Contents

- Settings
- Shipping
- Carriers




The screenshot shows the Point2Ship web interface. At the top, there is a navigation bar with the Point2Ship logo, 'SHIPMENTS', 'CARRIERS', and 'ADDITIONAL TOOLS' dropdown menus, and a settings/user profile icon. Below the navigation bar, the main content area is titled 'Shipments' and features a 'START A NEW SHIPMENT' button. There are filter tabs for 'Week', 'Month', 'All', and 'Custom', along with 'Date From' and 'Date To' date pickers and a 'FILTER' button. The 'Sort By' dropdown is set to 'Customer'. A table displays the following data:

<input type="checkbox"/>	CUSTOMER	SHIPPING NUMBER	SHIP DATE	CARRIER	
<input type="checkbox"/>	Jacob Hochstein	420685049261290237112000048766	7/30/2019	USPS	+
<input type="checkbox"/>	tucker tuckerson	420685219261290237112000048759	7/30/2019	USPS	+

Settings

Click Point2Ship's Settings icon (a gear) at the upper right corner to do a little initial setup. Enter your company's address and handling fee you plan to use most often, and click **Save Settings**. If there are customers or branch locations you're likely to ship items to on a regular basis, click Add New Address and enter their shipping address. This way, you can choose each address from a list later, and only have to type it in once.

 SHIPMENTS ▾ CARRIERS ▾ ADDITIONAL TOOLS ▾ ⚙️ 👤

Settings

General Settings























Default Origin Address

Default Handling Fee

Default Rate Sort ▾







SAVE SETTINGS


Addresses

Lincoln Residential Address   10001 SWEET WATER RD LINCOLN, 68527 USA	Work   120 West Harvest Dr. Lincoln, 68521 USA	SmartEquip   20 GLOVER AVE STE 5 NORWALK, 06850 USA	Toronto   11 APPLEDALE RD ETOBICOKE, M9B 5G5 Canada
Montreal   3971 AV KINDERSLEY MONTREAL, H4P 1K7 Canada	Vancouver   1633 11TH AVE E VANCOUVER, V5N 1Y8 Canada	Purolator Headquarters   2727 MEADOWPINE BLVD MISSISSAUGA, L5N 0E1 Canada	Jacob   10001 Sweet Water Road Lincoln, 68527 USA
New Address   5241 Garland Street Lincoln, 68504 USA	Alaska   131 Ocean Park Dr Anchorage, 99515 USA	Hawaii   3249 Diamond Rd Honolulu, 96815 USA	

ADD NEW ADDRESS

Shipment Boxes

SmartEquip   Length: 4" Width: 4" Height: 2" Handling Fee: \$1.5	SmartEquip 1   Length: 8" Width: 5" Height: 3" Handling Fee: \$0	New Box   Length: 12" Width: 12" Height: 6" Handling Fee: \$0
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Carrier Boxes 

ADD NEW SHIPMENT BOX

New Predefined Box ✕

Box Name

Length: Width: Height:

Handling Fee

Used For Order Processing

CONTINUE CANCEL

To add a custom box size to your list of parcel options, find the box under Shipment Boxes and click its Edit icon (a pencil), or click **Add New Shipment Box** to enter a new box size. Select **Used For Order Processing** at the bottom, enter the box's size and other info, and click Continue.

If the box is a standard offering from a carrier, such as a USPS Small Flat Rate Box, click **Carrier Boxes** to show the available options. Click the gray icon at the upper right to make a box available to you for shipping later on.

Shipment Boxes

SmartEquip ✎ ✕ Length: 4" Width: 4" Height: 2" Handling Fee: \$1.5	SmartEquip 1 ✎ ✕ Length: 8" Width: 5" Height: 3" Handling Fee: \$0	New Box ✎ ✕ Length: 12" Width: 12" Height: 6" Handling Fee: \$0
Carrier Boxes ⌵		
USPS - Small Flat Rate Box ⌵ Length: 8.625" Width: 5.375" Height: 1.625" Handling Fee: \$0	USPS - Medium Flat Rate Box - 1 ⌵ Length: 11" Width: 8.5" Height: 5.5" Handling Fee: \$0	USPS - Medium Flat Rate Box - 2 ⌵ Length: 11.875" Width: 3.375" Height: 13.625" Handling Fee: \$0
USPS - Large Flat Rate Board Game Box ⌵ Length: 23.6875" Width: 11.75" Height: 3" Handling Fee: \$0	FedEx - Small Box - 1 ⌵ Length: 12.25" Width: 10.9" Height: 1.5" Handling Fee: \$0	FedEx - Small Box - 2 ⌵ Length: 8.75" Width: 2.63" Height: 11.25" Handling Fee: \$0



Shipping

When you're processing a retail AddAShop order, and you are set up to use Point2Ship, the Process Order task will ask whether you want to use it to ship the item(s). This question will not appear if you are not set up with Point2Ship.

If the item is too big to send as a parcel—if it's over 150 pounds or more than 165 inches in length and girth—do not select this item to process. Answer **No** if you prefer to use your own shipping method. The task order will ask you to enter the shipping details yourself on a Shipping/Tracking Information page.

Order Form: Directional Function

Task Order ID: 268780

Step: Order Processing

Name: Process Order - 300 2019-07-30 17:07:46

Would you like to process this order through Point2Ship? *

Yes ▼

To use Point2Ship to process your retail order, select all of the items you would like to place in a shipment(s). Enter the correct length, width, and height of each item in inches, so Point2Ship can determine how many of each item can go into each parcel.

If you've already packed an item in a shippable container/parcel, please uncheck its **"Requires Packaging 2"** box. This will create a single shipment for the item.

Special Note: If an individual item is grayed out, this means shipping dimensions can't be saved for the particular item and it can't be processed through Point2Ship.

Process Order Items

Order Items

Select the items you would like to ship with Point2Ship.

<input checked="" type="checkbox"/>	Item	Quantity	Length (in.)	Width (in.)	Height (in.)	Requires Packaging 2
<input checked="" type="checkbox"/>	4J9352 CATERPILLAR	1	<input type="text" value="20"/>	<input type="text" value="10"/>	<input type="text" value="5"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4J6889 CATERPILLAR	1	<input type="text" value="10"/>	<input type="text" value="8"/>	<input type="text" value="6"/>	<input checked="" type="checkbox"/>

← Submit Later →



Point2Ship SHIPMENTS CARRIERS ADDITIONAL TOOLS

Start A New Shipment

Origin Address

Search Saved Addresses
Sandhills Global, 120 W Harvest Drive, Lincoln

Street: 120 W Harvest Drive Building / Apt #: []
City: Lincoln State or Province: Nebraska Postal Code: 68521 Country: USA

Origin Contact

First Name: [] Last Name: []
Web: [] Team: []
Company Name: Web Team Phone Number: +18338854475 Email: test@webtest.com

Destination Address

Search Saved Addresses
Enter Name, Street, Zip...

Street: [] Building / Apt #: []
City: [] State or Province: [] Postal Code: [] Country: []

Destination Contact

Contact Search
Enter Contact Name

First Name: [] Last Name: []
Company Name: [] Phone Number: [] Email: []

Package Information










Search Saved Boxes
USPS - Medium Flat Rate Box - 2 (11.875 x 3.375 x 13.625)

Shipment Name: CAT valve Shipment Description: CAT forklift valve BR549
Shipment Value: 125.00 USD Handling Fee: 3.00 USD
Dimensions (length x width x height): 11.875 3.375 13.625 inch Weight: 4 pound

CONTINUE Cancel

Point2Ship will pull in information from the order and create a drafted shipment. The system will determine how many of each item can fit into a particular box size. If an item is too large to fit into one of the Parcels indicated for Order Processing, Point2Ship will create a drafted shipment for that piece by itself. Your Shipping/Fulfillment department will then need to enter the parcel dimensions under Package Information.

Start A New Shipment

SERVICE	EST. TRANSIT TIME	RATE
 USPS Parcel Select Ground™	No Rush	7.81 USD
 USPS Priority Mail®	Next Day	7.91 USD
 FedEx® Ground	No Rush	12.59 USD
 FedEx Express Saver®	3 to 5 Day	21.82 USD
 FedEx 2Day®	2 Day	26.13 USD
 USPS Priority Mail Express®	Next Day	27.34 USD
 FedEx 2Day® A.M.	2 Day	27.68 USD
 FedEx Standard Overnight®	Next Day	43.67 USD
 FedEx First Overnight®	Next Day Morning	78.14 USD

*Rate prices are estimates. Actual cost may vary.

[Cancel](#)

Depending on the box you choose, you may also have a choice of shipping methods and speeds, each with its own cost. Box options include carrier-specific sizes as well as editable generic boxes, each of which will have varying dimensions and shipping costs. Refer to the Settings section above to add or remove box sizes from the list.

PREDEFINED PARCELS	LENGTH	HEIGHT	WIDTH
USPS - Small Flat Rate Box	8.625"	1.625"	5.375"
USPS - Medium Flat Rate Box - 1	11"	5.5"	8.5"
USPS - Medium Flat Rate Box - 2	11.875"	13.625"	3.375"
USPS - Large Flat Rate Box			
USPS - Large Flat Rate Board Game Box			

Shipment Boxes

Square Box

Length: 12"
 Width: 12"
 Height: 12"
 Handling Fee: \$0

Long Box

Length: 55"
 Width: 12"
 Height: 8"
 Handling Fee: \$1.25




After you select a shipping method and box size(s), Point2Ship will generate the appropriate shipping label for you to print out and tape to the package. Click **Email Label** if you'd like to send it to the buyer or your shipping department.

Point2Ship SHIPMENTS CARRIERS ADDITIONAL TOOLS

sn1
sd1

Origin 120 West Harvest Dr. Lincoln, Nebraska 68521, USA	Destination 111 W Harvest Dr Lincoln, Nebraska 68521, USA	Shipping Service USPS Parcel Select Ground™
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Shipping	Add Ons	Subtotal
7.51 USD	0 USD	7.51 USD



U.S. POSTAGE PAID
Not Valid Test Label
ePostage

USPS PARCEL SELECT GND™

SMARTEQUIP SMARTEQUIP Ship Date: 07/30/19
SMARTEQUIP Weight: 3 lb 0 oz
120 W HARVEST DR 0000
LINCOLN NE 68521-4408

R031

TUCKER TUCKERSON
TEST COMPANY
111 W HARVEST DR
LINCOLN NE 68521-4408

USPS TRACKING # EP

Order Form: Point2Ship Order Processing
Task Order ID: 268780 Step: Order Processing Name: Process Order - 300 2019-07-30 17:07:46

EMAIL LABEL

Point2Ship Shipment List

Click the following links to complete your shipments within Point2Ship.

Shipment Link

[Point2Ship Shipment - 183](#)

Make sure all order items have been processed, including items not processed through Point2Ship.

Clicking Next Will Complete Processing This Order! *

If you would like to hold the order, please click Submit Later.

Finally, you'll see a link to the shipment in process and have the opportunity to complete the order.

If there are other items in the order for which you're not using Point2Ship, such as heavy equipment requiring trailer transport, **be sure to process and ship those items before you click Next.** Completing this step indicates that you're done processing the entire order.



Point2Ship's Shipments tab includes a **View Shipments** option. This provides an overview of your packages, their tracking numbers, and the carrier you chose for each. Click a shipment to view its details.

You can also reach Point2Ship's Shipments list by clicking the AddAShop Dashboard's Shipping tab.

SHIPMENTS ▾ CARRIERS ▾ ADDITIONAL TOOLS ▾

Shipments

[START A NEW SHIPMENT](#)

[Week](#) [Month](#) [All](#) [Custom](#) [FILTER](#)

Sort By: **Customer** ▾

<input type="checkbox"/>	CUSTOMER	SHIPPING NUMBER	SHIP DATE	CARRIER	
<input type="checkbox"/>	Jacob Hochstein	420685279261290237112000048711	7/30/2019	FedEx	+
<p>Package Contents 12345</p> <p>Shipping Address 10001 SWEET WATER RD LINCOLN, Nebraska 68527</p> <p>Tracking Number: 420685279261290237112000048711 Shipping Provider: FedEx Estimated Arrival: 7/30/2019</p> <p>VIEW SHIPMENT LABEL</p>					
<input type="checkbox"/>	Jacob Hochstein	794631690210	7/30/2019	FedEx	+
<input type="checkbox"/>	Jacob Hochstein	794631667483	7/30/2019	FedEx	+
<input type="checkbox"/>	Jacob Hochstein	794631664977	7/30/2019	FedEx	+



To schedule a pickup, click **Schedule A Pickup** under Point2Ship's Additional Tools tab. You'll be able to specify carrier, item(s) location, destination, time/date of availability, and more.

Point2Ship SHIPMENTS ▾ CARRIERS ▾ ADDITIONAL TOOLS ▾

Schedule A Pickup

Who's picking it up?

Select Your Carrier: Select Your Service:

Who is the contact for this pickup?

First Name: Last Name:
Company Name: Phone Number: Email:

Where is the destination?

Select Destination Country:

Where is the pickup occurring?

Search Saved Addresses:

Street: Building / Apt #:
City: State or Province: Postal Code: Country:

Where will you leave the package(s)?

Package Location:

When would you like to schedule the pickup?

Preferred Time: Latest Time: Date:

How many packages are being picked up?

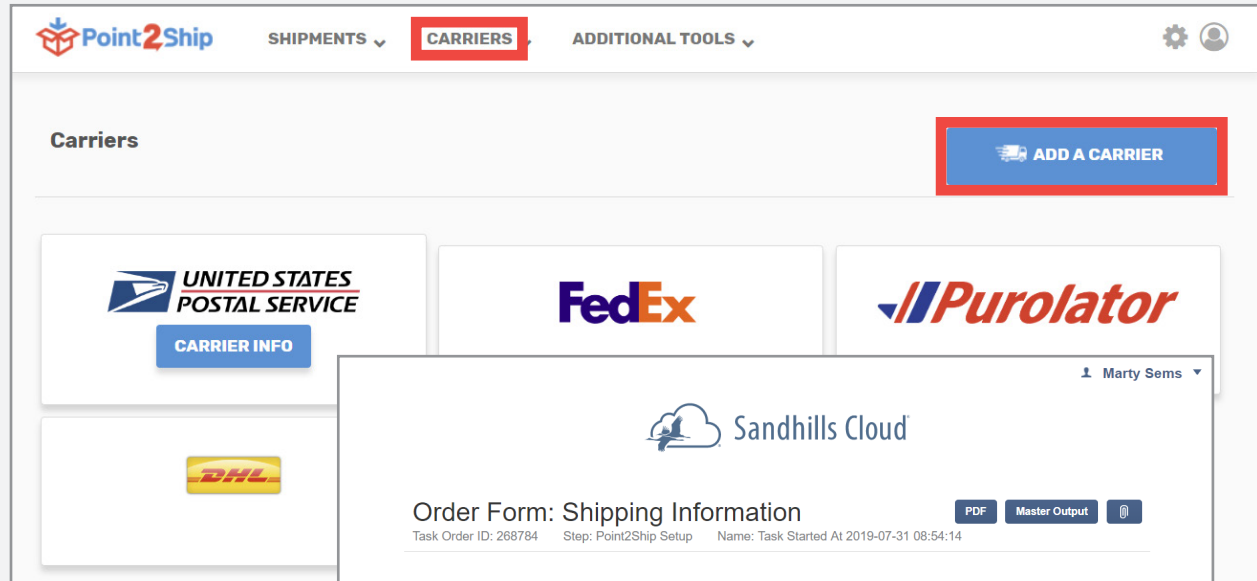
Total Number of Items: Estimated total weight*:

* Round the estimated total weight to the nearest whole number.

SCHEDULE A PICKUP Cancel

Carriers

Click **Carriers** to review the shippers you're set up with. The **Add A Carrier** button lets you add another. A form will ask you for the carrier you'd like to add and the name of the person who handles your shipping/fulfillment.



You'll also enter your markup fee as a percentage of the shipping cost. This important fee is what your company charges for handling the shipment. For example, if the shipping fee on an item is \$10, and your markup fee is 10%, the total checkout cost for shipping and handling will be \$11 (\$10 + \$1).

Finally, you'll enter your credit/debit card info for payment to the carrier, your billing address, and your currency preference. Finish out the step when you're done.

↑ Marty Sems ▾

Order Form: Shipping Information

Task Order ID: 268784 Step: Point2Ship Setup Name: Task Started At 2019-07-31 08:54:14

Point2Ship Vendors
Select your company's Point2Ship vendors: *

<input type="checkbox"/>	Vendor Name	Vendor Type	Status
<input type="checkbox"/>	USPS	Shipper	ACTIVE
<input type="checkbox"/>	Unico	Insurer	ACTIVE
<input type="checkbox"/>	FedEx	Shipper	ACTIVE
<input type="checkbox"/>	Purolator	Shipper	ACTIVE
<input type="checkbox"/>	UPS	Shipper	ACTIVE
<input type="checkbox"/>	DHL Express	Shipper	ACTIVE

Primary Shipping Contact
Select a primary contact for Sandhills Global. *
Sandhills Global will contact this user for any shipping related questions/issues.

Enter markup percentage for retrieving shipping rates: *
(Customer Facing Shipping Rates)
Ex. Carrier Rate = \$10.25
Markup Percentage = 5%
Rate Value Returned = \$10.76

Would you like to update billing information? *

Would you like to update your markup percentage? *

Click Next to continue.