**Locate Packing Slips**

**Purpose:**

* This Job Aid illustrates how to locate packing slips.

**Steps:**

1. Enter your credentials, i.e. **Email** and **Password***.* Then select the **SUBMIT** button.



1. Select **My Account.**



1. In the **MY ACCOUNT** menu, select **Order history.**



1. Under the **Packing Slip #** column you will see the available Packing Slip # for each order. To view the packing slip details, select the Packing Slip #.





1. The **ORDER DETAILS** Screen will be visible. You can view the SHIPPING DETAILS, SHIPPING FROM location, and Item Details.





