

Got Fulfillm

Documation's Distribution Centre is the Fulfillment Solution for You!

By Laurene Burchell

It's all about saving time, space and money for Documation customers who use our fulfillment services. Access to Documation's user-friendly, web-based Distribution Centre allows you to:

- > Place orders
- > Review order status
- > Review inventory levels
- > Generate Reports

One of the newest perks of being a Documation customer is that you are entitled to make use of our dedicated fulfillment services. That means if we produce it, we will also store it, keep track of inventory and ship it wherever you designate.

Why use Documation's fulfillment services?

If you are currently storing your print and digital media in your own limited space and taking your employees away from their jobs to spend hours locating, packing and shipping orders, consider the true costs in time and money.

And another thing: Right now, do you know on any given day what your print inventory levels are? Would you like to be able to easily track a package for a client on the phone and relay information directly from the carrier?

Now you can! As a Documation printing customer, you can access the same system we use to place orders, review order status, review inventory levels,

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Distribution Centre login. Contact your Account Representative to set up your account.

and generate reports; all right now from your own office. Just click on the new Distribution Centre link at www.documation.com.

Documation makes it easy to accomplish all of these things from your desktop.

Once you're logged on to www.documation.com, you can access your data by entering your e-mail address and a password. (See Screen 1 below.) Then just use the Navigate tool to submit a Finished Goods (F.G.) order, view F.G. orders already placed in the system or review F.G. status. (See Screen 2.)

2



Once logged in, the Navigate Tool allows you to submit orders, review existing orders and review inventory levels.

Place Orders

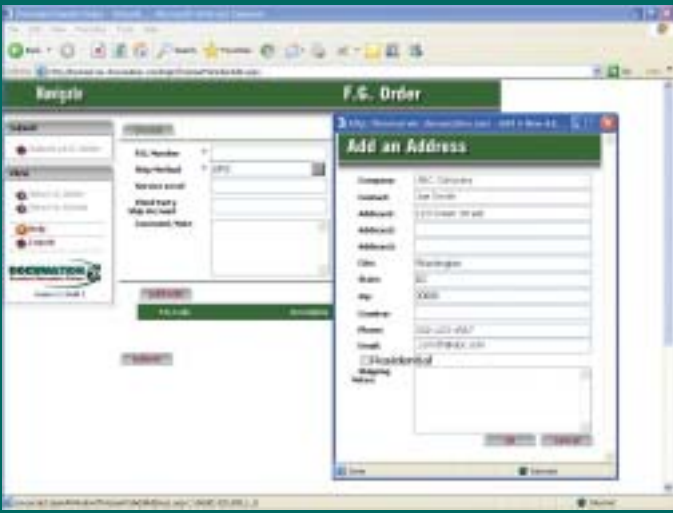
To submit an order, just fill in complete details and delivery instructions on the forms as directed. You are able to assign P.O. numbers, select a ship method and ship under a third party ship account. The "Shipping Notes" area allows you to give Documation additional information regarding specific shipping requirements. (See Screen 3.) Ship-to addresses will be saved into the system for quick retrieval if needed in

3



Place your finished goods order and communicate important shipping instructions to Documation.

4



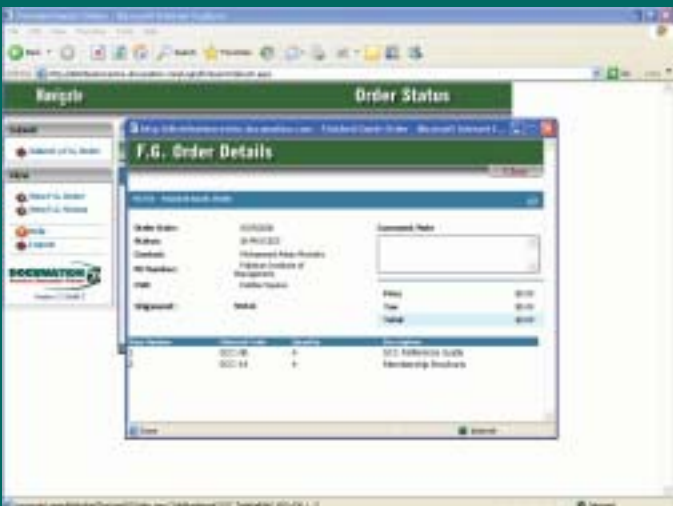
You may add a new address, edit or choose an existing address to ship to.

5



Choose from F.G. items and quantities that are to be included for this order.

6



You may review the details of all orders placed.

the future. You also have the ability to edit those addresses. (See Screen 4.) To complete the order, you will select items from the F.G. listing and enter requested quantities. (See Screen 5.) Once you've entered the order, you will receive an e-mail response that will show you all the information entered. It will also flag your Account Representative that an order has been placed.

Orders placed by noon central time will be shipped out the same day. All orders placed after noon will be completed and shipped the next business day. Here's another benefit: Documation's contracted rates with shippers such as Federal Express and UPS are heavily discounted because of Documation's package volume. Those savings are passed along directly to your organization!

Review Order Status

The Order Status area allows you to review all orders that have been placed in your account. By clicking on a specific order number, you are able to review its details. (See Screen 6.) Information needed includes the ship address, any notes you may have entered, the ship date, ship method, ship level and how many packages are included in this order. It will also provide you with the shipment tracking number, which can be easily copied and dropped in the shipper's website for immediate shipment status. (See Screen 7.)

Review Inventory Levels

The Finished Goods area allows you to ensure that your inventory levels are sufficient.

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