

Updated on June 6, 2022

This app will allow you to create the drop ship template required by PCNA to process a Leed's order with more than 10 drop ship addresses.

Step 1: Enter and validate your drop ship addresses

PCNA.	Home Masters	i How To		gcommodarogilesdaword.com Drop Shipment System User
PCNA Drop Ship Address Validation Tool Step I: Enter & Validate Your Addresses Download the template be	low to get started			
Addresses		Shipment	Items	Summary
		-		
Download Address Template Upload My Addresses				Clear All Add an Address

From this page you have the option of either uploading your drop ship address list from a spreadsheet using the provided template or manually adding the addresses to each tile. Uploading a spreadsheet using the provided template will be the fastest route.

To download the template click on the button

Download Address Template

When you click on this button the downloaded spreadsheet will appear at the bottom left side of the page, click on it to open the template.

The spreadsheet will have 8 columns that will need to be filled for each drop ship address, see below table with columns name and character limitations

Column Name	Description	Character
		limitation
Company	Ship to Company Name	65
Attention	Ship to Person's Name	35
Address 1	Ship to address	35
Address 2	If needed due to character limitation, this field can also be	35
	used to input a phone number for international addresses	
City	Ship to City	35
State	Ship to State	29
Zip Code	Ship to Zip Code	11
Country	Ship to Country	21

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CI	ipboard 5		Font		Гъ		Alignmer	nt	Гъ	Nu
A	L	▼ : ;	×	f _x Co	mpany					
	А	В	С	D	E	F	G	н	1	J
1	Company	Attention	Address 1	Address 2	City	State	Zip Code	Country		
2										
3										
4										
5										
~										



Updated on June 6, 2022

Please be aware that for international addresses you are required to include the recipient phone number in the "Address 2" field.

Once you add all the drop ship addresses for your order in the spreadsheet, save the spreadsheet to your machine, this will allow you to upload the drop ship addresses to the app.

To upload the template to the app click on the following button

Upload My Addresses

The following pop up window will appear, click yes to clear all previously entered data.



Please be aware that the app can only process a max of 500 addresses at a time, for orders with more than 500 drop ship addresses you will have to split your addresses in multiple templates.

Once The Yes button is clicked, the next screen will be the open pop up window that will allow you to select the spreadsheet with your drop ship addresses. Find and click on the file that needs to be uploaded and make sure it is in the bar that states "File Name".

Then click "Open"

	• • • • •			
	🖬 Test 20 addresses	09/09/2021 3:48 PM	Microsoft Excel C	2 KB
	Test 50 addresses	09/09/2021 3:41 PM	Microsoft Excel C	5 KB
	💶 Test 500 addresses	08/31/2021 5:28 PM	Microsoft Excel C	43 KB
	💶 Test 700 addresses	08/18/2021 9:07 AM	Microsoft Excel C	60 KB
~	📙 Training Dept Public Access - Shortcut	09/21/2021 10:25	Shortcut	1 KB
File nan	ne: Test 20 addresses			→ Microsoft Excel 0
				Open

Once the file has been uploaded, each address will be shown in a tile format.

If necessary you can click to clear all previously uploaded addresses and start from the beginning.
You can also click on Address to manually add an address tile at the end of the page.



to activate the address

Updated on June 6, 2022

the list.

Once all drop ship addresses are uploaded into the app click on validation. A mossage "Loading," will appear in the middle of the scroop

validation. A message "Loading.." will appear in the middle of the screen, this is to let you know that the app is in the process of validating the addresses you entered against major US carriers databases such as USPS and UPS. Only US addresses will be validated.

Once the validation is completed a message will appear below the "Download Address Template" button to indicate the number of addresses validated and the number of addresses that were found as incorrect

Download Address Te	emplate	Upload My Addresses
Total Addresses : 20	Incorrect : 3	View

If you click on the app will bring you to the first address card with an incorrect address.

Invalid address	
Company	Attention
Global Sourcing Connection	Donald R Keen Jr
Address 1	Address 2
17339 Riverside Dr Ste B	Address 2
City	Zipcode
Vansant	24656
State	Country
VA	US
	Keep Remove

This means that this address was not found on any of the major carriers database. Please reach out to your customer to receive the correct address before proceeding. If would would like to proceed

	Remove	
without the invalid address you can click on		. This will remove the invalid address from

Keep

If you would like to keep the address as it is you can click on . This will prevent the app to flag this address as invalid. Please be advised that if you submit an invalid address there is a chance PCNA will not be able to deliver the drop ship and you might incur additional charges.



Updated on June 6, 2022

In some instances the app will flag the address as valid and will adjust it automatically to match the address found in the US carriers database. In this case the app will show on top of the card the original address details so that you can compare it with the adjusted address. If you do not want to proceed with the validated address, you have the option to revert to the original address you submitted by clicking the button "Use Original". We recommend that you keep the validated address and do not revert to your original address.

Original address details	Use Original
Address 1: 2610 Lake Cook Rd Address 2: Ste 190 City : Riverwood	oods Zip Code : 60015 State : IL Country : US
Company	Attention
Global Sourcing Connection	Sarah Lunn
Address 1	Address 2
2610 LAKE COOK RD	STE 190
City	Zipcode
DEERFIELD	60015-5710
State	Country
IL	US
	Remove

Once you are finished reviewing all addresses including clicking "Remove" or "Keep" for each

flagged invalid access, click on



at the bottom right of the page to advance to Step 2



Updated on June 6, 2022

Addresses			Shipment	Items	Summary
Shipment Method Billing Account		Search : Search	address details	Search C	Clear Search
Billing Account				(Clear Selection
		Select Address(es)	Company	Address Details	Billing Details
			Global Sourcing Connection	Company: 00bol Sourcing Connection Attention: Sucon K Loughter Address 1: US WithOLDS SCHOOL RD Address 2: City: AD-EVILLE State: HC . Zp Code: 28803-8509 Country: US	
			Global Sourcing Connection	Company: Global Sourcing Connection Attention: Cothy M.James Address1: 453 Emmos Grove Rd Address 2: City: Flatcher State: HC 28p Code: 28722 Country: US	
Apply To S	elected		Global Sourcing Connection	Company: Blobal Sourcing Connection Attention: Honnie Mitingle Address 1: 211 Rondy Dr. Address 2: City: Hondursonville State: HC Zip Code: 28791 Country: US	
			Global Sourcing Connection	Company: Olibol Sourcing Connection Attention : Soroh Lunn Address 1: 260 LAKE COOK KD Address 2: STE 180 City : DEERFELD State : K Zip Code : 600%-570 Country : US	

Step 2: Select a shipping method for each drop ship address

In this page you will be asked to assign a shipment method to each drop ship address previously entered.

If you want to use the same shipment method for all drop ship addresses click the box right below the text "Select Address(es). This will atumatically select all drop ship addresses previously entered.

owing : 20/20 Se	elected : 0 Error : 0	□ Only Show In	complete
	Clic	k on the first box to select all addresses	Clear Selectio
Select ddress(es)	Company	Address Details	Billing Detail
	Global Sourcing Connection	Company: Global Sourcing Connection Attention : Susan K Laughter Address 1: 135 REYNOLDS SCHOOL RD Address 2: City: ASHEVILLE State : NC Zip Code : 28803-8509 Country : US	
	Global Sourcing Connection	Company: Global Sourcing Connection Attention : Cathy M James Address 1: 463 Emmas Grove Rd Address 2: City: Fletcher State : NC Zip Code : 28732 Country : US	
	Global Sourcing Connection	Company: Global Sourcing Connection Attention: Ronnie M Engle Address 1: 211 Randy Dr Address 2: City: Hendersonville State: NC Zip Code: 28791 Country: US	
	Global Sourcing Connection	Company: 6lobal Sourcing Connection Attention: Sarah Lunn Address 1: 2810 LAKE COOK RD Address 2: STE 190 City: DEERFIELD State: L Zip Code: 80015-5710 Country: US	
_	Clobal Sourcing	Company - Global Sourcing Connection - Attention - William E Tinton - Address 1 - 68 Phil Buchanan Pd - Address 9 - City - Source Pine - State - NC - 7in Code - 98777	

If you would like to select a subset of drop ship addresses, you can manually click on the box on the left of each drop ship address you want to select. You also have the option to use the search functionality to search a list of addresses with common information (e.g. state, city or zip code).



Updated on June 6, 2022

After you select the addresses you need to select the shipment method you want to assign to the selected addresses by choosing one from the drop down menu on the left. These are standard and Expedited Domestic methods from UPS/FEDEX/US Mail, International Methods and Canadian Services.

You are able to search for specific shipment methods, for example in the example below the user typed ground and all the shipment methods available with the description including ground are shown in the list below.

ground		
Domestic Desc Third Party Acco	: Ground Carrier : UPS Bi unt	lling :
Domestic Desc Leed's bills custo	: Ground Carrier : UPS Bi omer	lling :
Canada FOB Nev Carrier : UPS Bill	w Ken Desc : Canada Gro ling : Third Party Account	und
Canada FOB Nev Carrier : UPS Bill	w Ken Desc : Canada Gro ling : Leed's bills customer	und
Domestic Desc Third Party Acco	: Ground Carrier : FedEx unt	Billing :
Canada FOB Nev	w Ken Desc : Canada Gro	und

If you select a shipment method with the third party account option you will be required to insert the billing acound number in the field below

Domestic D	esc : Ground Carrier : UPS Billin 🛛 🗸
Billing Accoun	t



Updated on June 6, 2022

For Perfectly Packaged[™] orders you have the option of selecting the flat rate. For drop ship addresses on the west coast please select Flat Rate West Coast.

	Shipment Method			
	flat rate	~		
	Domestic Desc : Flat Rate Carrier : DRP Billin Leed's bills customer	g :		
	Domestic Desc : Flat Rate West Coast Carrier DRP Billing : Leed's bills customer	r:		
			Apply To Selected	
Oı	nce you select the shipment method c	lick on the		button to apply the shipment
m	ethods to the selected drop ship addro	esses.		
Tł	e following pop up window will appea	ar to warn	you that all pre	viously entered shipping methods
fo	r the addresses selected will be overri	do Click ve)	
10	The addresses sciected will be overn	uc. Chek ye	-0	



You will notice that the table on the left will show the shipment billing details

~	Search : Search	h address details		Search Clear Search
g Account	Showing: 20/20	Selected : 0 Error : 0		Only Show Incomplete
ing Account				Clear Select
	Select Address(es)	Company	Address Details	Billing Details
	0	Global Sourcing Connection	Company: Okolal Sourang Connection: Attention: Suran's Loughter: Address 1: US RETIOLDS SCHOOL RD: Address 21: City: ADHIVULE State: INC: Zip Code: 20803-8509: Country: US	Shipment Method : UPS Ground Billing Account : 123456
	0	Global Sourcing Connection	Company: Biobal Sourcing Connection Attention : Cathy M James Address 1: 403 Immas Grove Rd Address 2: City Hitcher State: NC Zip Code: 28772 Country: US	Shipment Method : UPS Ground Billing Account : 123456
Apply To Selected	0	Global Sourcing Connection	Compony: Global Sourcing Connection Attention: Romie Mitingle Address 1: 20 Romay Or Address 2: City: Hendersonville State: HC 20 Code: 20791 Country: US	Shipment Method : UPS Ground Billing Account : 123456
	0	Global Sourcing Connection	Company: Global Sourcing Connection Attention : Sorah Lunn Address 1: 2610 LAKE CODK HO Address 2: STE 100 City : DESHELD State : 8, Zip Code: 60015-5770 Country : US	Shipment Method : UPS Ground Billing Account : 123456
	_	Platent Paulana	Conserve / Michel Section Connection Attention / William & Tenno Address 1 - 86 Jbil Buchman Vr. Address 7 - Pity - Section King State - NO	Shinman Method - 1995 General



Updated on June 6, 2022

If you would like to change the shipment method for a specific address you have the option to search the address in the search field and select it. Once selected choose a new shipment method

Apply To Selected

from the drop down menu and click on selected address

to apply the new shipment method to the

Search Clear Search

Next

to

selected address		
Shipment Method		
Domestic Desc : Next Day Early AM Carrier : _ 🐱	Search :	sollsbury

Address Details	Billing Details
Attention : Dustyn M.Murphy Address 1 : 102 Brook St. Address 2 : City : Solisbury State : NC	Shipmont Method : UPS Next Day Early AM Billing Account :
ſ	Address Details Address Details Attention (Duty) in Mulphy: Address 1: 102 Block St.: Address 2:: City: Existoury: State:Incl

Once each drop ship address is assigned to the desired shipment method click on advance to Step 3

Step 3: Select and assign items to each drop ship address

In this step you select the items and quantities you want to ship to each single drop ship address previously entered and validated. If you are sending the same kit (same items and quantity to each drop ship address) follow this process:

• Select the first item of the kit by clicking on . This will open a drop down menu that allows you to search for an item number. If you know your item number you can type it and a list of matches will appear in the drop down menu. Alternatively you can search the item number using description words (e.g. thor copper bottle, backpack, etc.). Once you find the item you would like to add to your kit click on it and add the quantity in the quantity field

Add Item



Updated on June 6, 2022

TM163981252 - N	len's DA	ADE Short Sleeve	
Polo - Style:Men:	s Size:S Color:	White (125)	
TM163981253 - N	1en's DA	ADE Short Sleeve	
Polo - Style:Men:	s Size:M Color	::White (125)	
TM163981254 - M	1en's D4	ADE Short Sleeve	
Polo - Style:Men:	s Size:L Color:	White (125)	
TM163981255 - M	1en's D4	ADE Short Sleeve	
Polo - Style:Men:	s Size:XL Colo	r:White (125)	
TM163981256 - M	1en's DA	ADE Short Sleeve	5)
Polo - Style:Men:	s Size:Item2XI	L Color:White (12	
TM163981257 - N	1en's D4	DE Short Sleeve	

TM163981	252 - Men's	DADE Short Slee	ev 🗸
Quantity			
1			



Updated on June 6, 2022

- If you kit includes more than one item repeat the step before until you add all the items in you kit
- If you kit includes inserts, search and add the following to your kit
 - INSERTS: To be used in situations where the customer provides an item to be included in the kit (e.g. card, flyer, baseball hat, barcode, special packaging, etc.).
 - CUSTOMER PCS To be used in situations customers send us PCNA items they
 previously purchased blank to be decorated (or decorated in an additional location)
 to be kitted together with other PCNA items
- Once all the items (and inserts) in your kit are added, click on the first box under the text "Select Address(es)". This will automatically select all drop ship addresses previously entered.

Addresses		Shipment	items		Summary
Sid Rem Clear All Apply To Salecte	Search : Search Showing : 20/20 (h address details Selected : 0 [trror : 0	Click on the first box to select all addre	SSES	Clear Search
	Select Address(Company	Address Details Company : Biolal Souring Connector: Attention: Super Longitter: Address 1: 155 8(11)(CD5 50-001, 80 Address 2)	Billing Details	Clear Selections Item Details
		Connection Global Sourcing Connection	Chy / AN4YULL State: NC Sp Code: 28007-8009 Country US Company: Ofbod Sources Connection Amenton: Cody M Jones Address 1: 483 Enriros Drove Rd Address 2: City : Histoher State: HC 3p Code: 38792 Country: US	Billing Account: 123456 Shipment Method : UPS Ground Billing Account: 123456	
		Global Sourcing Connection Global Sourcing Connection	Company: (Robot Sourcing Connection: Attention: Romin M Tigle: Address 1; 28 Romby Dr. Address 2; CBy Henderson/Re Materia 2 / 26 Celle : 28/711 Country; US Company: (Solid) Sourcing Connection: Attention: Sourch Lum: Address 1; 28 Romby Dr. Address 2; 111 110 CBy (DEEPILLD States 1: 3 / 26 Celle : 2007 - 270 Centry; US	Shipment Method : UPS Ground Billing Account : 123456 Shipment Method : UPS Ground Billing Account : 123456	
]		Claired Personnes	Company ribbel Systim Properties Amazine rollions Etypos Address Fill Ballschoren Erl Address Fill Physics and A	Chinement Mathewl - 1992 / Monand	

Apply To Selected

Click **Click** to apply the items in your kit to all drop ship addresses. The following pop up window will appear:



Click yes.



Updated on June 6, 2022

The items will be assigned to each selected drop ship address, to double check that the correct

-		
liouu	Itome	liet
ICW.	iterns.	LISL

button at the end of each address row,

items were assigned you can click on this will generate a pop up window with the list of items and quantities assigned to that specific address (see example below)

Addresses		Shipment	Itoms		Summary
Item Number	Search : Searc	ch address datalls		Search	Clear Search
TMI63981252 - Men's DADE Short Sleev	Showing: 20/20	Selected:0 Error:0		Only	Show Incomplete
Quantity 1					Item Number Quantit
X Item Number	Select Address(es)	Company	Address Details	Billing Details	тмі63981252 1 0011-038ж I
0011-038K - elleven ^{ne} Numinous 15" Co.	0	Global Sourcing Connection	Company : Global Sourcing Connection Attention : Suson 4 Guighter Address 1 : ISS 812YHOLDS SCHOOL 8D Address 2 : City : ASHXYILL State I NC Zip Code : 28803-9509 Country : US	Shipment Method : UPS Ground Billing Account : 123456	View Items List
Quantity	0	Global Sourcing Connection	Company: Olobal Sourcing Connection: Attention:: Cothy M James: Address 1: 463 Emmos Grove Rd: Address 2: City : Fletcher State:: NC: Zip Code:: 28722: Country:: US	Shipment Method : UPS Ground Billing Account : 123456	View Items List
2	•	Global Sourcing Connection	Company: Biobal Sourcing Connection: Attention: Bornie M Engle Address 1; 211 Rondy Dr. Address 2; City : Hendersonville State : HC 2 [p Code : 28/79]. Country: US	Shipment Method : UPS Ground Billing Account : 123456	View Items List
	0	Global Sourcing Connection	Company: (30bbil Sourcing Connection Attention: Soroh Lunn Address 1; 280 LAKE CODK RD Address 2; STE 180 City; DEERFILD State : L. Zip Code : 6005-570 Country : US	Shipment Method : UPS Ground Billing Account : 123458	View Items List
Add Item Clear All Apply To Selected		Claimal Coursing	Common Stabilition Production Attantion - William E Tistus Address 1: AR 201 Burbanos Bri Address 5:	thinmant Mathed 1 195 (Second	The state of the second state

If you are sending different kits (different items or same items but different quantities) please repeat the same steps outlined above to assign different items/quantities to different addresses, start by selecting the items and quantities and then select the drop ship address/es where the specific items and quantities will have to be shipped.

Addresses			Shipment			Summary
Add tierr Clear All	Apply To Selected	Search : Search	h address details Selected : 0 [Error : 0]		Search	Clear Search ow Incomplete
		Select Address(es)	Company		Billion Potella	Clear Selections
		0	Global Sourcing Connection	Cempony: Blobal Sourcing Connection: Attention: Support Roughler: Address 1: 35 8(11)(CLD) SCHOOL 80 Address 2: CBV: Address 1: 35 8(11)(CLD) SCHOOL 80 Address 2: CBV: Address 1: CBV: CBV: CBV: CBV: CBV: CBV: CBV: CBV	Shipment Method: UPS Oround Billing Account : 123456	Decons
			Global Sourcing	Click on the box to select a specific a	address	
			Global Sourcing Connection	Co. State I NC 20p Code (2070) Country LUS	Billing Account : 123456	
		0	Global Sourcing Connection	Company: Blobal Soursing Connection Attention: Sorah Lunn Address 1; 2810 LAKE COCK BD Address 2; 51E 100 City: DEERFILD Note: L. Zip Code: 60015-57/0 Country: US	Shipment Method : UPS Ground Billing Account : 123456	
			Claired Percenters	Component Blobel Sourcion Connection Attention: William E Tieton Address 1: 88 Bbil Buchmann Bri Address 2: City : Senara Bina	Chinmant Mathovi - 1995 /Scount	
Back						Next



Updated on June 6, 2022

Each variation of items and quantities will need to be created and added to the specific drop ship address. For example any apparel variation of size and gender will require you to select the appropriate SKU to be assigned to the appropriate drop ship address.

Once the items and quantity going to a specific drop ship address are added and the drop ship

address/es is/are selected, click on quantities to the selected drop ship addresses.

To clear the list of items before selecting new items you can click on the button.

Once all the desired item numbers and quantities are assigned to each drop ship address click on

Next to advance to the final step

Step 4: Summary

	Addresses			Items						Summary		
	Communi	Attention		Address 7	city	Flata	Tin Code	Causta	Ham Number	Questitu	Phie Mathed	
*	Company	Actencion	Address I	Address 2	City	state	zip code	Country	item Number	Quantity	ship Method	Blining Account
	Global Sourcing Connection	Susan K Laughter	135 REYNOLDS SCHOOL RD		ASHEVILLE	NC	28803-8509	US	TM163981252	1	MUPS4	123456
									0011-038K	1		
	Global Sourcing Connection	Cathy M James	463 Emmas Grove Rd		Fletcher	NC	28732	US	TM163981252	1	MUPS4	123458
									0011-038K	1		
	Global Sourcing Connection	Ronnie M Engle	28 Randy Dr		Hendersonville	NC	28791	US	TMI63981252	1	MUPS4	123456
									0011-03BK	1		
	Global Sourcing Connection	Sarah Lunn	2610 LAKE COOK RD	STE 190	DEERFIELD	R.	60015-5710	US	TMI63981252	1	MUPS4	123456
									0011-03BK	1		
	Global Sourcing Connection	William E Tipton	66 Phil Buchanan Rd		Spruce Pine	NC	28777	US	TM163981252	1	MUP54	123456
									0011-038к	1		
	Global Sourcing Connection	Kevin L Hensley	98 Hayes Cove Rd		Loicester	NC	28748	US	TM163981252	1	MUPS4	123456
									0011-03BK	1		
	Global Sourcing Connection	Sarah Lunn	2610 LAKE COOK RD	STE 190	DEERFIELD	IL.	60015-5710	US	TMI63981252	1	MUPS4	123456
									0011-038K	1		
	Global Sourcing Connection	Johnny M Hyatt	1523 Newfound Rd		Loicester	NC	28748	US	TM063981252	1	MUPS4	123456
i.									0011-038K	1		
	Global Sourcing Connection	Jason D Young	985 Toe River Rd		Green Mountain	NC	28740	US	TM163981252	1	MUPS4	123456
									0011-03BK	1		
r.	Olabal Coursian Connection	Infforu & Korne Jr	020 Mumbur Ct		Kannanolle	1.00	20001	110	71452001252		LAUDEA	179.456

In this final step you will be able to review the information submitted and download the template

Download Excel

by clicking on

This will open up a pop up window with specific instructions on next steps.

The spreadsheet should appear on the bottom left corner of the page



Updated on June 6, 2022

			-									
#	Company	Attention	Address I	Address 2	City	State	Zip Code	Country	Item Number	Quantity	Ship Method	Billing Account
	Global Sourcing Connection	Susan K Laughter	135 REYNOLDS SCHOOL RD		ASHEVILLE	NC	28803-8509	US	TMI63981252	1	MUPS4	123456
									0011-03BK	1		
1	Global Sourcing Connection	Cathy M James	463 Emmas Grove Rd		Fletcher	NC	28732	US	TMI63981252	1	MUPS4	123456
1									0011-038к	1		
6	Global Sourcing Connection	Ronnie M Engle	211 Randy Dr		Hendersonville	NC	28791	US	TM163981252	1	MUPS4	123458
									0011-03BK	1		
	Global Sourcing Connection	Sarah Lunn	2610 LAKE COOK RD	STE 190	DEERFIELD	IL.	60015-5710	US	TMI63981252	1	MUPS4	123456
									0011-03BK	1		
	Global Sourcing Connection	William E Tipton	66 Phil Buchanan Rd		Spruce Pine	NC	28777	US	TMI63981252	1	MUPS4	123456
)									0011-03BK	1		
	Global Sourcing Connection	Kevin L Hensley	98 Hayes Cove Rd		Leicester	NC	28748	US	TM163981252	1	MUPS4	123456
ż									0011-03BK	1		
3	Global Sourcing Connection	Sarah Lunn	2610 LAKE COOK RD	STE 190	DEERFIELD	Ц.	60015-5710	US	TMI63981252	1	MUPS4	123456
4									0011-03BK	1		
5	Global Sourcing Connection	Johnny M Hyatt	1523 Newfound Rd		Leicester	NC	28748	US	TM163981252	1	MUPS4	123456
5									0011-03BK	1		
•	Pilok of Polosia Pisasakian	10000 P 11000 -	$(r_i, r_i, r_i)_{i=1}^{m}, r_{i=1}^{m}, r_{i=$		Access the others	110	00740	110	*********			inn ar n
<i>k</i>											[Start Over Down

Clicking on it will open up the generated file in excel, save the file on your machine and send it via email attachment with a purchase order number referenced in the subject line to <u>DropShipCoordinator@Leedsworld.com</u> or directly to the PCNA rep you have been working with.