

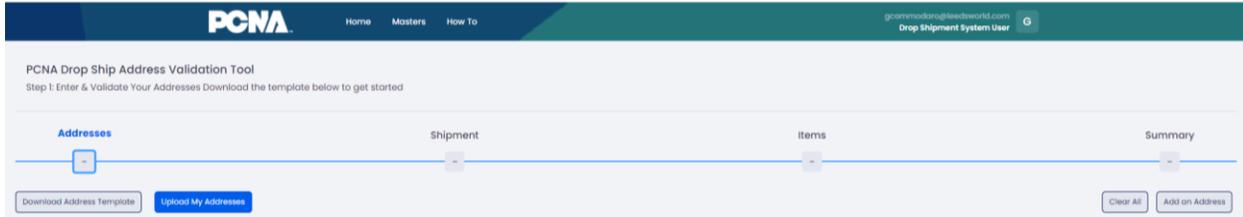


# PCNA Customer Drop Ship Address Collection and Validation App

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



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.

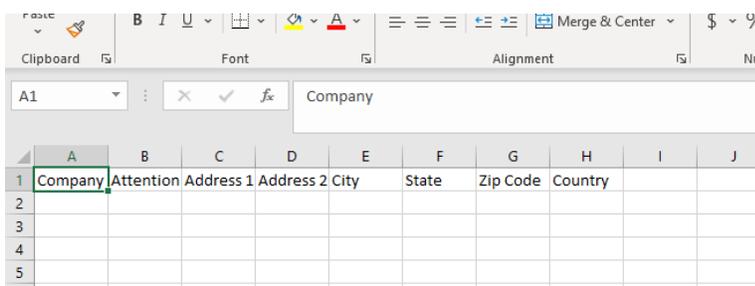
To download the template click on the button



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 used to input a phone number for international addresses	35
City	Ship to City	35
State	Ship to State	29
Zip Code	Ship to Zip Code	11
Country	Ship to Country	21

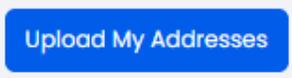


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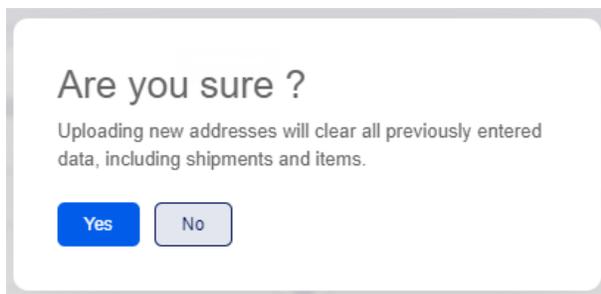
Please be aware that for international addresses you are required to include the recipient phone number in the “Address 2” field.

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



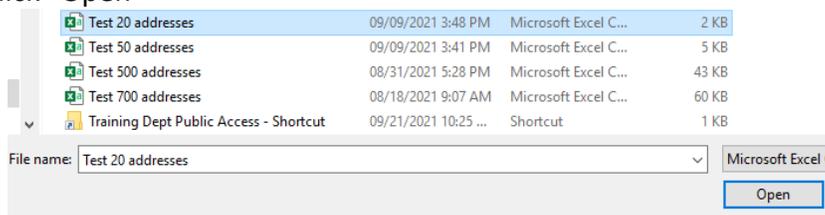
The following pop up window will appear, click yes to clear all previously entered data.



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”

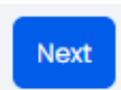


Once the file has been uploaded, each address will be shown in a tile format.

If necessary you can click  to clear all previously uploaded addresses and start from the beginning.

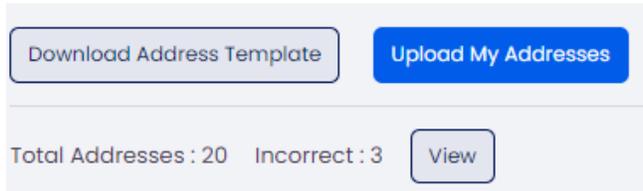
You can also click on  to manually add an address tile at the end of the page.

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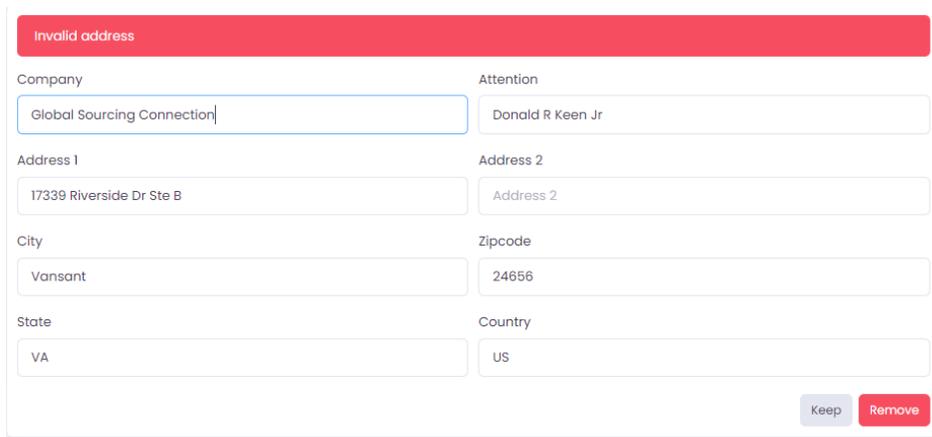


Once all drop ship addresses are uploaded into the app click on **Next** to activate the address validation. A message “Loading..” will appear in the middle of the screen, this is to let you know that the app is in the process of validating the addresses you entered against major US carriers databases such as USPS and UPS. Only US addresses will be validated.

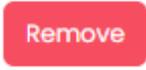
Once the validation is completed a message will appear below the “Download Address Template” button to indicate the number of addresses validated and the number of addresses that were found as incorrect



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



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



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



If you would like to keep the address as it is you can click on **Keep**. 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.



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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.

The screenshot shows a form titled "Original address details" with a "Use Original" button in the top right corner. Below the title, the following address information is displayed: Address 1: 2610 Lake Cook Rd, Address 2: Ste 190, City: Riverwoods, Zip Code: 60015, State: IL, Country: US. The form is divided into two columns with the following fields: Company (Global Sourcing Connection), Attention (Sarah Lunn), Address 1 (2610 LAKE COOK RD), Address 2 (STE 190), City (DEERFIELD), Zipcode (60015-5710), State (IL), and Country (US). A red "Remove" button is located at the bottom right of the form.

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

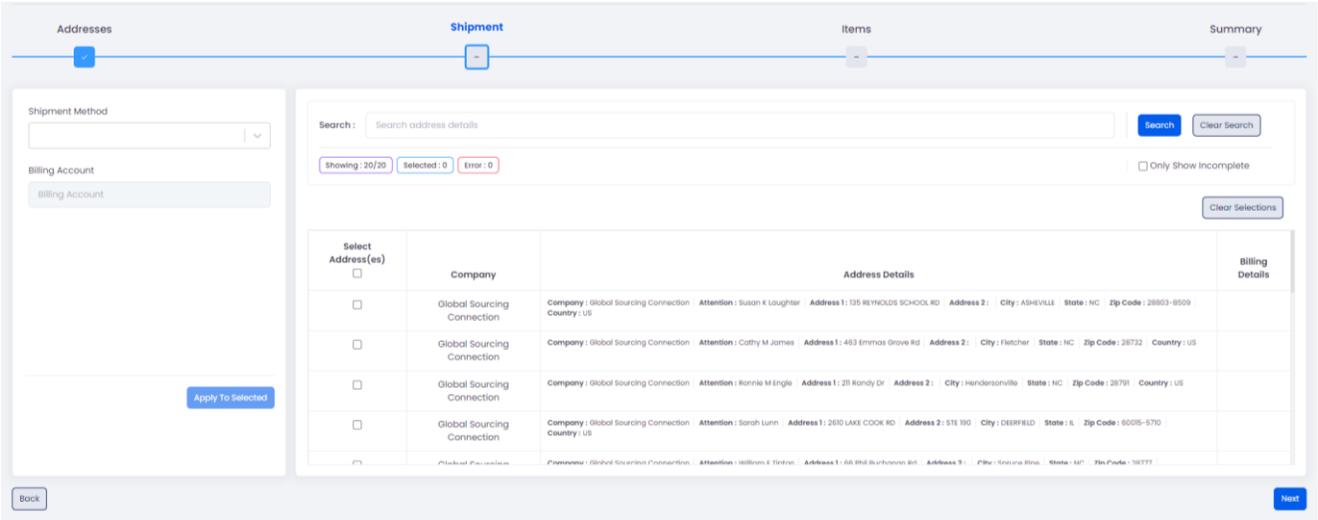
flagged invalid access, click on



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

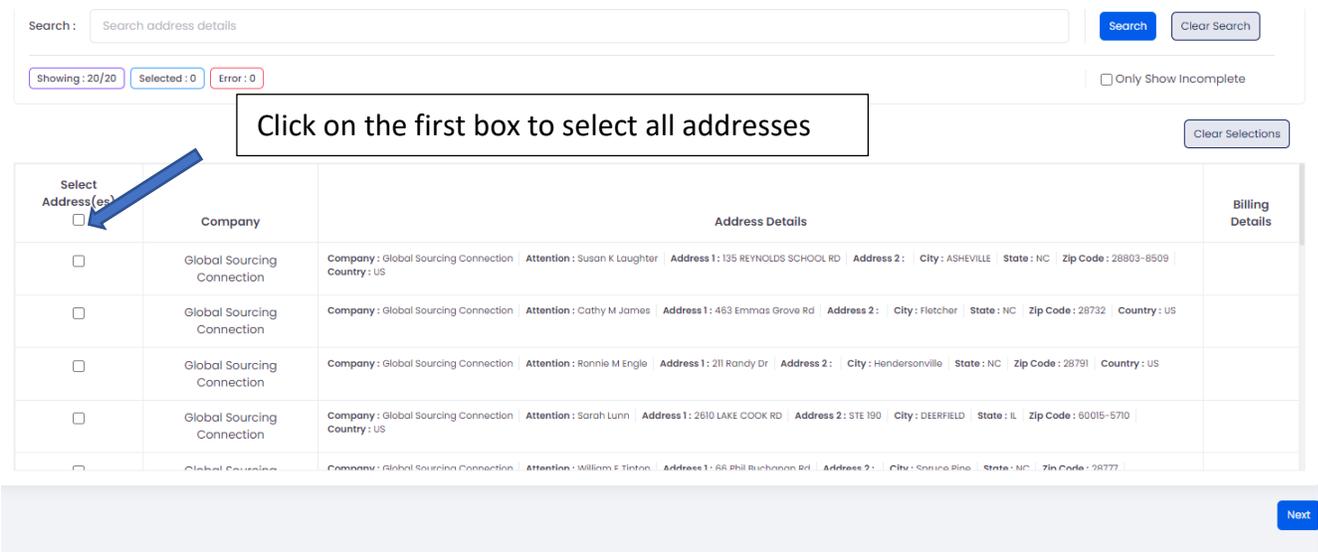
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## Step 2: Select a shipping method for each drop ship address



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 automatically select all drop ship addresses previously entered.



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).

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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.

Shipment Method

ground

- Domestic | Desc : Ground | Carrier : UPS | Billing : Third Party Account
- Domestic | Desc : Ground | Carrier : UPS | Billing : Leed's bills customer
- Canada FOB New Ken | Desc : Canada Ground | Carrier : UPS | Billing : Third Party Account
- Canada FOB New Ken | Desc : Canada Ground | Carrier : UPS | Billing : Leed's bills customer
- Domestic | Desc : Ground | Carrier : FedEx | Billing : Third Party Account
- Canada FOB New Ken | Desc : Canada Ground |

Apply To Selected

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

Shipment Method

Domestic | Desc : Ground | Carrier : UPS | Billing... |

Billing Account

123456

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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 | Billing : Leed's bills customer

Domestic | Desc : Flat Rate West Coast | Carrier : DRP | Billing : Leed's bills customer

Apply To Selected

Once you select the shipment method click on the **Apply To Selected** button to apply the shipment methods to the selected drop ship addresses. The following pop up window will appear to warn you that all previously entered shipping methods for the addresses selected will be override. Click yes

Are you sure?

This will override previously entered shipping methods for the addresses selected.

Yes No

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

Shipment Method

Billing Account

Search: Search address details

Showing: 20/20 Selected: 0 Error: 0

Select Address(es)	Company	Address Details	Billing Details
<input type="checkbox"/>	Global Sourcing Connection	Company : Global Sourcing Connection Attention : Susan K Lougher Address 1: 135 REYNOLDS SCHOOL RD Address 2 : City : ASHEVILLE State : NC Zip Code : 28803-8509 Country : US	Shipment Method : UPS Ground Billing Account : 123456
<input type="checkbox"/>	Global Sourcing Connection	Company : Global Sourcing Connection Attention : Cathy M James Address 1: 463 Immas Grove Rd Address 2 : City : Fletcher State : NC Zip Code : 28732 Country : US	Shipment Method : UPS Ground Billing Account : 123456
<input type="checkbox"/>	Global Sourcing Connection	Company : Global Sourcing Connection Attention : Ronnie M Engle Address 1: 28 Randy Dr Address 2 : City : Hendersonville State : NC Zip Code : 28791 Country : US	Shipment Method : UPS Ground Billing Account : 123456
<input type="checkbox"/>	Global Sourcing Connection	Company : Global Sourcing Connection Attention : Sarah Lunn Address 1: 2610 LAKE COOK RD Address 2 : STS 100 City : DEERFIELD State : IL Zip Code : 60015-3710 Country : US	Shipment Method : UPS Ground Billing Account : 123456
<input type="checkbox"/>	Global Sourcing Connection	Company : Global Sourcing Connection Attention : William L Stone Address 1: 66 8th Buchanan St Address 2 : City : Greensboro State : NC Zip Code : 27401 Country : US	Shipment Method : UPS Ground Billing Account : 123456

Back Next

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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

from the drop down menu and click on

to apply the new shipment method to the selected address

The screenshot shows the application interface. On the left, there is a sidebar with a 'Shipment Method' dropdown menu set to 'Domestic | Desc | Next Day Early AM | Carrier: ...' and a 'Billing Account' field. At the bottom of the sidebar is an 'Apply To Selected' button. The main area features a search bar with 'salisbury' entered, a 'Search' button, and a 'Clear Search' button. Below the search bar, it indicates 'Showing: 1/20', 'Selected: 0', and 'Error: 0'. There is a checkbox for 'Only Show Incomplete' and a 'Clear Selections' button. A table displays search results with columns for 'Select Address(es)', 'Company', 'Address Details', and 'Billing Details'. The table contains one row for 'Global Sourcing Connection' with details for company, attention, address, city, state, and shipment method.

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



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Item Number X

TM16398

- TM163981252 - Men's DADE Short Sleeve Polo - Style:Mens Size:S Color:White (125)
- TM163981253 - Men's DADE Short Sleeve Polo - Style:Mens Size:M Color:White (125)
- TM163981254 - Men's DADE Short Sleeve Polo - Style:Mens Size:L Color:White (125)
- TM163981255 - Men's DADE Short Sleeve Polo - Style:Mens Size:XL Color:White (125)
- TM163981256 - Men's DADE Short Sleeve Polo - Style:Mens Size:Item2XL Color:White (125)
- TM163981257 - Men's DADE Short Sleeve

**Add Item** **Clear All** **Apply To Selected**

Item Number X

TM163981252 - Men's DADE Short Sleeve...

Quantity

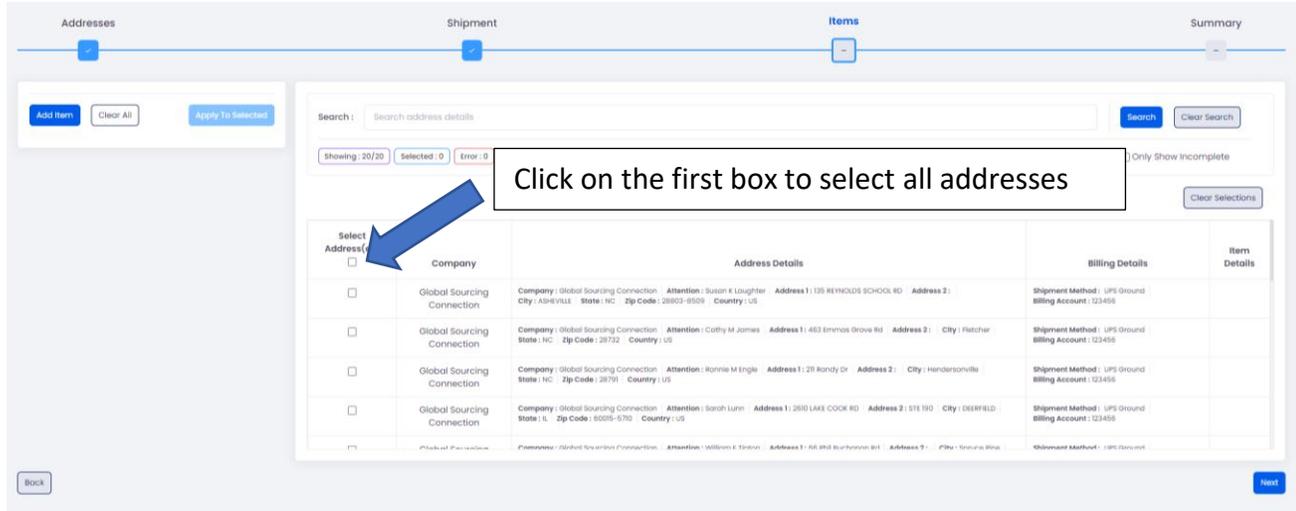
1

**Add Item** **Clear All** **Apply To Selected**

**Back**

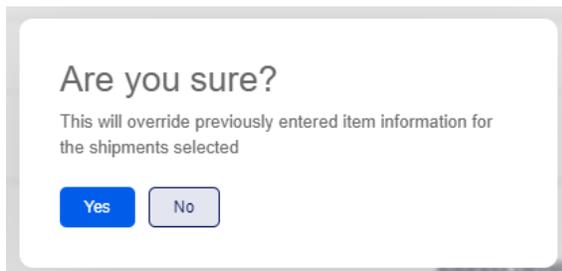
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- If you kit includes more than one item repeat the step before until you add all the items in your kit
- If you kit includes inserts, search and add the following to your kit
  - INSERTS: To be used in situations where the customer provides an item 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.



**Apply To Selected**

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



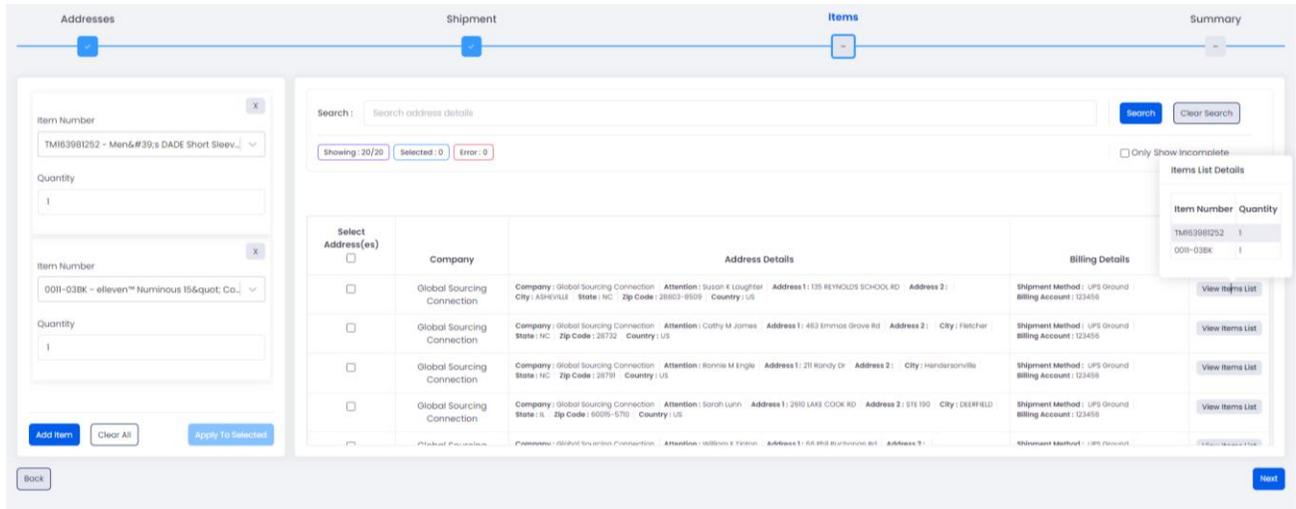
Click yes.

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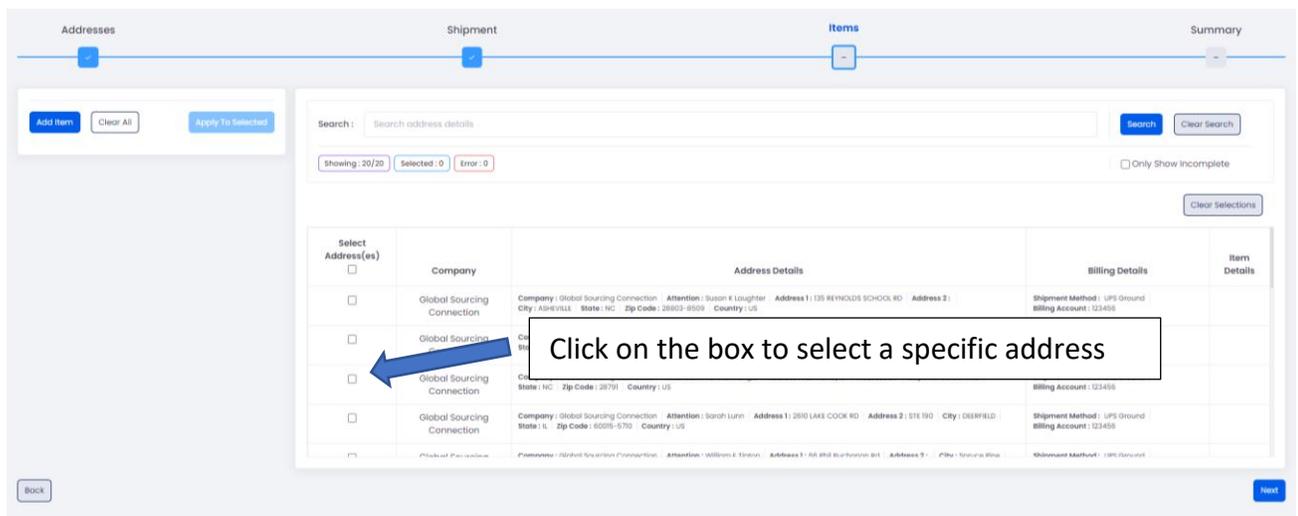
The items will be assigned to each selected drop ship address, to double check that the correct

**View Items List**

items were assigned you can click on **View Items List** button at the end of each address row, this will generate a pop up window with the list of items and quantities assigned to that specific address (see example below)



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.





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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  to apply the selected items and 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  to advance to the final step

## Step 4: Summary

Addresses			Shipment				Items			Summary		
#	Company	Attention	Address 1	Address 2	City	State	Zip Code	Country	Item Number	Quantity	Ship Method	Billing Account
1	Global Sourcing Connection	Susan K Laughter	135 REYNOLDS SCHOOL RD		ASHEVILLE	NC	28803-8809	US	TM93981252	1	MUPS4	123456
2									001I-03BK	1		
3	Global Sourcing Connection	Cathy M James	483 Emmas Grove Rd		Fletcher	NC	28732	US	TM93981252	1	MUPS4	123456
4									001I-03BK	1		
5	Global Sourcing Connection	Ronnie M Engle	211 Randy Dr		Hendersonville	NC	28791	US	TM93981252	1	MUPS4	123456
6									001I-03BK	1		
7	Global Sourcing Connection	Sarah Lunn	2810 LAKE COOK RD	STE 190	DEERFIELD	IL	60016-5710	US	TM93981252	1	MUPS4	123456
8									001I-03BK	1		
9	Global Sourcing Connection	William E Tipton	66 Phil Buchanan Rd		Spruce Pine	NC	28777	US	TM93981252	1	MUPS4	123456
10									001I-03BK	1		
11	Global Sourcing Connection	Kevin L Hensley	98 Hayes Cove Rd		Leicester	NC	28748	US	TM93981252	1	MUPS4	123456
12									001I-03BK	1		
13	Global Sourcing Connection	Sarah Lunn	2810 LAKE COOK RD	STE 190	DEERFIELD	IL	60016-5710	US	TM93981252	1	MUPS4	123456
14									001I-03BK	1		
15	Global Sourcing Connection	Johnny M Hyatt	1523 Newfound Rd		Leicester	NC	28748	US	TM93981252	1	MUPS4	123456
16									001I-03BK	1		
17	Global Sourcing Connection	Jason D Young	985 Toe River Rd		Green Mountain	NC	28740	US	TM93981252	1	MUPS4	123456
18									001I-03BK	1		
19	Global Sourcing Connection	Jeffrey A Krasner	895 Main St		Franklin	NC	28601	US	TM93981252	1	MUPS4	123456
20									001I-03BK	1		

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



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#	Company	Attention	Address 1	Address 2	City	State	Zip Code	Country	Item Number	Quantity	Ship Method	Billing Account
1	Global Sourcing Connection	Susan K Llaughter	135 REYNOLDS SCHOOL RD		ASHEVILLE	NC	28803-8509	US	TM9398I252	1	MUPS4	123456
2									00I-03BK	1		
3	Global Sourcing Connection	Cathy M James	463 Emmas Grove Rd		Fletcher	NC	28732	US	TM9398I252	1	MUPS4	123456
4									00I-03BK	1		
5	Global Sourcing Connection	Ronnie M Engle	211 Randy Dr		Hendersonville	NC	28791	US	TM9398I252	1	MUPS4	123456
6									00I-03BK	1		
7	Global Sourcing Connection	Sarah Lunn	2610 LAKE COOK RD	STE 190	DEERFIELD	IL	60015-5710	US	TM9398I252	1	MUPS4	123456
8									00I-03BK	1		
9	Global Sourcing Connection	William E Tipton	66 Phil Buchanan Rd		Spruce Pine	NC	28777	US	TM9398I252	1	MUPS4	123456
10									00I-03BK	1		
11	Global Sourcing Connection	Kevin L Hensley	98 Hayes Cove Rd		Leicester	NC	28748	US	TM9398I252	1	MUPS4	123456
12									00I-03BK	1		
13	Global Sourcing Connection	Sarah Lunn	2610 LAKE COOK RD	STE 190	DEERFIELD	IL	60015-5710	US	TM9398I252	1	MUPS4	123456
14									00I-03BK	1		
15	Global Sourcing Connection	Johnny M Hyatt	1523 Newfound Rd		Leicester	NC	28748	US	TM9398I252	1	MUPS4	123456
16									00I-03BK	1		

Download\_111120...csv

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 [DropShipCoordinator@Leedsworld.com](mailto:DropShipCoordinator@Leedsworld.com) or directly to the PCNA rep you have been working with.