

HOW-TO INSTRUCTIONS

SHIPPING ADDRESS CHANGES

WHEN CAN YOU CHANGE A SHIPPING ADDRESS?

We understand projects can change, and it is quick and easy to change your order's ship-to address if needed. If the expected ship date is more than one week out, you can make the change yourself in RepNet. If the project is shipping within 1 week, please reach out to your Sales contact as internal systems may already have things in motion.

HOW TO CHANGE A SHIPPING ADDRESS

STEP 1

Log on to RepNet and find your order under the Order Management tab.

STEP 2

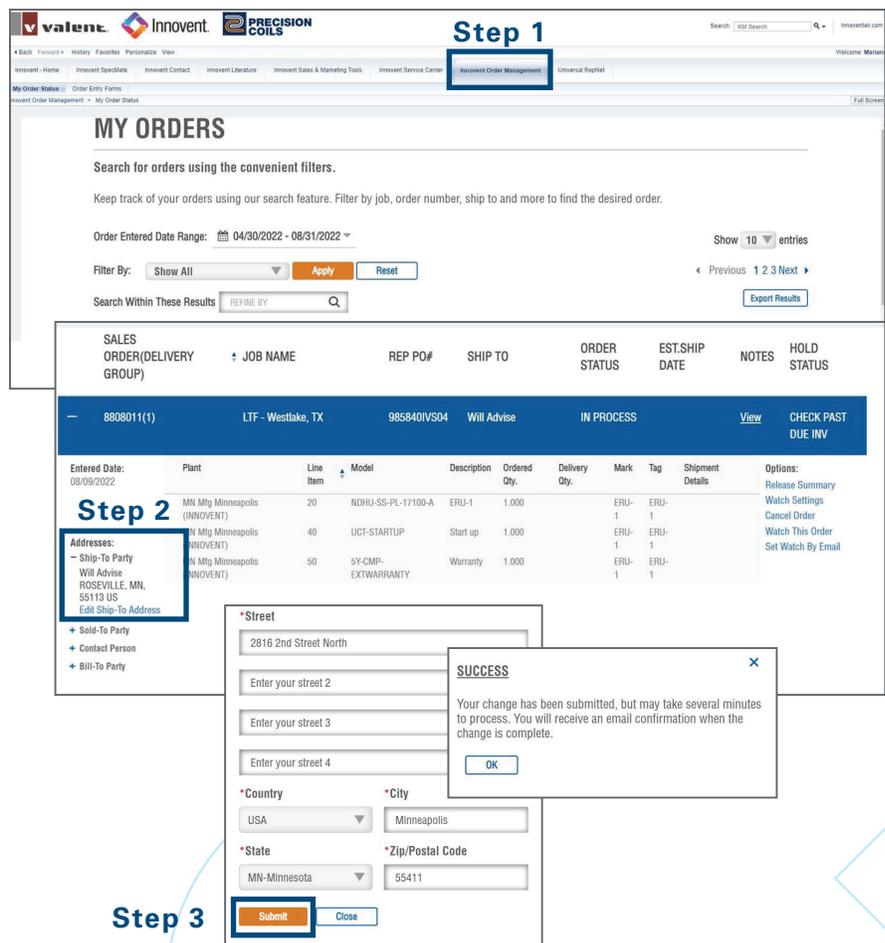
Expand the order (+), then under Addresses, expand the "Ship-To Party" section.

Click "Edit Ship-To Address."

STEP 3

Change the address as desired. Click "Submit" at the bottom.

You will receive an email confirmation when the change is complete.



Step 1

MY ORDERS

Search for orders using the convenient filters.

Keep track of your orders using our search feature. Filter by job, order number, ship to and more to find the desired order.

Order Entered Date Range: 04/30/2022 - 08/31/2022

Show 10 entries

Filter By: Show All Apply Reset

Search Within These Results REFINE BY

SALES ORDER(DELIVERY GROUP)	JOB NAME	REP PO#	SHIP TO	ORDER STATUS	EST.SHIP DATE	NOTES	HOLD STATUS
8808011(1)	LTF - Westlake, TX	985840IVS04	Will Advise	IN PROCESS			View CHECK PAST DUE INV

Step 2

Addresses:

- Ship-To Party
- Will Advise
- ROSEVILLE, MN, 55113 US
- Edit Ship-To Address
- Sold-To Party
- Contact Person
- Bill-To Party

Step 3

*Street

2816 2nd Street North

Enter your street 2

Enter your street 3

Enter your street 4

*Country: USA

*City: Minneapolis

*State: MN-Minnesota

*Zip/Postal Code: 55411

Submit Close

SUCCESS

Your change has been submitted, but may take several minutes to process. You will receive an email confirmation when the change is complete.

OK