

Third Party Account Number	Please request from support@channelgate.io	
Declared Value	No Declared Value	
Dimensions and Weight	Shipping Carton Dimensions and Weights	
Service Type	FedEx Ground	
Your Reference #	SKU#	
P.O.#	VRC121-XXXXXXXX	

Note that failure to utilize details above which results to extra charges to be incurred will be requested back from the vendor via credit memo.

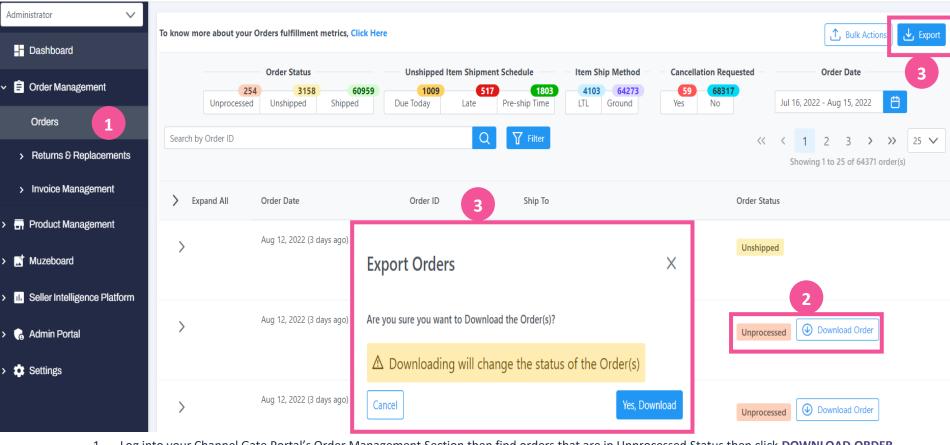


1 EDI Enabled

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ISA*00*
           *00*
                   *12*6046789141 *12*7817942257 *191009*1550*U*00401*000081560*1*P*!~
GS*PO*6046789141*7817942257*20191009*1550*81560*X*004010~
ST*850*0001~
BEG*00*DS*VRC121-18717407**20191009~ → ORDER ID
DTM*004*20191009~
TD5***FEDEX**GROUND SHIPPING → CARRIER AND SHIP METHOD
N1*BT*CYMAX STORES INC.~
N2*ATTN: ACCOUNTS PAYABLE~
N3*4170 STILL CREEK DRIVE*SUITE #310~
N4*VANCOUVER*BC*V5C 6C6*CA~
N1*ST* JOHN SMITH → CONSIGNEE NAME
N3*1234 EVERETT CT<sup>~</sup> → CONSIGNEE ADDRESS
N4*DENVER*CO*80215*US<sup>~</sup> → CONSIGNEE ADDRESS
REF*ZZ*VRC121-18717407~
PER*IC* JOHN SMITH*TE* 7002711514 → CONSIGNEE PHONE NUMBER
PO1*1*1*EA*231**VP*158-21003 *BP*158-21003 ~ → SKU OF ITEM ORDERED
PID*F****BRAND1 KING SIZE WALNUT 3-DRAWER STORAGE BED FRAME<sup>∼</sup> → ITEM ORDERED
PO4**1*EA~ → QUANTITY OF THE ITEM ORDERED
CTT*1*1~
AMT*TT*231~
SE*19*0001~
GE*1*81560~
IEA*1*000081560~
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2 Non-EDI Enabled



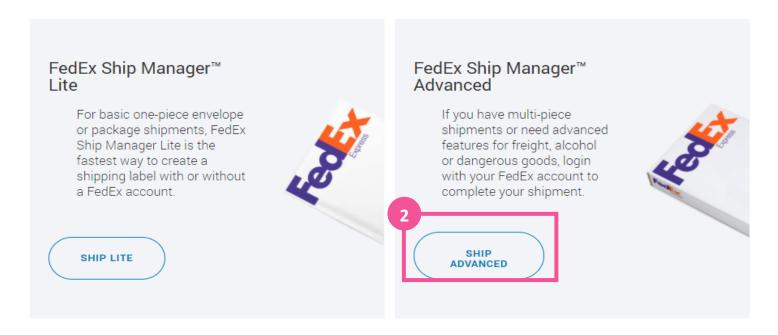
- 1. Log into your Channel Gate Portal's Order Management Section then find orders that are in Unprocessed Status then click **DOWNLOAD ORDER.**
- 2. Can bulk export by Selecting **EXPORT** from the top right side of the page to pull your list of orders.
- 3. This dialog box will appear then click **YES**, **DOWNLOAD**.
- 4. The order details will be listed on the Excel document. Note the necessary details for printing any internal label or packing slip -- order id, SKU, qty, ship method, carrier, consignee name, address.

If you are not an experienced shipper through FedEx Ground, please ensure you have an account and follow the steps below:

* Note that, Vendors are responsible for Pick Up Fees Charges. *



Start Your Shipment



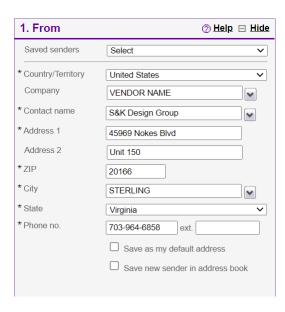
- 1. Log into your FedEx account.
- 2. Click Ship Advanced.



- Enter the details under the "From" Section per the following guidelines.
 This would ensure that the any potential reroutes due to returns will reach the appropriate warehouse location.
 - a. Fill in the "From" section this way if you accept returns.
 - Please indicate your company name, returns warehouse location and warehouse phone number

- b. Fill in the "From" section this way if you <u>DON'T</u> accept returns
 - Please indicate your company name, "S&K Design Group" as a Contact Name, 45969 Noakes Blvd Unit 150 Sterling VA 20166 and the phone number 703-964-6858.







- 3. Enter the details under the "From" Section per the following guidelines. This would ensure that the any potential reroutes due to returns will reach the appropriate warehouse location.
 - a. Fill in the "From" section this way if you accept returns.
 - Please indicate your company name, returns warehouse location and warehouse phone number

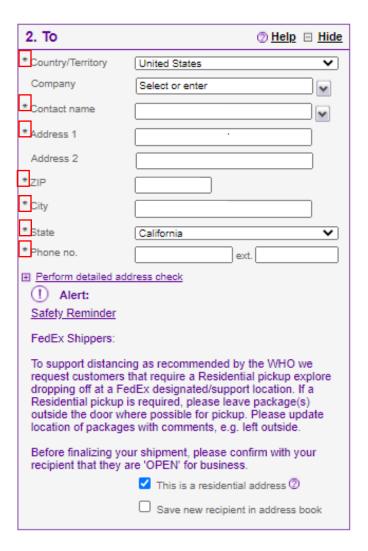


- b. Fill in the "From" section this way if you **DON'T** accept returns
- Please indicate your company name, "S&K Design Group" as a Contact Name, 45969 Noakes Blvd Unit 150 Sterling VA 20166 and the phone number 703-964-6858.



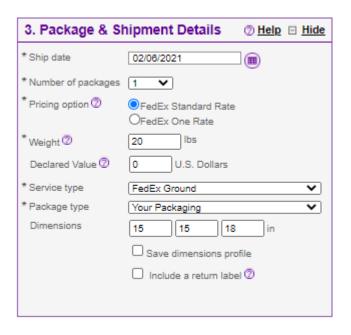


3. Enter the following details as listed in the order information from the EDI feed or the order details from the vendor portal as shown in step 1D. This includes the Customer's full name, or Business name, Address, Phone Number, and Address Type (Residential or Business)





4. Enter the Package & Shipment Details such as the Ship Date, Number of Packages, Package Weight, Declared Value (list \$0), Service Type (pick FedEx Ground), Package type (pick Packaging), Dimensions of each box being shipped.

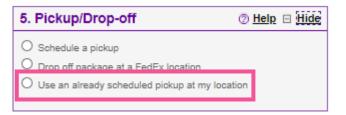


- 5. Enter the **Billing Details**: Bill Transportation To: Third Party,
 Account # xxxxxxxx, Your reference # would be the SKU# of the
 carton being shipped and lately, Order Number under the PO No.
 field (take note of the exact format VRC121-XXXXXXX)
- Third Party Account # to be reached out to support@channelgate.io

4. Billing Details	⑦ Help ⊟ Hide		
* Bill transportation to	Third party		
* Account no.			
Alert: Please remember to enter your reference information.			
Your reference	F8940-Navy Blue-Daybed		
PO no.	VRC121-21117693		
Invoice no.			
Department no.			



6. Enter Pickup/Drop-off Details: Pick "Use an already scheduled pick up at my location"



7. Once completed, click "SHIP" located in the bottom right of the page then you will be able to see and Print the label. Should you have made a mistake in creating the label, you may click "Cancel Shipment"

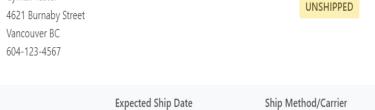


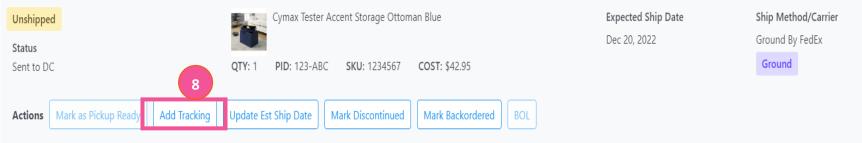




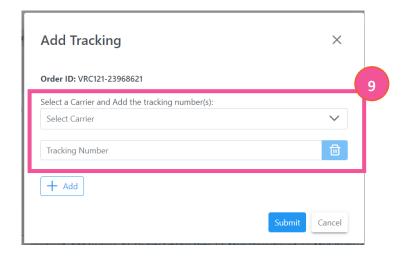
Cymax Tester







- 8. If you are on EDI and not sending 856s, please make sure to update the tracking #'s of shipped orders in Channel Gate. For EDI users sending 856, no action is required for tracking# updates in Channel Gate.
- 9. Go to the UNSHIPPED (a) section, select +Add Tracking(b) then enter the tracking number(d) and pick the carrier(c) used to ship the order as shown below. Please note that if you can't locate the order number of an item you recently shipped in the ALL UNSHIPED ORDERS section, this may mean that the tracking numbers were automatically updated (granted that you've entered the proper order ID in the reference fields indicated).





Contact Us

E-mail address	Issues	Can this be done on Vendor Portal?	Escalation if no reply
Cancellations@cymax.com	 If you need to notify us of a Cancellation due to a discontinued item or other reason. If you need to respond to a Cancellation request and unable to complete it via Vendor Portal 	YES	Claire.d@cymax.com CC Dalia.a@cymax.com
Orders@cymax.com	This inbox is dedicated to orders processing related questions: Confirm address, color, quantity, confirm if order duplicated or no, wrong SKU or wrong cost	YES	Claire.d@cymax.com CC Dalia.a@cymax.com
Tracking@cymax.com	If an order is not shipping on time and you need to add a Backorder or new Estimated shipping date. Or in case you need to update us with tracking.	YES	Claire.d@cymax.com CC Dalia.a@cymax.com
Shipping@cymax.com	 If you have the order ready to ship but you need a BOL or the carrier is not showing up for pickups. If a carrier change is needed. Ex: Item too big to go FedEx. You marked the order ready for pickup on the Vendor Portal but the BOL was never sent. 	DEPENDS	muzaffer.b@cymax.com CC Meggie.h@cymax.com
Creditmemos@cymax.com	Credit Memos	YES	
Returns@cymax.com	Anything Replacements or Returns related. Or if you need help processing a request on the Vendor Portal	YES	Jose.l@cymax CC Dalia@cymax.com

