

LEONARDO

# EASYSHIP MANUAL

NORTH AMERICA, APRIL 2023

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# 1. LOGIN

ACCESS THIS PORTAL THROUGH YOUR STORE'S CIAO TOOLKIT

# EssilorLuxottica

 This Identity Provider needs to validate your identity. Please login to your existing account here so that we can return verification back to your local service.

Login

Forgotten Password

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Login using your LUX ID and network password



## 2. DASHBOARD | HOMEPAGE

THIS DASHBOARD HOME PAGE WILL THEN LOAD AFTER LOGGING IN, ALLOWING THE USER TO NAVIGATE DIFFERENT SHIPPING OPTIONS.

1

Verify your correct store number is in the upper left corner

2

Ship from is your home store address. This auto-populates to reflect your store number in the upper left corner

3

Ship to will begin the shipping process. The user must select the flow/reason from the drop-down menu

easyship

Operations

SUNGLASS HUT AT MACY'S 5283

Create Shipments

Basic

Manage Shipments

All

Pending

Rejected

To Download

Pickups

Settings

Account

SHIPMENT INFO

Receiver Information (Step 1 of 5)

2

Ship From

151 WEST 34TH ST NEW YORK 10001 NY - SUNGLASS HUT AT MACY'S

SUNGLASS HUT AT MACY'S 2124944400 3345@sghstore.

Ship To

Flow / Reason

3

Choose one

Support

### 3. FLOW | REASON SHIPPING OPTIONS

Operations

SUNGLASS HUT AT MACY'S 5283

Create Shipments

- Basic

Manage Shipments

- All
- Pending
- Rejected
- To Download

Pickups

Settings

Account

SHIPMENT INFO

Receiver Information (Step 1 of 5)

Ship From

151 WEST 34TH ST NEW YORK 10001 NY - SUNGLASS HUT AT MACY'S SUNGLASS HUT AT MACY'S 2124944400 3345@sghstore.

Ship To

Flow / Reason

Choose one

Choose one

Return

Frame to Come

Store to Store

Store to Customer

Store to Vendor

Others

Return:

Option for returning (recall, warranty, damaged, etc.) product to the Distribution Center

Frame to Come:

R<sub>x</sub> frame from store to be shipped to the Lab for R<sub>x</sub>O

Store to Store:

Option for transferring product between to a customer stores

Store to Customer:

Option for shipping

Store to Vendor:

Vendor supply materials that are incorrectly shipped to stores or need to be shipped back to Vendor.

Others:

Any other materials or categories not classifiable above

## 4. FRAME TO COME ( $R_x$ )

# 4.1 FRAME TO COME (R<sub>x</sub>)


1 Select your store's correct Lab from the drop down menu

2 Click shipment info to continue to the next page

2SHIPMENT INFO >

Receiver Information (Step 1 of 5)

Ship From

 151 WEST 34TH ST NEW YORK 10001 NY - SUNGLASS HUT AT MACY'S SUNGLASS HUT AT MACY'S 2124944400 3345@sghstore.com

Ship To

Flow / Reason

Frame to Come

FTC - Atlanta Lab, 101 Greenwood Industrial Pkwy, McDonough, GA, 30253, US

Choose an address

1FTC - Atlanta Lab, 101 Greenwood Industrial Pkwy, McDonough, GA, 30253, US

FTC - Columbus Lab, 2150 Bixby Rd, Lockbourne, OH, 43137, US

FTC - North Creek Lab, 13675 N Stemmons Fwy, Farmers Branch, TX, 75234, US

# 4.2 FRAME TO COME (R<sub>x</sub>)

- 1 Type the required R<sub>x</sub> Order Number
- 2 Enter R<sub>x</sub> Order Date
- 3 REQUIRED - Select box name and enter box dimensions (estimated)
- 4 REQUIRED – If shipping only 1 frame, record 0.9 lbs for accurate shipping costs.
- 5 REQUIRED – Enter description
- 6 Select the Category/HS Code drop-down menu. Choose either 9004.90.00- Spectacles, goggles... or accessory (with battery) if product contains a battery (ex: Ray-Ban stories)
- 7 Click Choose Courier to continue to the next page

RECEIVER INFO

7CHOOSE COURIER

Shipment Information (Step 2 of 5)

1RX Order Number

2RX Order Date

Comments (Optional)

xxxxxxx  
input up to 10 orders

31/12/2022

Free text, 30 digits

3

Box Name

Box Dimensions

4Weight

Custom Box

2x2x2in

0.9lb

5Description

6Category/HS Code

Unit Selling Price

Qty

Total Selling Price

Optional	Frames	9004.90.00 - Spectacles, goggles and t...	.90.00 - Spectacles, g...	USD	300.00	1	USD300.00
		Accessory (no-battery)					
		Accessory (with battery)					



# 4.3 FRAME TO COME (R<sub>x</sub>)

Highlight the desired shipping method Choose the lowest cost shipping option when possible














1 Click select

2 Click Your Info in the top right corner to move to the next step.

< SHIPMENT INFO

2 YOUR INFO >

Choose Courier (Step 3 of 5)

Courier	Delivery Time ⓘ ⌵	Tracking ⓘ	Service Options	Remarks
 UPS - UPS Next Day Air Saver®	<div><div></div></div> 1 working day	<div><div></div></div> Excellent	 Drop-off  Paid Pickup	 1 
 FedEx - FedEx Standard Overnight®	<div><div></div></div> 1 - 2 working days	<div><div></div></div> Excellent	 Paid Pickup	 
 FedEx - FedEx Priority Overnight®	<div><div></div></div> 1 working day	<div><div></div></div> Excellent	 Paid Pickup	 

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# 4.4 FRAME TO COME (R<sub>x</sub>)

CHOOSE BETWEEN TWO SERVICE OPTIONS

< CHOOSE COURIER

PAYMENT >

Handover Options (Step 4 of 5)

Ship From ⓘ

Address on Label ⓘ

151 WEST 34TH ST NEW YORK 10001 NY - SL

151 WEST 34TH ST NEW YORK 1000

ups

UPS - UPS Next Day Air Saver®

1 Shipment

Service Options

Schedule a pickup with UPS (Standard Pickup)

Date

Time

I have already scheduled a pickup

1 shipment

Support

Select schedule a pickup if your shipping vendor is not already scheduled to pick up from your location. Otherwise, select “I have already scheduled a pickup”.

2

PAYMENT >

Handover Options (Step 4 of 5)

Ship From ⓘ

Address on Label ⓘ

151 WEST 34TH ST NEW YORK 10001 NY - SL

151 WEST 34TH ST NEW YORK 1000

ups

UPS - UPS Next Day Air Saver®

1 Shipment

Service Options

Schedule a pickup with UPS (Standard Pickup)

1

Jan 9, 2023

11:00 - 15:00


I have already scheduled a pickup

1 shipment

Support

1 Choose the time and date of the pickup

2 Click Payment in the top right corner to move to the next step

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# 4.5 FRAME TO COME (R<sub>x</sub>)

THIS SCREEN WILL APPEAR NEXT, INFORMING YOU OF THE COST TO BE CHARGED TO THE COMPANY’S ACCOUNT


< YOUR INFO

CONFIRM >

Summary (Step 5 of 5)

Pay to courier

You won't see these charges on your Easyship account. Instead, the courier will invoice you directly or charge you when you drop off your shipment at their location.

 UPS - UPS - UPS Next Day Air Saver®	1 shipment	
Total cost:	1 shipment	<b>\$9.48</b>

Support

Click Confirm to move to the next step

# 4.6 FRAME TO COME (R<sub>x</sub>)

- 1

Select your shipment that was just created. Ensure the check mark appears next to the correct shipment or document.
- 2

Click Generate All Documents at the top right of the screen to retrieve and print the shipping label

ACTIONS

REFRESH LIST

2

GENERATE ALL DOCUMENTS (1)

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

1 - 10 of 35

<input type="checkbox"/>	Easy ID	Order	Sender & Receiver	Courier	Tracking	Remarks	Status
1/35 shipments selected. <a href="#">Select all 35 shipments</a>							
<input checked="" type="checkbox"/>	ESUS124469208	Direct Sales	Shop Manager United States	UPS - UPS Next Day Air Saver®	<a href="#">1ZA1449Y1398446209</a>		Label Ready <a href="#">Generate Docs</a>
<input type="checkbox"/>	ESUS124468079	Direct Sales	Shop Manager United States	UPS - UPS Next Day Air Saver®	<a href="#">1ZA1449Y1397077995</a>		Pickup Scheduled <a href="#">Reschedule Pickup</a>

NOTE: If you selected to schedule a pickup, the status will show Awaiting Pickup Confirmation by Courier  
This status will update when the pickup is confirmed.

<input checked="" type="checkbox"/>	ESUS124469208	Direct Sales	Shop Manager United States	UPS - UPS Next Day Air Saver®	<a href="#">1ZA1449Y1398446209</a>	Label Ready <a href="#">Generate Docs</a>
<input type="checkbox"/>	ESUS119044223	Direct Sales	Shop Manager United States	UPS - UPS® Ground	<a href="#">1ZA1449Y0392688399</a>	Pickup Scheduled <a href="#">Reschedule Pickup</a>



# 4.7 FRAME TO COME (R<sub>x</sub>)

A DOCUMENT QUEUE WILL APPEAR

ACTIONS

REFRESH LIST

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

☐ Easy ID

Order

Sender & Receiver

Courier

Tracking

Remarks

1/35 shipments selected. [Select all 35 shipments](#)

<input checked="" type="checkbox"/>	ESUS124469208	Direct Sales	Shop Manager United States	UPS - UPS Next Day Air Saver®	<a href="#">1ZA1449Y1398446209</a>	
<input type="checkbox"/>	ESUS124468079	Direct Sales	Shop Manager United States	UPS - UPS Next Day Air Saver®	<a href="#">1ZA1449Y1397077995</a>	

Document Queue

Generated on [Settings](#)

Jan 4, 2023, 15:591 shipment  
All documents

Jan 4, 2023, 15:591 shipment  
All documents

Dec 12, 2022, 10:351 shipment  
All documents

Dec 9, 2022, 10:161 shipment  
All documents

1 Click on the document to show the options: download or print

2 Select print

3 Attach the label to your shipment box

Document Queue

Generated on [Settings](#)

Nov 7, 2022, 08:31 shipment  
All documents

DOWNLOAD

PRINT

SUNGLASS HUT AT MACY'S  
2124944400  
SUNGLASS HUT AT MACY'S  
151 WEST 34TH ST  
NEW YORK NY 10001

1 LBS  
DWT: 2,1,1

1 OF 1

SHIP TO:  
SHOP MANAGER  
1234567890  
LUXOTTICA  
SUITE 200  
101 GREENWOOD INDUSTRIAL PKWY  
MCDONOUGH GA 30253

GA 305 9-06

UPS NEXT DAY AIR SAVER 1P

TRACKING #: 1Z A14 49Y 13 9844 6209

BILLING: P/P

Reference No.1: ESUS124469208

XOL 22.12.20 NV-ES 1.0A 01/2023\*

# STORE-TO-STORE SHIPMENT

# 5.1 STORE-TO-STORE SHIPMENT

- 1

Select Store to Store in flow / reason
- 2

Type in the store number of the store you would like to ship to
- 3

Select the correct ship to store and the store's address will auto populate
- 4


Click shipment info to continue to the next page

4

SHIPMENT INFO >

Receiver Information (Step 1 of 5)

Ship From

 151 WEST 34TH ST NEW YORK 10001 NY - SUNGLASS HUT AT MACY'S SUNGLASS HUT AT MACY'S 2124944400 3345@sghstore

▼

Ship To


Flow / Reason

1


Store to Store

▼


2



3

 1298 1 MILLS CIR, STE 419, ONTARIO, California, 91764, US

×

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# 5.2 STORE-TO-STORE SHIPMENT

INPUT THE FOLLOWING INFORMATION BEFORE PROCEEDING WITH CHOOSE COURIER

- 1
- Type the inventory movement reference number if there is no inventory number available type N/A
- 2
- REQUIRED: Select box name & box dimensions (estimated)
- 3
- REQUIRED: Enter Box Weight. If shipping only 1 frame record 0.9 lbs for accurate shipping costs.
- 4
- REQUIRED: Enter description
- 5
- Select the Category/HS Code drop-down menu. Choose either 9004.90.00-Spectacles, goggles... or accessory (with battery) if product contains a battery (ex: Ray-Ban stories)
- 6
- Enter the unit selling price and quantity (Qty)
- 7
- Click Choose Courier to continue to the next page

< RECEIVER INFO

7

CHOOSE COURIER >

Shipment Information (Step 2 of 5)

Commodity

1

Inventory Movement Reference

Comments (Optional)

Frames

15 digits

Free text, 30 digits

2

Box Name

3

Box Dimensions

Weight

Custom Box

0

x

0

x

0

in

0.9

lb

SKU

4

Description

5

Category/HS Code

6

Unit Selling Price

Qty

Total Selling Price

Optional

Frames

9004.90.00 - Spectacles, goggles and t...

Accessory (no-battery)

Accessory (with battery)

USD

0.00

1

USD0.00

Support



# 5.3 STORE-TO-STORE SHIPMENT





Highlight the desired shipping method Choose the lowest cost shipping option when possible

- 1 Click select
- 2 Click Your Info in the top right corner to move to the next step.

< SHIPMENT INFO

2 YOUR INFO >

Choose Courier (Step 3 of 5)

Courier	Delivery Time ⓘ ⌵	Tracking ⓘ	Service Options	Remarks	
 UPS - UPS® Ground	<div><div></div></div> 2 - 3 working days	<div><div></div><div></div><div></div><div></div></div> Excellent	<div><div>Drop-off</div><div>Paid Pickup</div></div>	<div><div></div><div></div></div>	<div>1 SELECT</div>
 UPS - UPS 3 Day Select®	<div><div></div></div> 2 - 3 working days	<div><div></div><div></div><div></div><div></div></div> Excellent	<div><div>Drop-off</div><div>Paid Pickup</div></div>	<div><div></div><div></div></div>	<div>SELECT</div>
 UPS - UPS 2nd Day Air®	<div><div></div></div> 1 - 2 working days	<div><div></div><div></div><div></div><div></div></div> Excellent	<div><div>Drop-off</div><div>Paid Pickup</div></div>	<div><div></div><div></div></div>	<div>SELECT</div>
 UPS - UPS Next Day Air Saver®	<div><div></div></div> 1 - 2 working days	<div><div></div><div></div><div></div><div></div></div> Excellent	<div><div>Drop-off</div><div>Paid Pickup</div></div>	<div><div></div><div></div></div>	<div>SELECT</div>

# 5.4 STORE-TO-STORE SHIPMENT

CHOOSE BETWEEN TWO SERVICE OPTIONS

CHOOSE COURIER

PAYMENT

Handover Options (Step 4 of 5)

Ship From

151 WEST 34TH ST NEW YORK 10001 NY - SL

Address on Label

151 WEST 34TH ST NEW YORK 1000

ups

UPS - UPS® Ground

1 Shipment

Service Options

☒ Schedule a pickup with UPS (Standard Pickup)

☐ I have already scheduled a pickup

1 shipment

Support

Select schedule a pickup if your shipping vendor is not already scheduled to pick up from your location. Otherwise, select “I have already scheduled a pickup”.

2

PAYMENT

Handover Options (Step 4 of 5)

Ship From

151 WEST 34TH ST NEW YORK 10001 NY - SL

Address on Label

151 WEST 34TH ST NEW YORK 1000

ups

UPS - UPS® Ground

1 Shipment

Service Options

☒ Schedule a pickup with UPS (Standard Pickup)

1

Nov 30, 2022

11:00 - 15:00


☐ I have already scheduled a pickup

1 shipment

Support

1 Choose the time and date of the pickup

2 Click Payment in the top right corner to move to the next step

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# 5.5 STORE-TO-STORE SHIPMENT

THIS SCREEN WILL APPEAR NEXT, INFORMING YOU OF THE COST TO BE CHARGED TO THE COMPANY’S ACCOUNT


< YOUR INFO

CONFIRM >

Summary

Pay to courier

You won't see these charges on your Easyship account. Instead, the courier will invoice you directly or charge you when you drop off your shipment at their location.

 UPS - UPS - UPS® Ground	1 shipment	
Total cost:	1 shipment	\$16.07

1 Click Confirm to move to the next step

# 5.6 STORE-TO-STORE SHIPMENT

- 1

Select your shipment that was just created. Ensure the check mark appears next to the correct shipment or document.
- 2

Click Generate All Documents at the top right of the screen to retrieve and print the shipping label

ACTIONS

REFRESH LIST

2

GENERATE ALL DOCUMENTS (1)

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No. Filters Sort by 1 - 10 of 14

Easy ID	Order	Sender & Receiver	Courier	Tracking	Remarks	Status
1/14 shipments selected. <a href="#">Select all 14 shipments</a>						
<input checked="" type="checkbox"/>	ESUS115764259	Direct Sales	Shop Manager United States	UPS - UPS® Ground	1ZA1449Y0393796314	Label Ready Generate Docs
<input type="checkbox"/>	ESUS115763009	Direct Sales	Shop Manager United States	UPS - UPS® Ground	1ZA1449Y0397456880	Label Ready Generate Docs

NOTE: If you selected to schedule a pickup, the status will show Awaiting Pickup Confirmation by Courier  
This status will update when the pickup is confirmed.

<input checked="" type="checkbox"/> ESUS115764259	Direct Sales	Shop Manager United States	UPS - UPS® Ground	1ZA1449Y0393796314	Awaiting Pickup Confirmation by Courier
<input checked="" type="checkbox"/> ESUS115764259	Direct Sales	Shop Manager United States	UPS - UPS® Ground	1ZA1449Y0393796314	Pickup Scheduled Reschedule Pickup



# 5.7 STORE-TO-STORE SHIPMENT

A DOCUMENT QUEUE WILL APPEAR

ACTIONS

REFRESH LIST

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

Easy ID

Order

Sender & Receiver

Courier

Tracking

1/14 shipments selected. [Select all 14 shipments](#)

ESUS115764259

Direct Sales

Shop Manager  
United States

UPS - UPS® Ground

[1ZA1449Y0393796314](#)

Document Queue

Generated on

Nov 7, 2022, 09:36

1 shipment

Nov 7, 2022, 08:53

1 shipment

Nov 3, 2022, 17:11

1 shipment

Nov 2, 2022, 17:46

1 shipment

Document Queue

Generated on

Nov 7, 2022, 09:36

1 shipment

DOWNLOAD

PRINT

SUNGLASS HUT AT MACY'S  
212-6944-400  
SUNGLASS HUT AT MACY'S  
151 WEST 34TH ST  
NEW YORK NY 10001

2 LBS  
DWT: 2,2,2  
1 OF 1

SHIP TO:  
SHOP MANAGER  
9094841055  
SUNGLASS HUT  
STE 419  
1 MILLS CIR  
ONTARIO CA 91764

CA 916 9-13

Barcode

UPS GROUND  
TRACKING #: 1Z A14 49Y 03 9379 6314

Barcode

BILLING: P/P

Reference No.1: ESUS115764259

1

Click on the document to show the options: download or print

2

Select print

3

Attach the label to your shipment box

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# STORE-TO-CUSTOMER SHIPMENT

# 6.1 STORE-TO-CUSTOMER SHIPMENT

SHIPMENT INFO >

Receiver Information (Step 1 of 5)

Ship From

151 WEST 34TH ST NEW YORK 10001 NY - SUNGLASS HUT AT MACY'S SUNGLASS HUT AT MACY'S 2124944400 3345@sghstore.com

Ship To

Flow / Reason

Choose one

Choose one

Return

Frame to Come

Store to Store

Store to Customer

Store to Vendor

Others

2

Receiver Name

Krista

Company Name (Optional)

Contact No.

7703053465

Email Address (Optional)

Country

United States

Zip Code

30253

City

Mcdonough

State / Province

Georgia

Address Line 1

1 Greenwood Pkwy

Address Line 2 (Optional)

Residential Address [Learn more](#)

NoYes

3

4

SHIPMENT INFO >

- 1 Select store to customer in flow/reason
- 2 Type in the customer’s information. Always ask the customer for their email and telephone number when shipping product to them.
- 3 Select Yes in the bottom left corner to indicate this is a residential address
- 4 Click shipment info to continue to the next page

# 6.2 STORE-TO-CUSTOMER SHIPMENT

INPUT THE FOLLOWING INFORMATION BEFORE PROCEEDING WITH “CHOOSE COURIER”

- 1
- Select frame, in most cases, as the commodity sub-category
- 2
- Enter the shipping cost paid by the customer. If your company funds this, type \$0
- 3
- REQUIRED: Select box name and enter box dimensions (estimated)
- 4
- REQUIRED: Enter Box Weight. If shipping only 1 frame, record 0.9 lbs for accurate shipping costs.
- 5
- Enter SKU and description (as detailed as possible when shipping to a customer)
- 6
- Select the Category/HS Code drop-down menu. Choose either 9004.90.00-Spectacles, goggles... or accessory (with battery) if product contains a battery (ex: Ray-Ban stories)

RECEIVER INFO

8

CHOOSE COURIER

Shipment Information (Step 2 of 5)

1

Commodity

Frames

Choose one

Frames

RX Order

Contact Lenses

Other (please specify)

PO Number

15 digits

2

Shipping Cost Paid by Customers

\$ xxx.xx

Comments (Optional)

Free text, 30 digits

3

Box Name

Custom Box

Box Dimensions

0

x

0

x

0

in

4

Weight

0

lb

SKU	Description	Category/HS Code	Unit Selling Price	Qty	Total Selling Price
Optional	Frames	9004.90.00 - Spectacles, goggles and t...	USD 0.00	1	USD0.00
		Accessory (no-battery)			
		Accessory (with battery)			

6

Category/HS Code

9004.90.00 - Spectacles, goggles and t...

Accessory (no-battery)

Accessory (with battery)

7

Unit Selling Price

USD

0.00

Support

- 7
- Enter the unit selling price and quantity (Qty)
- 8
- Click Choose Courier to continue to the next page



# 6.3 STORE-TO-CUSTOMER SHIPMENT

TWO SHIPPING OPTION WILL APPEAR ON THIS SCREEN.



<

SHIPMENT INFO

2

YOUR INFO >

Choose Courier (Step 3 of 5)

Courier	Delivery Time ⓘ ↓	Tracking ⓘ	Service Options	Remarks
 UPS - UPS® Ground	<div><div></div></div> 2 - 3 working days	<div><div></div><div></div><div></div><div></div></div> Excellent	<div><div>Drop-off</div><div>Paid Pickup</div></div>	<div><div>\$</div></div> <div>SELECT</div>
 USPS - First Class	<div><div></div></div> 2 - 4 working days	<div><div></div><div></div><div></div><div></div></div> Basic	<div><div>Drop-off</div><div>Free Pickup</div></div>	<div>1</div> <div>SELECT</div>

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1 Click select.

2 Click Your Info in the top right corner to move to the next step

# 6.4a STORE-TO-CUSTOMER SHIPMENT

CHOOSE BETWEEN TWO SERVICE OPTIONS

< CHOOSE COURIER

PAYMENT >

Handover Options (Step 4 of 5)

Ship From ⓘ

Address on Label ⓘ

🇺🇸 151 WEST 34TH ST NEW YORK 10001 NY - SL

🇺🇸 151 WEST 34TH ST NEW YORK 1000

ups

UPS - UPS® Ground

1 Shipment

Service Options

☒ Schedule a pickup with UPS (Standard Pickup)

☐ I have already scheduled a pickup

1 shipment

Support

Select schedule a pickup if your shipping vendor is not already scheduled to pick up from your location

2

PAYMENT >

Handover Options (Step 4 of 5)

Ship From ⓘ

Address on Label ⓘ

🇺🇸 151 WEST 34TH ST NEW YORK 10001 NY - SL

🇺🇸 151 WEST 34TH ST NEW YORK 1000

ups

UPS - UPS® Ground

1 Shipment

Service Options

☒ Schedule a pickup with UPS (Standard Pickup)

1

Nov 30, 2022

11:00 - 15:00


☐ I have already scheduled a pickup

1 shipment

Support

1 Choose the time and date of the pickup

2 Click Payment in the top right corner to move to the next step

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# 6.4b STORE-TO-CUSTOMER SHIPMENT

CHOOSE PICKUP OPTION

2

PAYMENT >

Handover Options (Step 4 of 5)

📍 Ship From ⓘ

151 WEST 34TH ST NEW YORK 10001 NY - SU

📄 Address on Label ⓘ

151 WEST 34TH ST NEW YORK 1000 

▼

USPS - First Class

1 Shipment

☒ Service Options

☐ Schedule a pickup with USPS (Standard Pickup)

Dec 7, 2022 

▼

08:00 - 20:00 

▼

Please note your address may not be eligible for pickup by USPS

☐ Drop-off at USPS [\(See dropoff locations\)](#)

Free

Free

1 shipment

Support

1 Choose the time and date of the pickup

2 Click Payment in the top right corner to move to the next step

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# 6.5 STORE-TO-CUSTOMER SHIPMENT

THIS SCREEN WILL APPEAR NEXT, INFORMING YOU OF THE COST TO BE CHARGED TO THE COMPANY’S ACCOUNT


< YOUR INFO

CONFIRM >

Summary

Pay to courier

You won't see these charges on your Easyship account. Instead, the courier will invoice you directly or charge you when you drop off your shipment at their location.

 UPS - UPS - UPS® Ground	1 shipment	
Total cost:	1 shipment	\$15.66

Click Confirm to move to the next step

# 6.6 STORE-TO-CUSTOMER SHIPMENT

- 1

Select your shipment that was just created. Ensure the check mark appears next to the correct shipment or document.
- 2

Click Generate All Documents at the top right of the screen to retrieve and print the shipping label

ACTIONS

REFRESH LIST

2

GENERATE ALL DOCUMENTS (1)

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No. Filters Sort by 1 - 10 of 14

Easy ID	Order	Sender & Receiver	Courier	Tracking	Remarks	Status
1/14 shipments selected. <a href="#">Select all 14 shipments</a>						
<input checked="" type="checkbox"/>	ESUS115764259	Direct Sales	Shop Manager United States	UPS - UPS® Ground	1ZA1449Y0393796314	Label Ready Generate Docs
<input type="checkbox"/>	ESUS115763009	Direct Sales	Shop Manager United States	UPS - UPS® Ground	1ZA1449Y0397456880	Label Ready Generate Docs

NOTE: If you selected to schedule a pickup, the status will show Awaiting Pickup Confirmation by Courier  
This status will update when the pickup is confirmed.

<input checked="" type="checkbox"/> ESUS115764259	Direct Sales	Shop Manager United States	UPS - UPS® Ground	1ZA1449Y0393796314	Awaiting Pickup Confirmation by Courier
<input checked="" type="checkbox"/> ESUS115764259	Direct Sales	Shop Manager United States	UPS - UPS® Ground	1ZA1449Y0393796314	Pickup Scheduled Reschedule Pickup

# 6.7 STORE-TO-CUSTOMER SHIPMENT

- 1

Select your shipment that was just created. Ensure the check mark appears next to the correct shipment or document.
- 2

Click Generate All Documents at the top right of the screen to retrieve and print the shipping label.

ACTIONS

REFRESH LIST

2

GENERATE ALL DOCUMENTS (1)

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

1 - 10 of 16

<input type="checkbox"/> Easy ID	Order	Sender & Receiver	Courier	Tracking	Remarks	Status
1/16 shipments selected. <a href="#">Select all 16 shipments</a>						
<div>1</div> <input checked="" type="checkbox"/>	ESUS115818296	<div>Direct Sales</div>	<div>Krista United States</div>	<div>UPS - UPS® Ground</div>	<div>1ZA1449Y0397626893</div>	<div>Label Ready</div> <div>Generate Docs</div>
<input type="checkbox"/>	ESUS115806349	<div>Direct Sales</div>	<div>Shop Manager United States</div>	<div>UPS - UPS® Ground</div>	<div>1ZA1449Y0391606924</div>	<div>Label Ready</div> <div>Generate Docs</div>



# 6.8 STORE-TO-CUSTOMER SHIPMENT

A DOCUMENT QUEUE WILL APPEAR

ACTIONS

REFRESH LIST

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

Easy ID

Order

Sender & Receiver

Courier

Tracking

1/16 shipments selected.

Select all 16 shipments

ESUS115818296

Direct Sales

Krista United States

UPS - UPS® Ground

1ZA1449Y0397626893

Document Queue

Generated on

Settings

Nov 7, 2022, 12:20

1 shipment

All documents

Nov 7, 2022, 11:45

1 shipment

All documents

Nov 7, 2022, 11:45

1 shipment

All documents

Nov 7, 2022, 09:36

1 shipment

All documents

Document Queue

Generated on

Settings

Nov 7, 2022, 09:36

1 shipment

All documents

DOWNLOAD

PRINT

SUNGLASS HUT AT MACY'S  
2124944400  
SUNGLASS HUT AT MACY'S  
151 WEST 34TH ST  
NEW YORK NY 10001

3 LBS  
DWT: 2,2,2

1 OF 1

SHIP TO:  
KRISTA  
7703053465  
KRISTA  
1 GREENWOOD PKWY  
MCDONOUGH GA 30253

GA 305 9-06

UPS GROUND  
TRACKING #: 1Z A14 49Y 03 9762 6893

BILLING: P/P

Reference No.1: ESUS115818296

XOL 22.11.03 NV-05 46.0A 11/2022

1

Click on the document to show the options: download or print

2

Select print

3

Attach the label to your shipment box

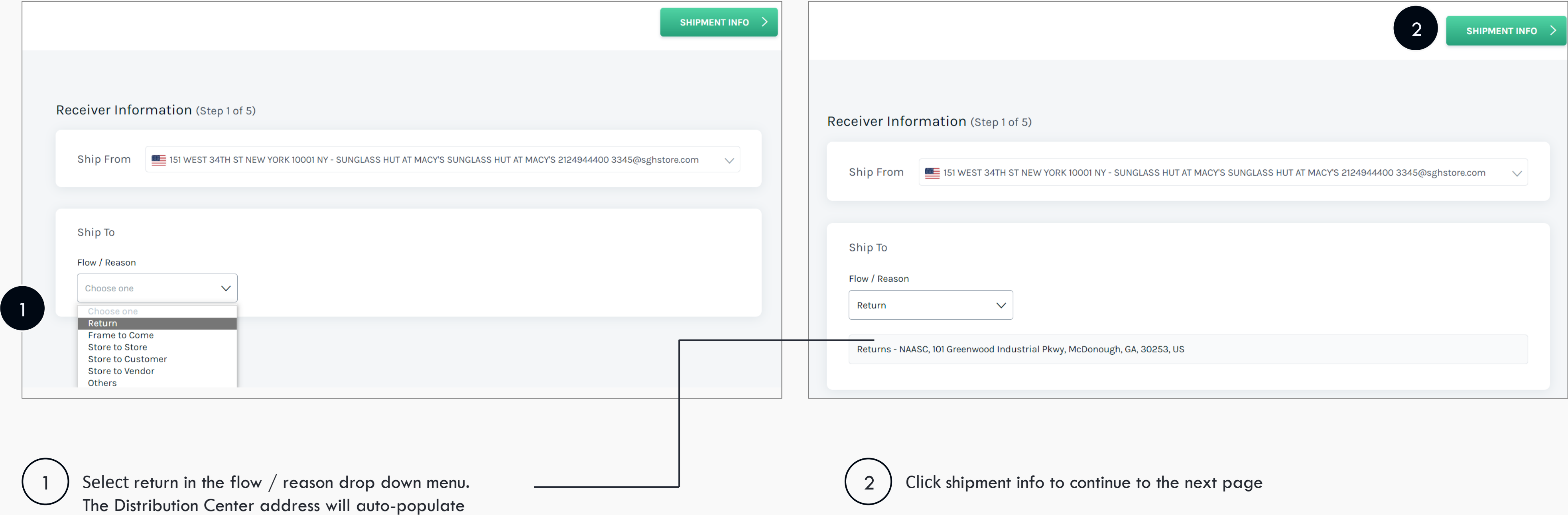
LEONARDO

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## 7. RETURN | RECALL | DAMAGES

# 7.1 RETURN | RECALL | DAMAGES

THE RETURN OPTION IS TO BE USED FOR STORES SENDING RECALLS, PRODUCT DAMAGES OR OTHER ITEMS BACK TO THE DISTRIBUTION CENTER (DC)



# 7.2 RETURN | RECALL | DAMAGES

INPUT THE FOLLOWING INFORMATION BEFORE PROCEEDING WITH “CHOOSE COURIER”

- 1
- Type the return authorization number. If there is no return authorization number available, type N/A
- 2
- REQUIRED: Select box name and enter box dimensions (estimated)
- 3
- REQUIRED: Select box name and enter box dimensions (estimated)
- 4
- Enter SKU and description. Skip inserting a SKU number if this is a multiple frame return shipment(s) such as Recalls. Be sure to still include a description for the shipment.
- 5
- Select the Category/HS Code drop-down menu. Choose either 9004.90.00-Spectacles, goggles.. or accessory (with battery) if product contains a battery (ex: Ray-Ban stories)
- 6
- Enter unit selling price. If price is not known, use \$300 (average) and quantity (Qty)
- 7
- Add a new box if there are multiple shipping boxes in the shipment
- 8
- Click Choose Courier

< RECEIVER INFO

8

CHOOSE COURIER >

Shipment Information (Step 2 of 5)

1

Return Authorization Number

15 digits

Comments (Optional)

Free text, 30 digits

2

Box Name

Custom Box

Box Dimensions ⓘ

0 x 0 x 0 in

3

Weight

0 lb

4

SKU

Optional

Description

Frames

5

Category/HS Code ⓘ

9004.90.00 - Spectacles, goggles and t...  
Accessory (no-battery)  
Accessory (with battery)

6

Unit Selling Price

USD

0.00

Qty

1

Total Selling Price

USD0.00

7

ADD A NEW BOX

Support

# 7.3 RETURN | RECALL | DAMAGES

INPUT THE FOLLOWING INFORMATION BEFORE PROCEEDING WITH “CHOOSE COURIER”

- 1 Select frame, in most cases, as the commodity sub-category
- 2 Enter the shipping cost paid by the customer. If your company funds this, type \$0
- 3 REQUIRED: Select box name and enter box dimensions (estimated)
- 4 REQUIRED: Enter Box Weight. If shipping only 1 frame, record 0.9 lbs for accurate shipping costs.
- 5 Enter SKU and description (as detailed as possible when shipping to a customer)
- 6 Select the Category/HS Code drop-down menu. Choose either 9004.90.00-Spectacles, goggles... or accessory (with battery) if product contains a battery (ex: Ray-Ban stories)

RECEIVER INFO

8CHOOSE COURIER

Shipment Information (Step 2 of 5)

1Commodity

PO Number

2Shipping Cost Paid by Customers

Comments (Optional)

Frames

15 digits

\$ xxx.xx

Free text, 30 digits

Choose one

Frames

RX Order

Contact Lenses

Other (please specify)

3Box Name

Box Dimensions

4Weight

Custom Box

0 x 0 x 0 in

0 lb

SKU

Description

6Category/HS Code

7Unit Selling Price

Qty

Total Selling Price

Optional

Frames

9004.90.00 - Spectacles, goggles and t...

USD

0.00

1

USD0.00

Accessory (no-battery)

Accessory (with battery)

Support

- 7 Enter the unit selling price and quantity (Qty)
- 8 Click Choose Courier to continue to the next page

# 7.4 RETURN | RECALL | DAMAGES



ALL RETURNS, RECALLS AND DAMAGES ARE REQUIRED TO BE SENT USING USPS, AS THIS IS THE MOST ECONOMICAL OPTION

2

< SHIPMENT INFO

YOUR INFO >

Choose Courier (Step 3 of 5)

Courier	Delivery Time ⓘ ⌵	Tracking ⓘ	Service Options	Remarks
 UPS - UPS® Ground	<div><div></div></div> 2 - 3 working days	<div><div></div><div></div><div></div><div></div></div> Excellent	<div><div>Drop-off</div><div>Paid Pickup</div></div>	<div><div>\$</div></div> <div>SELECT</div>
 USPS - First Class	<div><div></div></div> 2 - 4 working days	<div><div></div><div></div><div></div><div></div></div> Basic	<div><div>Drop-off</div><div>Free Pickup</div></div>	<div>1</div> <div>SELECT</div>

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1 Click Select on the **USPS** shipment option

2 Click Your Info to move to the next step



# 7.5 RETURN | RECALL | DAMAGES

THIS SCREEN WILL APPEAR NEXT, ASKING YOU TO SELECT A SERVICE OPTION

2

PAYMENT >

Handover Options (Step 4 of 5)

Ship From ⓘ

151 WEST 34TH ST NEW YORK 10001 NY - SU

Address on Label ⓘ

151 WEST 34TH ST NEW YORK 1000 

▼

USPS - First Class

1 Shipment

Service Options

☒ Schedule a pickup with USPS (Standard Pickup)

Free

1

Dec 7, 2022 

▼

08:00 - 20:00 

▼

Please note your address may not be eligible for pickup by USPS

☐ Drop-off at USPS [\(See dropoff locations\)](#)

Free

1 shipment

Support

1 Choose to either Schedule a pickup time or Drop-off at USPS

2 Click Payment to move to the next step

# 7.6 RETURN | RECALL | DAMAGES


THIS SCREEN WILL APPEAR NEXT, INFORMING YOU OF THE COST TO BE CHARGED TO THE COMPANY’S ACCOUNT

< YOUR INFO

CONFIRM >

Summary (Step 5 of 5)

Pay now

 USPS - First Class	1 shipment	\$6.12
Total cost:	1 shipment	<b>\$6.12</b>

Click confirm to move to the next step

# 7.7 RETURN | RECALL | DAMAGES

- 1

Select your shipment that was just created. Ensure the check mark appears next to the correct shipment or document.
- 2

Click Generate All Documents at the top right of the screen to retrieve and print the shipping label.

ACTIONS

REFRESH LIST

2

GENERATE ALL DOCUMENTS (1)

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

1 - 10 of 31

<input type="checkbox"/> Easy ID	Order	Sender & Receiver	Courier	Tracking	Remarks	Status
1/31 shipments selected. <a href="#">Select all 31 shipments</a>						
<input checked="" type="checkbox"/> ESUS120332027	Direct Sales	Shop Manager United States	USPS - First Class	<a href="#">9400109104250000078545</a>	Awaiting Pickup	Confirmation by Courier
<input type="checkbox"/> ESUS119089997	Direct Sales	Shop Manager United States	USPS - Priority Mail	<a href="#">9205590221582761582399</a>	Pickup Scheduled	Reschedule Pickup

## 7.8 RETURN | RECALL | DAMAGES

A DOCUMENT QUEUE WILL APPEAR

ACTIONS

REFRESH LIST

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

Easy ID

Order

Sender & Receiver

Courier

Tracking

1/30 shipments selected. [Select all 30 shipments](#)

☒

ESUS119089997

Direct Sales

Shop Manager  
United States

USPS - Priority Mail

Pending

☐

ESUS119067006

Direct Sales

SAM  
United States

UPS - UPS® Ground

[1ZA1449Y0398165988](#)

Pickup Scheduled  
Reschedule Pickup

GENERATE ALL DOCUMENTS

Document Queue

Generated on

Nov 29, 2022, 16:47

1 shipment

All documents

Nov 29, 2022, 13:23

1 shipment

All documents

Nov 29, 2022, 13:22

1 shipment

All documents

Nov 15, 2022, 23:51

1 shipment

All documents

Document Queue

Generated on

Nov 7, 2022, 09:36

1 shipment

DOWNLOAD

PRINT

P

PRIORITY MAIL

SUNGLASS HUT AT MACY'S  
SUNGLASS HUT AT MACY'S  
151 WEST 34TH ST  
NEW YORK, NY 10001-2101

11/30/2022  
Mailed from 10001  
2 lbs

SHOP MANAGER  
LUXOTTICA  
101 GREENWOOD INDUSTRIAL PKWY  
SUITE 395  
MCDONOUGH, GA 30253-7523

USPS TRACKING # - EP

9205 5902 2158 2761 5823 99

ESUS119089997

1

Click on the document to show the options: download or print

2

Select print

3

Attach the label to your shipment box

3

## 8. STORE TO VENDOR


# 8.1 STORE TO VENDOR

Select Store to Vendor in  
flow / reason

SHIPMENT INFO >

Receiver Information (Step 1 of 5)

Ship From

 151 WEST 34TH ST NEW YORK 10001 NY - SUNGLASS HUT AT MACY'S SUNGLASS HUT AT MACY'S 2124944400 3345@sghstore.com

Ship To

Flow / Reason

Choose one

Choose one

Return

Frame to Come

Store to Store

Store to Customer

Store to Vendor

Others

Support



# 8.2 STORE TO VENDOR

3

SHIPMENT INFO >

Ship From

151 WEST 34TH ST NEW YORK 10001 NY - SUNGLASS HUT AT MACY'S SUNGLASS HUT AT MACY'S 2124944400 3345@sghstore.com

Flow / Reason

Store to Vendor

1

Receiver Name

Company Name (Optional)

Contact No.

Email Address (Optional)

Country

United States

Zip Code

City

State / Province

Address Line 1

Address Line 2 (Optional)

Residential Address [Learn more](#)

2

No

Yes

Support

- 1

Type in the Vendor's information.
- 2

Select No in the bottom left corner to indicate this is not a residential address
- 3

Click Shipment Info to continue to the next page

# 8.3 STORE TO VENDOR

INPUT THE FOLLOWING INFORMATION BEFORE PROCEEDING WITH CHOOSE COURIER

- 1 Type the commodity and add an additional comment if necessary.
- 2 REQUIRED: Select box name & box dimensions (estimated)
- 3 REQUIRED: Enter Box Weight. If shipping only 1 frame record 0.9 lbs for accurate shipping costs.
- 4 REQUIRED: Enter description. Be sure to include a description/reason for the shipment.
- 5 Select the Category/HS Code drop-down menu. Choose the product provided in the list
- 6 Enter the unit selling price and quantity (Qty). If price is not known, use \$300
- 7 Click Choose Courier to continue to the next page

< RECEIVER INFO

7 CHOOSE COURIER >

Shipment Information (Step 2 of 5)

1

Commodity

Other (please specify)

Other (please specify)

15 digits

Comments (Optional)

sending lights back to vendor

2

Box Name

Custom Box

Box Dimensions

0

x

0

x

0

in

Weight

0

lb

3

SKU

Optional

4

Description

Other (please specify)

5

Category/HS Code

7013.10.00 - Glassware of g...

Unit Selling Price

USD

0.00

Qty

1

Total Selling

USD0.00

6

Support

# 8.4 STORE TO VENDOR

ONLY ONE SHIPPING OPTION WILL APPEAR ON THIS SCREEN.





<

SHIPMENT INFO

2

YOUR INFO>

Choose Courier (Step 3 of 5)

Courier	Delivery Time <div><div>i</div><div>↓</div><div>≡</div></div>	Tracking <div><div>i</div></div>	Service Options	Remarks
<div><div></div><div>UPS - UPS® Ground</div></div>	<div><div></div></div> <div>2 - 3 working days</div>	<div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>	<div><div> Drop-off</div><div> Paid Pickup</div></div>	<div>1</div> <div><div></div><div>SELECT</div></div>

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1

Click select.

2

Click Your Info in the top right corner to move to the next step

# 8.5 STORE TO VENDOR

CHOOSE BETWEEN TWO SERVICE OPTIONS

< CHOOSE COURIER

PAYMENT >

Handover Options (Step 4 of 5)

Ship From ⓘ

151 WEST 34TH ST NEW YORK 10001 NY - SL

Address on Label ⓘ

151 WEST 34TH ST NEW YORK 1000

ups

UPS - UPS® Ground

1 Shipment

Service Options

☒ Schedule a pickup with UPS (Standard Pickup)

☐ I have already scheduled a pickup

1 shipment

Support

Select schedule a pickup if your shipping vendor is not already scheduled to pick up from your location. Otherwise, select “I have already scheduled a pickup”.

2

PAYMENT >

Handover Options (Step 4 of 5)

Ship From ⓘ

151 WEST 34TH ST NEW YORK 10001 NY - SL

Address on Label ⓘ

151 WEST 34TH ST NEW YORK 1000

ups

UPS - UPS® Ground

1 Shipment

Service Options

☒ Schedule a pickup with UPS (Standard Pickup)

1

Nov 30, 2022

11:00 - 15:00


☐ I have already scheduled a pickup

1 shipment

Support

1 Choose the time and date of the pickup

2 Click Payment in the top right corner to move to the next step

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# 8.6 STORE TO VENDOR

THIS SCREEN WILL APPEAR NEXT, INFORMING YOU OF THE COST TO BE CHARGED TO THE COMPANY’S ACCOUNT

< YOUR INFO

CONFIRM >

Summary (Step 5 of 5)

!

Be sure that the shipment details you declared—including weight, box dimensions, and address—are accurate, to avoid additional charges from shipping cost adjustments. [Learn more](#)

Pay to courier

You won't see these charges on your Easyship account. Instead, the courier will invoice you directly or charge you when you drop off your shipment at their location.

<div><div>ups</div><div>UPS - UPS - UPS® Ground</div></div>	1 shipment	
Total cost:	1 shipment	\$5.92

Support

1 Click Confirm to move to the next step



# 8.7 STORE TO VENDOR

- 1

Select your shipment that was just created. Ensure the check mark appears next to the correct shipment or document.
- 2

Click Generate All Documents at the top right of the screen to retrieve and print the shipping label.

ACTIONS

REFRESH LIST

2

GENERATE ALL DOCUMENTS (1)

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

1 - 10

<input type="checkbox"/> Easy ID	Order	Sender & Receiver	Courier	Tracking	Remarks	Status
1/16 shipments selected. <a href="#">Select all 16 shipments</a>						
<div>1</div> <input checked="" type="checkbox"/>	ESUS117767557	Direct Sales	XXXX United States	UPS - UPS® Ground	<a href="#">1ZA1449Y0395334569</a>	Label Ready <a href="#">Generate Docs</a>
<input type="checkbox"/>	ESUS117766778	Direct Sales	Shop Manager United States	UPS - UPS® Ground	<a href="#">1ZA1449Y0394410979</a>	Label Ready <a href="#">Generate Docs</a>



# 8.8 STORE TO VENDOR

A DOCUMENT QUEUE WILL APPEAR

ACTIONS

REFRESH LIST

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

Easy ID

Order

Sender & Receiver

Courier

Tracking

1/16 shipments selected.

Select all 16 shipments

ESUS117767557

Direct Sales

XXXX United States

UPS - UPS® Ground

1ZA1449Y039533456993

Document Queue

Generated on

Nov 7, 2022, 12:20

All documents

1 shipment

Nov 7, 2022, 11:45

All documents

1 shipment

Nov 7, 2022, 11:45

All documents

1 shipment

Nov 7, 2022, 09:36

All documents

1 shipment

Document Queue

Generated on

Nov 7, 2022, 09:36

All documents

1 shipment

DOWNLOAD

PRINT

SUNGLASS HUT AT MACY'S  
2124944400  
SUNGLASS HUT AT MACY'S  
151 WEST 34TH ST  
NEW YORK NY 10001

5 LBS  
DWT: 2,2,2  
1 OF 1

SHIP TO:  
XXXX  
0012345678  
XXXX  
420 5TH AVE  
NEW YORK NY 10025

NY 100 9-27

UPS GROUND

TRACKING #: 1Z A14 49Y 03 9533 4569

BILLING: P/P

Reference No.1: ESUS117767557

XOL 22.11.37 NV49-48.0A 11/2022\*

1

Click on the document to show the options: download or print

2

Select print

3

Attach the label to your shipment box

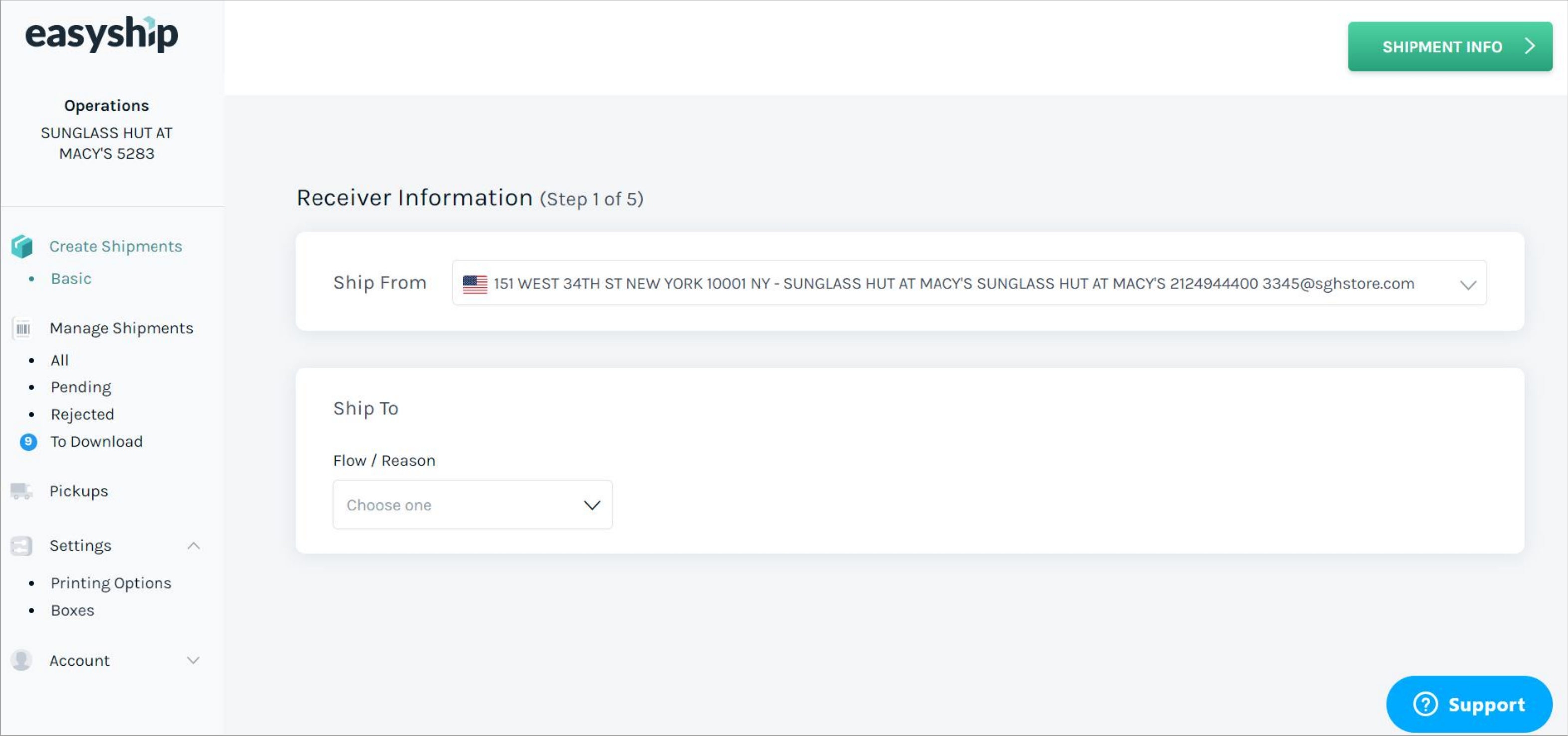
LEONARDO

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## 9. TRACKING

# 9.1 TRACKING

NAVIGATE TO THE HOME SCREEN’S DASHBOARD PAGE

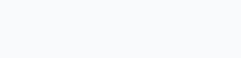


Click Manage Shipments listed in the far left column. This action will take you to another screen.


## 9.2 TRACKING

- 1 Click the hyperlink tracking number for the shipment you would like to see.

This action will take you to another screen.



ACTIONS
REFRESH LIST



**Operations**

SUNGLASS HUT AT  
MACY'S 5283

Create Shipments

- Basic

Manage Shipments

- All
- Pending
- Rejected
- To Download

Pickups

Settings

- Printing Options
- Boxes

Account

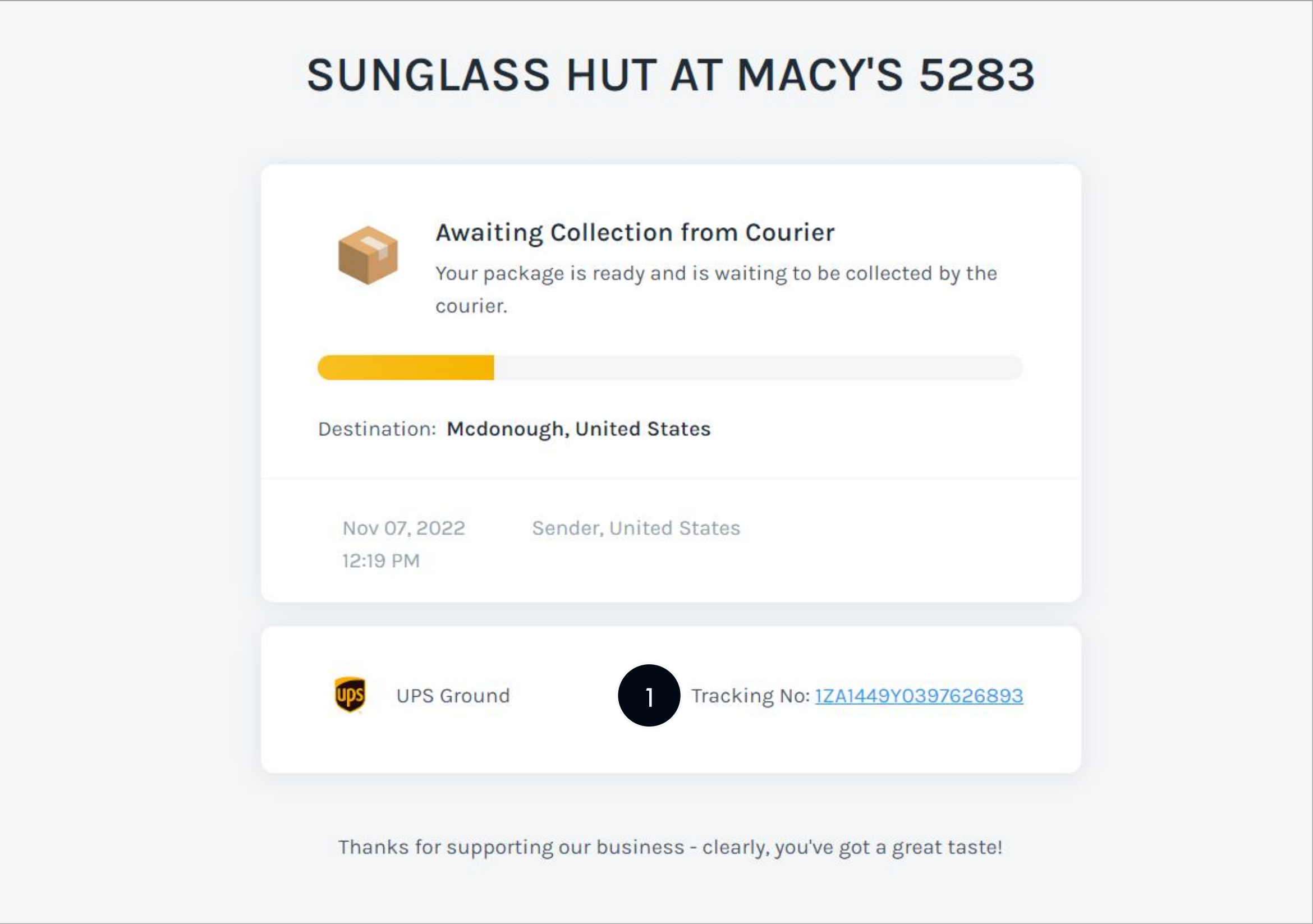
## All Shipments

Filters
Sort by

<input type="checkbox"/>	Easy ID	Order	Sender & Receiver	Courier	Tracking
0/16 shipments selected. <a href="#">Select all 16 shipments</a>					
<input type="checkbox"/>	ESUS115818296	Direct Sales	Krista United States	UPS - UPS® Ground	<a href="#">1ZA1449Y0397626893</a>
<input type="checkbox"/>	ESUS115806349	Direct Sales	Shop Manager United States	UPS - UPS® Ground	<a href="#">1ZA1449Y0391606924</a>

# 9.3 TRACKING

A POP-UP SCREEN WILL APPEAR TO GIVE THE USER A QUICK SUMMARY OF WHERE THE SHIPMENT IS IN THE PROCESS



1 Click the hyperlink tracking number in the bottom right corner if you would like more detailed tracking information.

This action will take you to another screen, redirecting the user to the shipping vendor's tracking page.



# 9.4 TRACKING-ADDITIONAL & CANCELING A SHIPMENT

ACTIONS

REFRESH LIST

GENERATE ALL DOCUMENTS

All Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

1 - 10 of 29

Easy ID	Order	Sender & Receiver	Courier	Tracking	Remarks	Status
0/29 shipments selected. <a href="#">Select all 29 shipments</a>						
<input type="checkbox"/>	ESUS119067006	Direct Sales	SAM United States	UPS - UPS® Ground	<a href="#">1ZA1449Y0398165988</a>	Pickup Scheduled Reschedule Pickup
<input type="checkbox"/>	ESUS119044223	Direct Sales	Shop Manager United States	UPS - UPS® Ground	<a href="#">1ZA1449Y0392688399</a>	Pickup Scheduled Reschedule Pickup
<input type="checkbox"/>	ESUS117767557	Direct Sales	XXXX United States	UPS - UPS® Ground	<a href="#">1ZA1449Y0395334569</a>	Label Rea Generate L

1

Click the three dots to the left of the Status column for the shipment

This action will take you to another screen, showing the shipment details and the option to Cancel the Shipment if needed.



# 9.5 TRACKING-ADDITIONAL & CANCELING A SHIPMENT

HERE YOU WILL SEE ALL HISTORICAL DATA IN REGARDS TO THIS SHIPMENT

Shipment ID: ESUS117767557

Ship From Information

Sender Name: SUNGLASS HUT AT MACY'S  
Company Name: SUNGLASS HUT AT MACY'S  
Phone Number: 2124944400  
Email Address: 3345@sghstore.com  
Address Line 1: 151 WEST 34TH ST  
City: NEW YORK  
State: NY  
Postal Code: 10001  
Country: United States  
Batch Number: [BL0027 - Nov 21, 2022](#)

Destination Information

Platform Name: Direct Sales  
Recipient Name: XXXX  
Company Name: XXXX  
Phone Number: 12345678  
Email Address: XXXX12345@SSS.COM  
Address Line 1: 420 5th Ave  
City: New York  
State: New York  
Postal Code: 10025  
Country: United States  
Seller's Notes:  

CREATE RETURN LABEL

Status History

COPY TRACKING LINK

Status	Local Time	Handler
Draft	Nov 21, 2022, 3:21 PM	Easyship
Label Pending, Awaiting Courier	Nov 21, 2022, 3:21 PM	Easyship
Label Ready	Nov 21, 2022, 3:21 PM	Easyship

Click Copy Tracking Link to check the status of the shipment in real time

Handover Information

ID: PUS14953467  
Pickup Fee: Free  
Details: Hand over to UPS

Courier Information

Courier: UPS® Ground  
Import Tax & Duty: Not applicable  
Tracking Number: 1ZA1449Y0395334569  
Status: Label Ready  

ALL SHIPPING DOCS

COMMERCIAL INVOICE ONLY

Notification to Receiver

The consignee has not received a tracking email yet  
Send the tracking email to your customer  

XXXX12345@SSS.COM

SEND

☐ Add me in Blind Copy (Bcc) of this email

Shipment Details

Box Count: 1 box  
Total Actual Weight: 5 lb  
Total Chargeable Weight: 5.00 lb  
Calculation Method: Volumetric  
Total Item Count: 1 item

Insurance

Basic Courier Insurance

No insurance was purchased for this shipment, but this courier is offering a limited coverage in the event of lost or damaged parcels. [File a claim](#) or [learn more](#).


Shipment Costs

	Shipment Cost	\$5.92
Nov 21, 2022	Total cost	\$5.92
	Total Paid to Courier	\$0.00

CANCEL SHIPMENT

This section will also provide more specific details around your shipment and allow you to send notifications to the receiver .

Scroll to the bottom of the page to have the option to cancel the shipment.  
A shipment may be canceled at anytime before handing the shipment over to the vendor.


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## 10. MULTI-STORE FEATURE & ORDER SUPPLIES


# 10.1 MULTI-STORE FEATURE


NAVIGATE TO THE HOME SCREEN’S DASHBOARD PAGE




Operations

LENSCRAFTERS 0290

 SWITCH ACCOUNT

 Create Shipments

• Basic


 Manage Shipments


• All

• Pending


• Rejected

• To Download

 Pickups

 Settings

▼


 Account

▼

SHIPMENT INFO >

Receiver Information (Step 1 of 5)

Ship From

 777 3RD AVE NEW YORK 10017-1406 NY - LENSRAFTERS 49TH & 3 LENSRAFTERS 2125272363 GM0290@lcstores.lenscrafters.com

▼

Ship To

Flow / Reason

Choose one

▼

SUPPORT

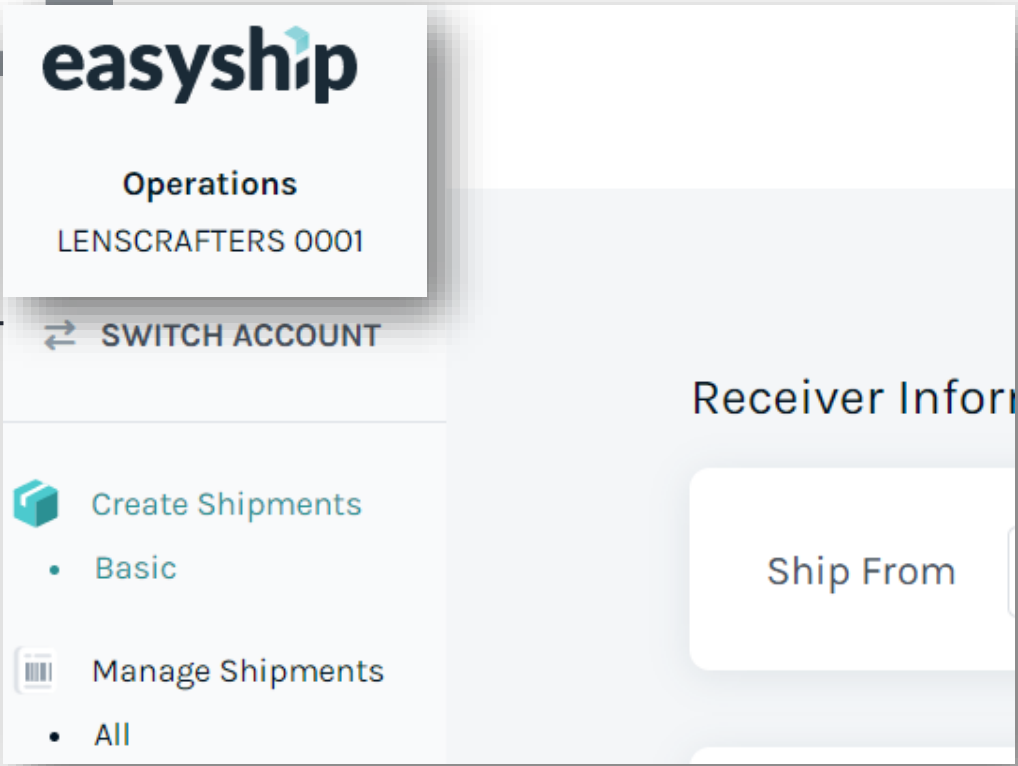
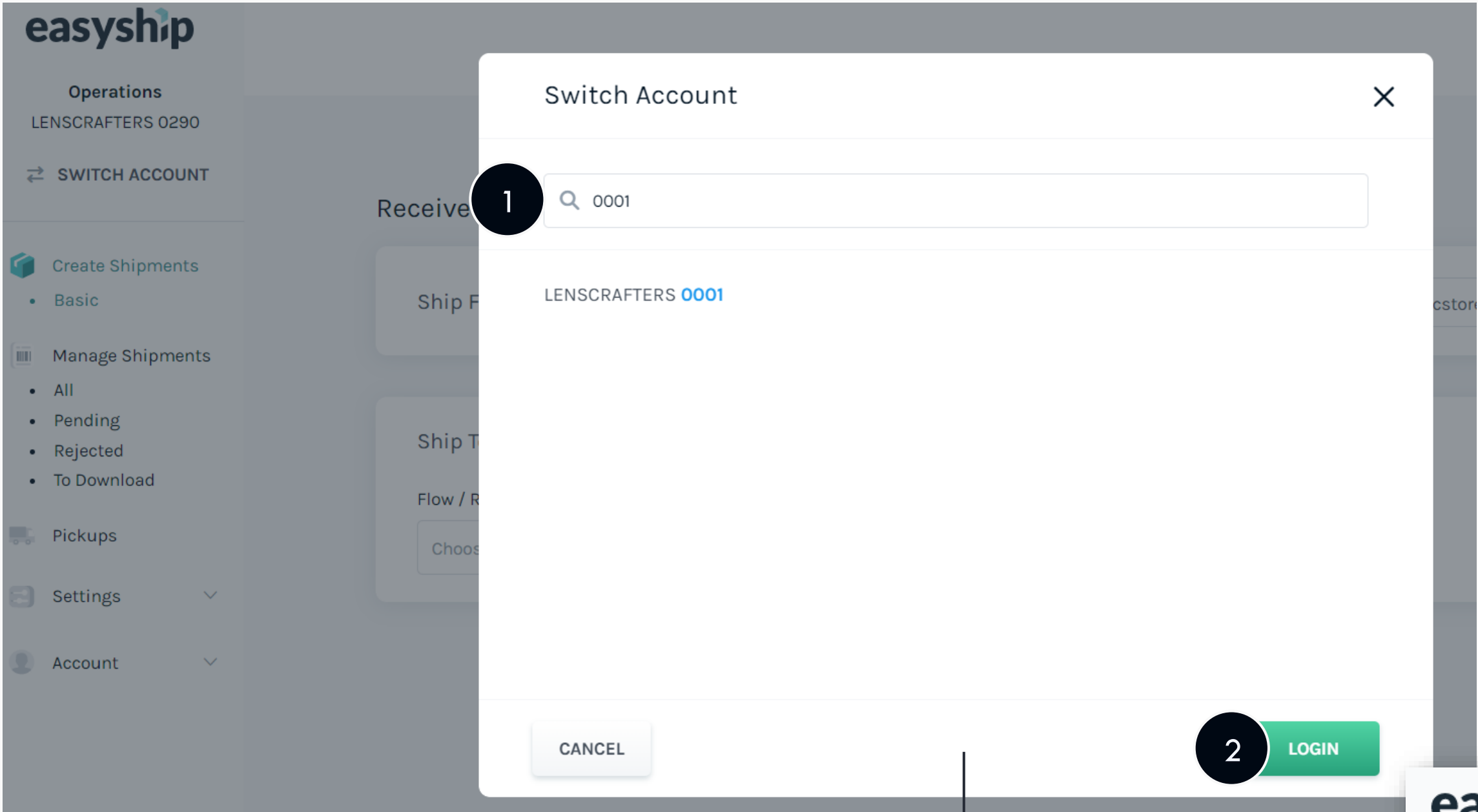
Click Switch Account below the default store number. This action will take you to another screen.

# 10.2 MULTI-STORE FEATURE

1 Type the store you wish to switch to .

2 Click login

This action will take you the store you selected. Please keep shipping as from manual



# 10.3 ORDER SUPPLIES

960769

SUNGLASS HUT F768

SWITCH ACCOUNT

Create Shipments

- Basic

Manage Shipments

- All
- Pending
- Rejected
- To Download

Pickups

Settings

▼

Account

▼

UPS Packaging

FedEx Packaging

1

Receiver Information (Step 1 of 5)

Ship From

523 BROADWAY NEW YORK 10012 NY - Shop Manager SUNGLA

Ship To

Flow / Reason

Choose one ▼

1 Link to the supplies ordering web pages

Log In

2

Email or Username

SGH F768

Password

.....

By logging in, I agree to the [UPS Technology Agreement.](#)

Log In >

Forgot Username/Password >

Shipping Tracking Design & Print Locations Support

Enter your user ID and password to log in

CREATE A USER ID

3

USER ID

SGH F768

PASSWORD

.....

SHOW

☐ Remember my user ID.

LOG IN

2 UPS: log in with Campusship credentials to order supplies

3 FDX: log in with FDX credentials to order supplies

60

# 11. MULTI-BOX FEATURE



# 11.1 MULTI-BOX FEATURE

IN CASE YOU NEED TO ADD MULTIPLE BOXES FOR THE SHIPMENTS TO THE SAME ADDRESS

easyship

Operations

LENSCRAFTERS 0290

SWITCH ACCOUNT

Create Shipments

Basic

Manage Shipments

All

Pending

Rejected

To Download

Pickups

Settings

Account

RECEIVER INFO

CHOOSE COURIER

Return Authorization Number

Comments (Optional)

1234567

Free text, 30 digits

2 boxes

Not all couriers offer multi-box shipping solution, your courier options may be limited.

Box Name

Box Dimensions

Weight

Custom Box

1 x 2 x 1 in

0.89 lb

1

2

SKU	Description	Category/HS Code	Unit Selling Price	Qty	Total Selling Price
Optional	Frames	9004.90.00 - Spectacles, g...	USD 300	1	USD300.00
Optional	Frames	9004.90.00 - Spectacles, g...	USD 0.00	1	USD0.00

Box Name

Box Dimensions

Weight

Custom Box

1 x 2 x 1 in

2 lb

2

SKU	Description	Category/HS Code	Unit Selling Price	Qty	Total Selling Price
Optional	Frames	9004.90.00 - Spectacles, g...	USD 300	1	USD300.00

2

ADD A NEW BOX

Support

1 Add item

This action will allow you to add multiple skus for the shipment

2 Duplicate box information

This action will allow you add new boxes to the shipment

# 11.2 MULTI-BOX FEATURE

Outbound Shipments

Order #, Tag, SKU, Product Description, Receiver Name, Email or Phone No.

Filters

Sort by

1 - 10 of 123

<input type="checkbox"/>	Easy ID	Order	Sender & Receiver	Courier	Tracking	Remarks	Status
1/123 shipments selected. <a href="#">Select all 123 shipments</a>							
<input checked="" type="checkbox"/>	ESUS137074306	Direct Sales	Shop Manager United States	UPS - UPS® Ground	<a href="#">1Z9V4V620395250295</a>		Label Ready <a href="#">Generate Docs</a>
<input type="checkbox"/>	ESUS137043822	Direct Sales	Shop Manager United States	FedEx - FedEx Standard Overnight®	<a href="#">396152736943</a>		Label Ready <a href="#">Generate Docs</a>
<input type="checkbox"/>	ESUS137016998	Direct Sales	Oretha Winston-Hunter United States	UPS - UPS® Ground	<a href="#">1Z9V4V620393478919</a>		Label Ready <a href="#">Generate Docs</a>
<input type="checkbox"/>	ESUS136980508	Direct Sales	ANDREW BOVE United States	UPS - UPS® Ground	<a href="#">1Z9V4V620390946909</a>		Label Ready <a href="#">Generate Docs</a>
<input type="checkbox"/>	ESUS136818800	Direct Sales	Josephine Bonsu United States	UPS - UPS® Ground	<a href="#">1Z9V4V620392622899</a>		Label Ready <a href="#">Generate Docs</a>

Document Queue

Generated on [Settings](#)

Mar 24, 2023, 09:57

DOWNLOAD

PRINT

Mar 23, 2023, 23:22

All documents

1 shipment

Mar 23, 2023, 18:32

All documents

1 shipment

Mar 23, 2023, 14:50

All documents

1 shipment

Mar 22, 2023, 13:17

All documents

1 shipment

Mar 22, 2023, 11:21

All documents

1 shipment

Mar 21, 2023, 15:41

All documents

1 shipment

Mar 20, 2023, 17:44

All documents

1 shipment

Mar 20, 2023, 15:02

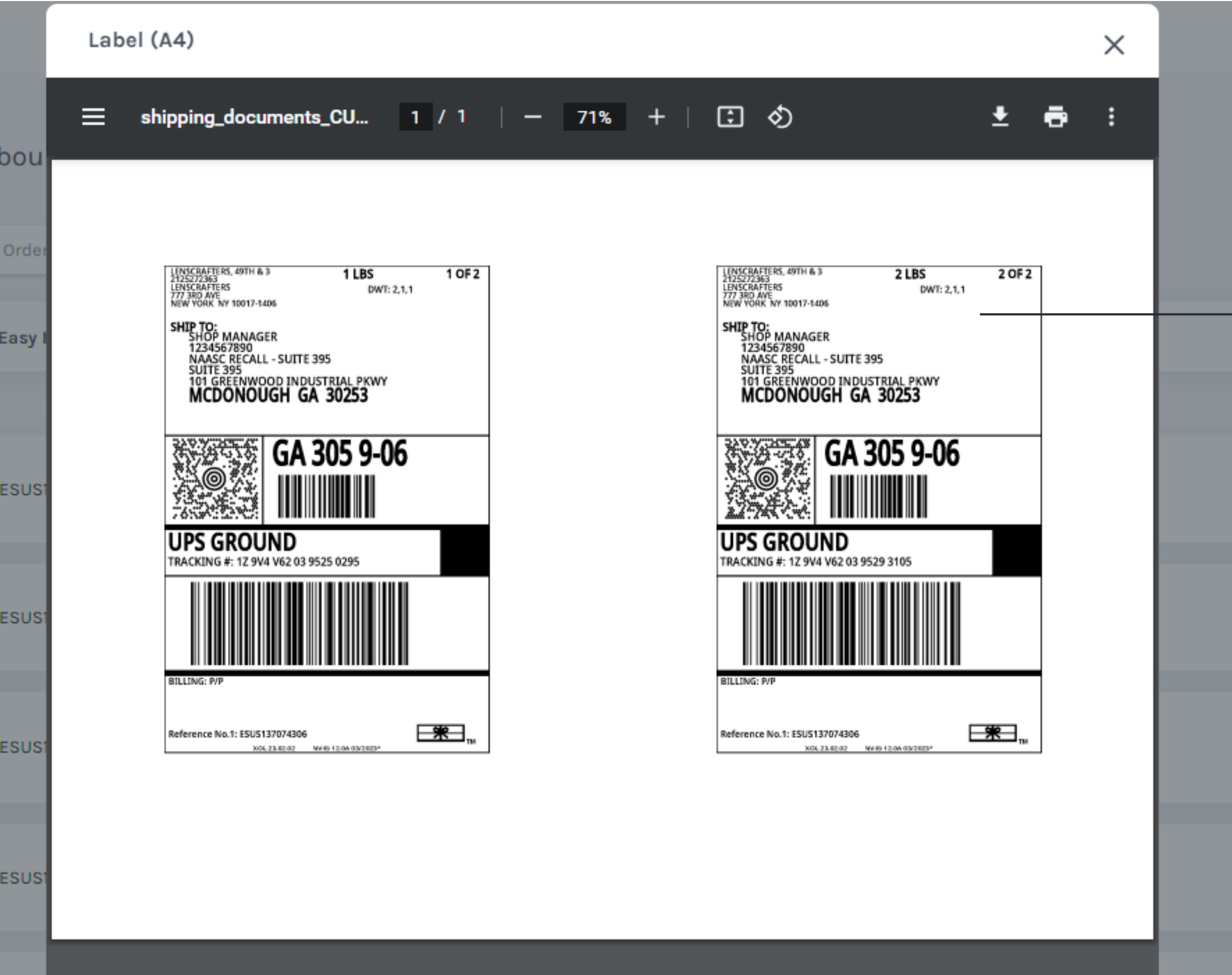
All documents

1 shipment

1 Print label

Once chosen carrier and pick up method, print the shipment label

# 11.3 MULTI-BOX FEATURE



You will see multiple labels in the same printing session

## 12. FREQUENTLY ASKED QUESTIONS | BEST PRACTICES

# 12.1 FREQUENTLY ASKED QUESTIONS

WHAT IF I AM NOT ABLE TO ACCESS INTO THE SHIPPING PAGE WITH MY LUXID AND PASSWORD CREDENTIALS?

Please escalate to the Store Operation partners and, in the meantime, try with the other colleagues' credentials to access and ship out. The Store Ops team will escalate to TSP team and resolve the problem as soon as possible

WHAT IF I AM NOT ABLE TO SHIP WITH THE NEXT-DAY-AIR SERVICE FOR CERTAIN FLOWS?

That would mean that the logistics is not allowing the next day air shipping method for that service

WHAT IF I DON'T KNOW THE DIMENSIONS OR THE WEIGHT OF THE BOX?

Please make sure to insert the estimated dimensions and the estimated weight of the shipping box to avoid the company to pay the extra package correction fee

WHAT IF I DON'T KNOW THE VALUE OF THE PRODUCT?

If it is not written anywhere, please insert the average \$300 per piece estimated value

WHAT IF THE STORE I NEED TO SHIP TO IS NOT IN THE ADDRESS BOOK OF THE SHIP-TO-STORE FLOW?

Please escalate to the Store Operation partners and, in the meantime, ship as “Ship to Vendor” so you will be able to enter the missing store address. The Store Ops team will escalate to the TSP team and resolve the problem as soon as possible


WHAT IF I AM SHIPPING FRAME TO COME TO A LAB THAT IS NOT IN THE ADDRESS BOOK OF THE LABS?

Please escalate to the Store Operation partners and, in the meantime, ship as “Ship to Vendor” so you will be able to insert the missing lab address. The Store Ops team will escalate to the TSP team and resolve the problem as soon as possible

WHAT IF EASYSHIP IS HAVING PROBLEMS AND I AM NOT ABLE TO SHIP OUT?

Please escalate to the Store Operation partners and, in the meantime, ship with UPS Campuship or the previous method you used to use to ship out. The Store Ops team will escalate to the TSP team and resolve the problem as soon as possible

## 12.2 BEST PRACTICES

- 1 If you are only shipping one piece out, for Store to Customer and Returns, please insert 0.9lb as weight, so you can use the USPS service
- 2 If you are shipping with Frame to Come flow, ~~if the lab is in your same state, then please ship UPS ground, otherwise,~~<sup></sup> please ship with UPS Next day air saver service
- 3 If you are shipping to the Residential address, please do not forget to activate the residential button on the left corner of the shipping page when inserting the customer's address
- 4 When you are shipping multiple boxes, do not forget to add new box and do not forget to add the estimated dimension and weight of the box to avoid carrier package correction fee
- 5 Only use the “Other” options if you really are unsure of what flow you are shipping with
- 6 Please always report wrong addresses, missing addresses and missing labs to the Store Operation and Transport team in order to improve the user experience



## 12.3 SHIPPING CHEAT SHEET

	STANDARD	
	1 piece	2+ pieces
<b>Frame to Come</b> For Stores that have inbound as FDX, you will be able to ship FDX as well for Outbound	<b>UPS Next Day Air (Saver) / NDAS</b> Please use Next Day Air if Saver is not available	
<b>Store to Store (R<sub>x</sub>)***</b>	<b>UPS Ground</b> In extreme circumstances, you may use UPS NDAS	
<b>Store to Store (Frame)</b>	<b>UPS Ground</b>	
<b>Store to Store (Other)</b>	<b>UPS Ground</b>	
<b>Shipping to Customer</b>	<b>USPS First Class</b>	<b>UPS Ground</b>
<b>Shipping to Customer (R<sub>x</sub>)</b>		
<b>Return</b>		
<b>Store to Vendor</b>	<b>UPS Ground</b>	
<b>Other</b> Use only when none of the above reasons apply or you need to ship NDAS → please only use if it is strictly needed	<b>UPS Ground</b>	

# 12.4 SHIPPING CHEAT SHEET

Operations

LUXOTTICA 999999

SWITCH ACCOUNT

Create Shipments

- Basic

Manage Shipments

- All
- Pending
- Rejected
- To Download

Pickups

Settings

Account

RECEIVER INFO

CHOOSE COURIER

Box Dimensions

Weight

0 x 0 x 0 in 0 lb

Description	Category/HS Code	Unit Selling Price	Qty	Total Selling Price
nes	9004.90.00 - Spectacles, g... 1	USD 0.00	1	USD0.00

ADD A NEW BOX

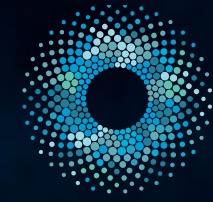
Support

- 1
- Unit Selling Price:
- Frame 100\$
  - RX 150\$
  - Stories 200\$
  - In case of mixture of goods, please put 150\$ Flat value

# 12.5 SHIPPING CHEAT SHEET

## SHIPPING WEIGHT GUIDELINES

# OF GLASSES	US (LBS)	CANADA (KG)
5	2	1
10	4	1.8
20	8	3.6
30	12	5.4
For every 5 frames add...	2 lbs	1kg



LEONARDO

THANK YOU