

# Request a Packslip

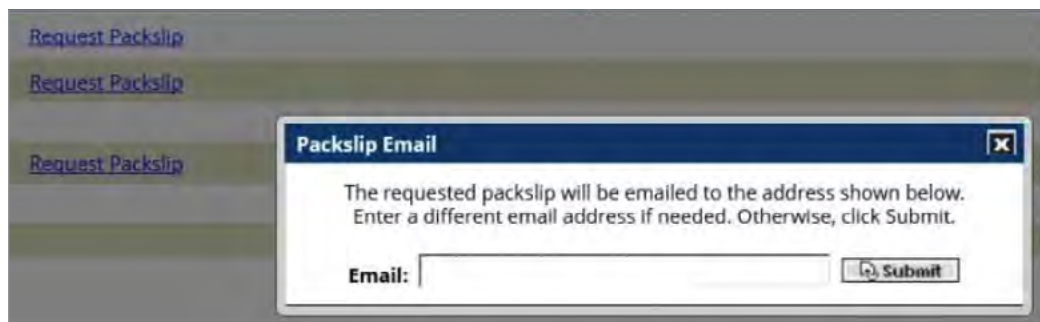
Available in the following places in ipage:

- ✔ Orders > Order Status > Recently Shipped Orders
- ✔ Orders > Order Status > Recently Shipped by PO
- ✔ Orders > IPS Order Status > Recently Shipped Orders\*
- ✔ Orders > IPS Order Status > Recently Shipped by PO\*

You will then see a **Request Packslip** link on the pages noted above.

Date Shipped	Order Entry Number	
<b>PO Number:</b>		
01/04/2019	<a href="#">D1FCPV</a>	<a href="#">Request Packslip</a>
01/02/2019	<a href="#">N5KT3G</a>	<a href="#">Request Packslip</a>

Clicking this link will open a small window where you can verify or overwrite the email address for delivery and submit.



The screenshot shows a web interface with three 'Request Packslip' links. A modal dialog box titled 'Packslip Email' is open, containing the following text: 'The requested packsip will be emailed to the address shown below. Enter a different email address if needed. Otherwise, click Submit.' Below the text is an 'Email:' label followed by a text input field and a 'Submit' button.

The packsip will be emailed to the email address provided.

\*This is not applicable for ILS customers.