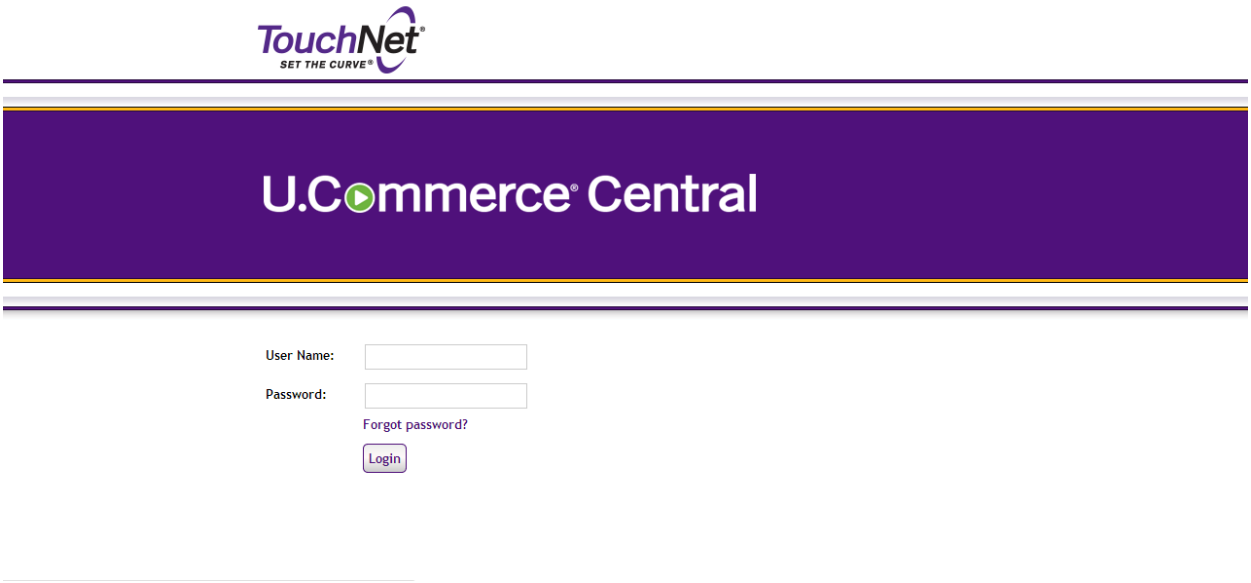
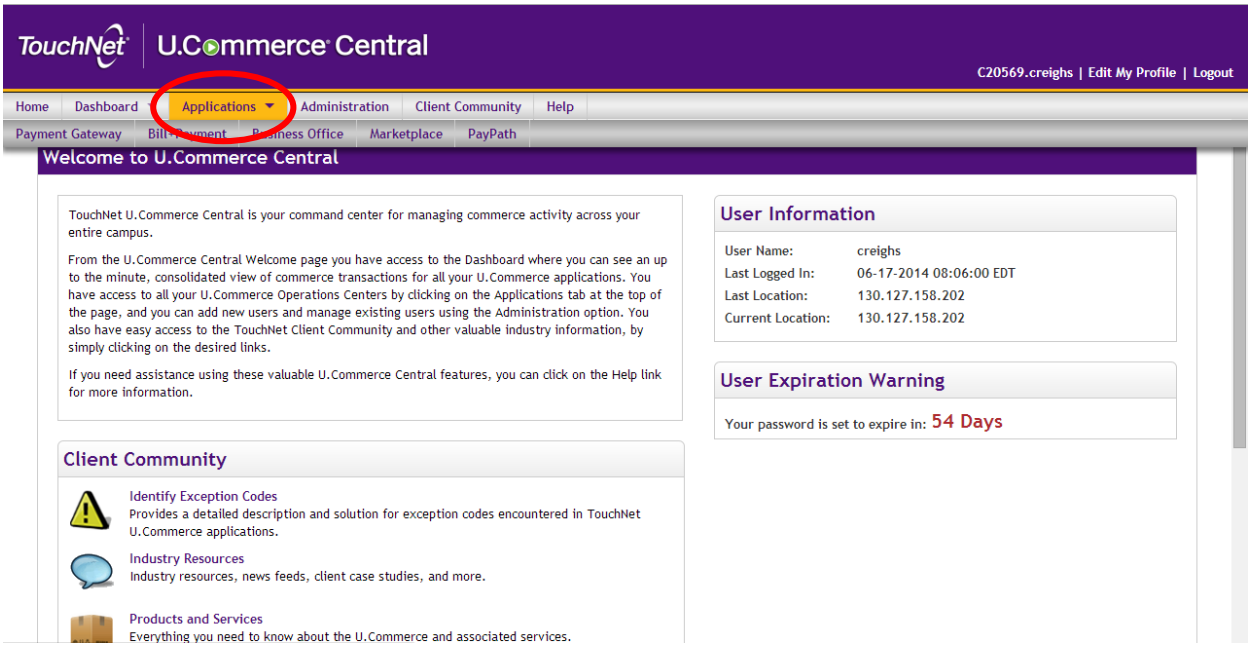
Fulfilling an Order

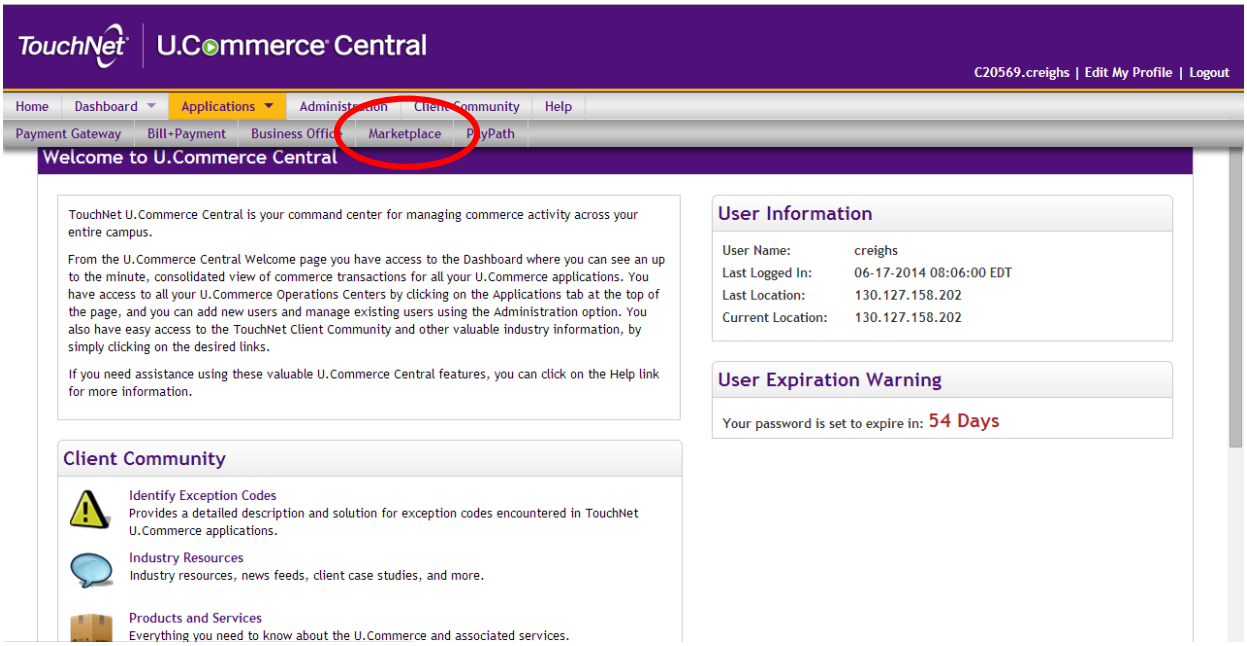
1. Log in to U.Commerce Central



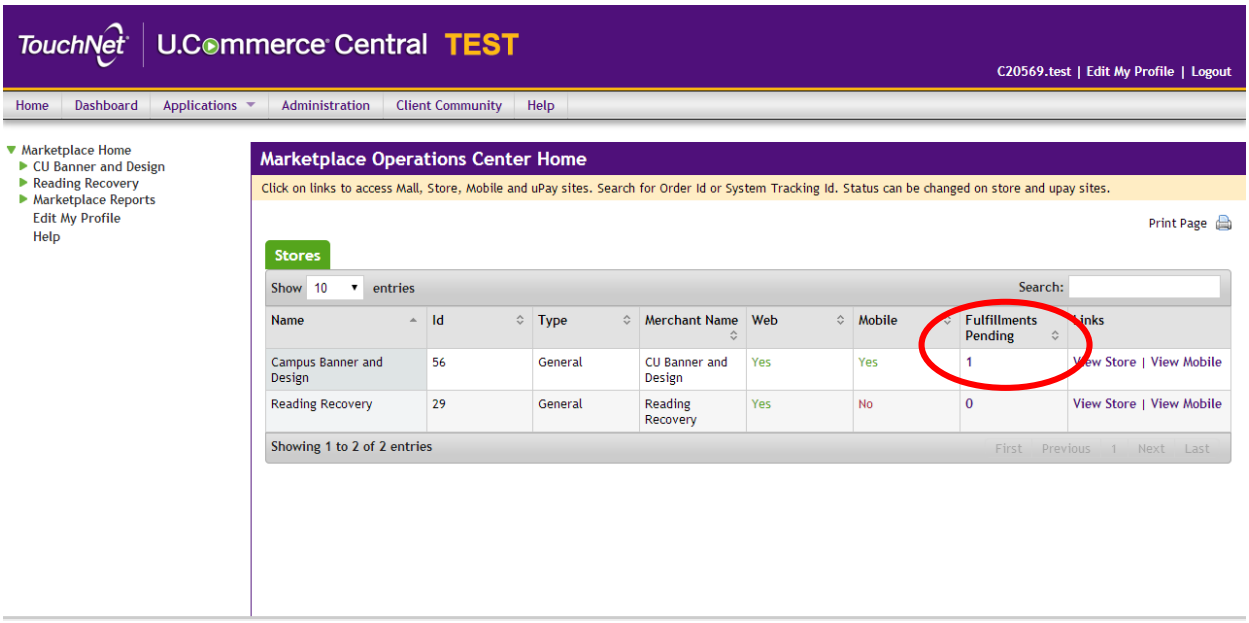
2. Hover over the Applications tab



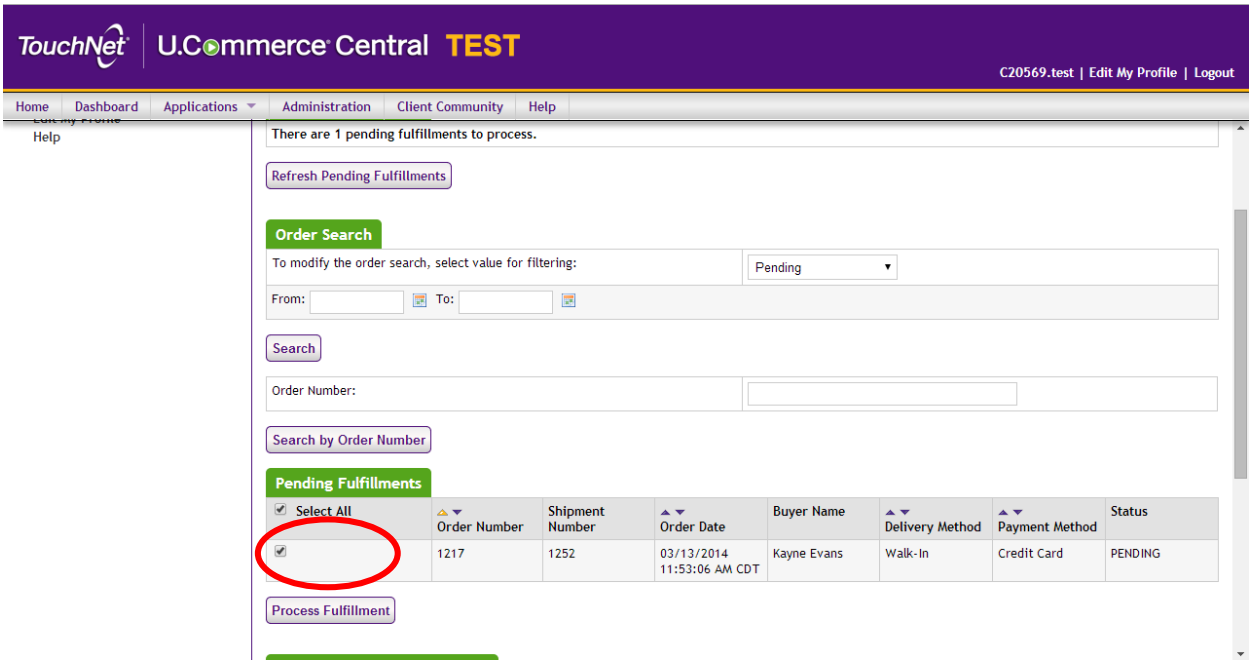
3. Navigate to Marketplace



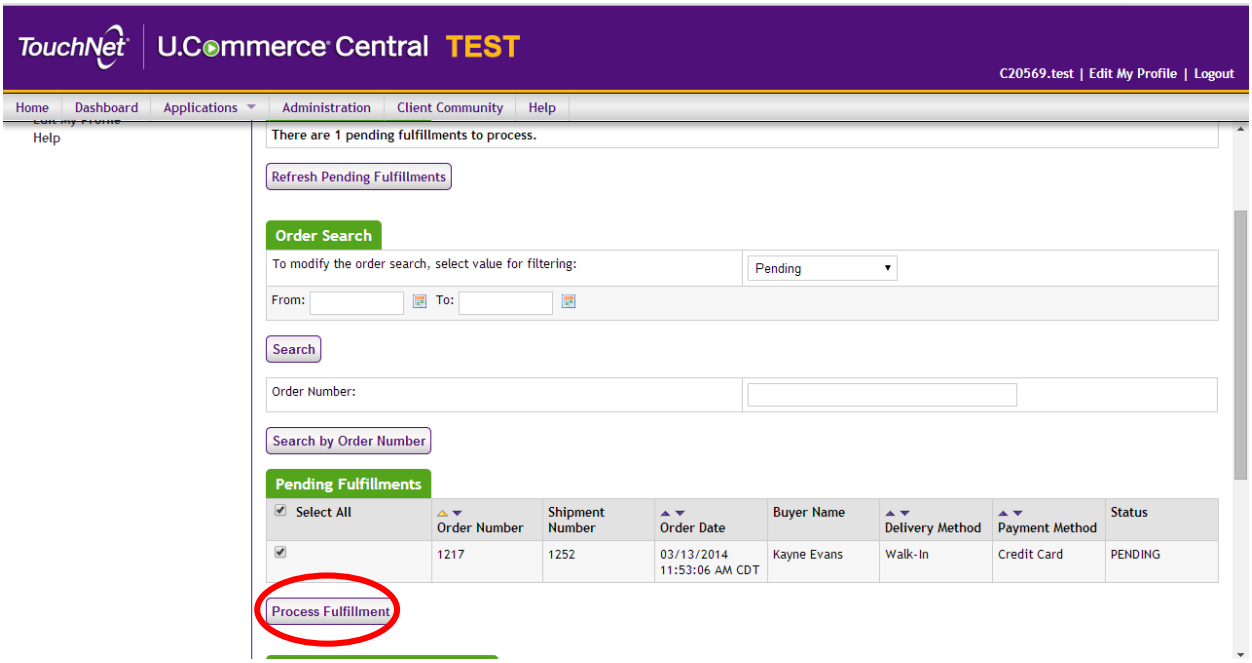
4. Click on the number under the “Fulfillments Pending” column



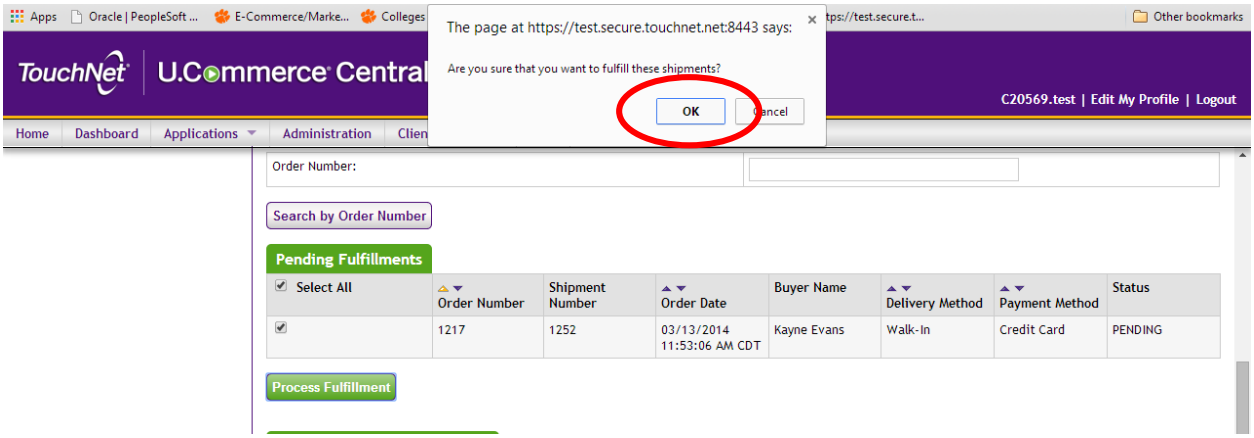
5. Check the box of the order desired to fulfill
    a. You are able to check more than one box at a time



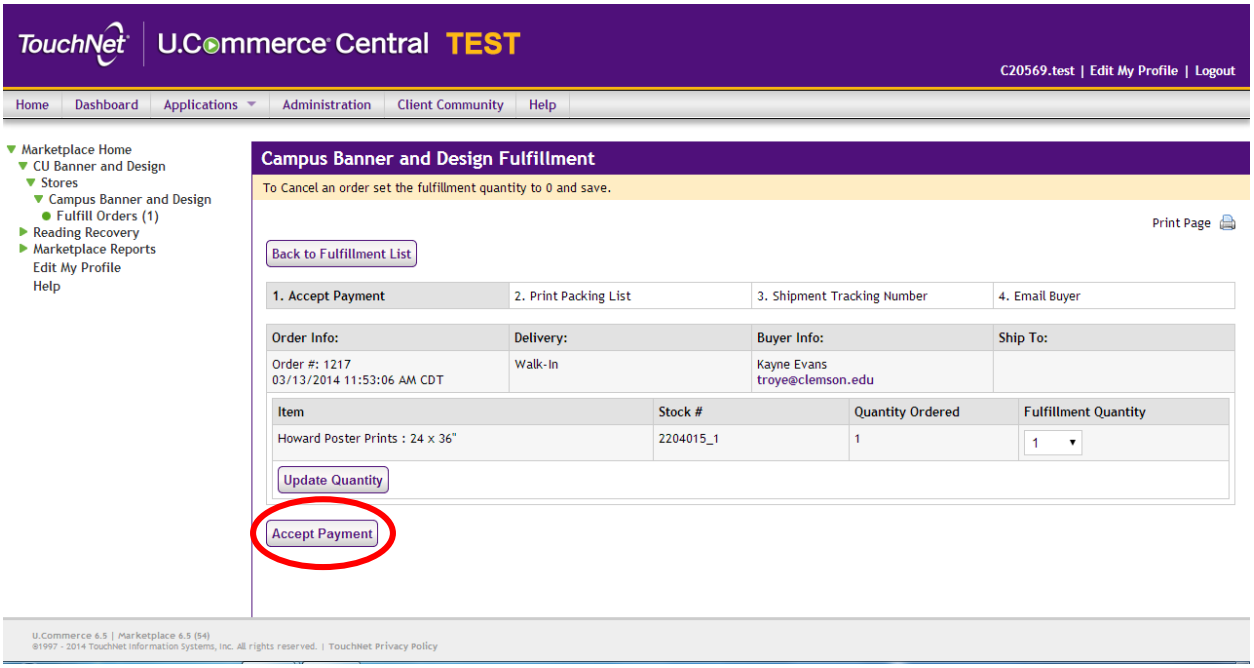
6. Click “Process Fulfillment”



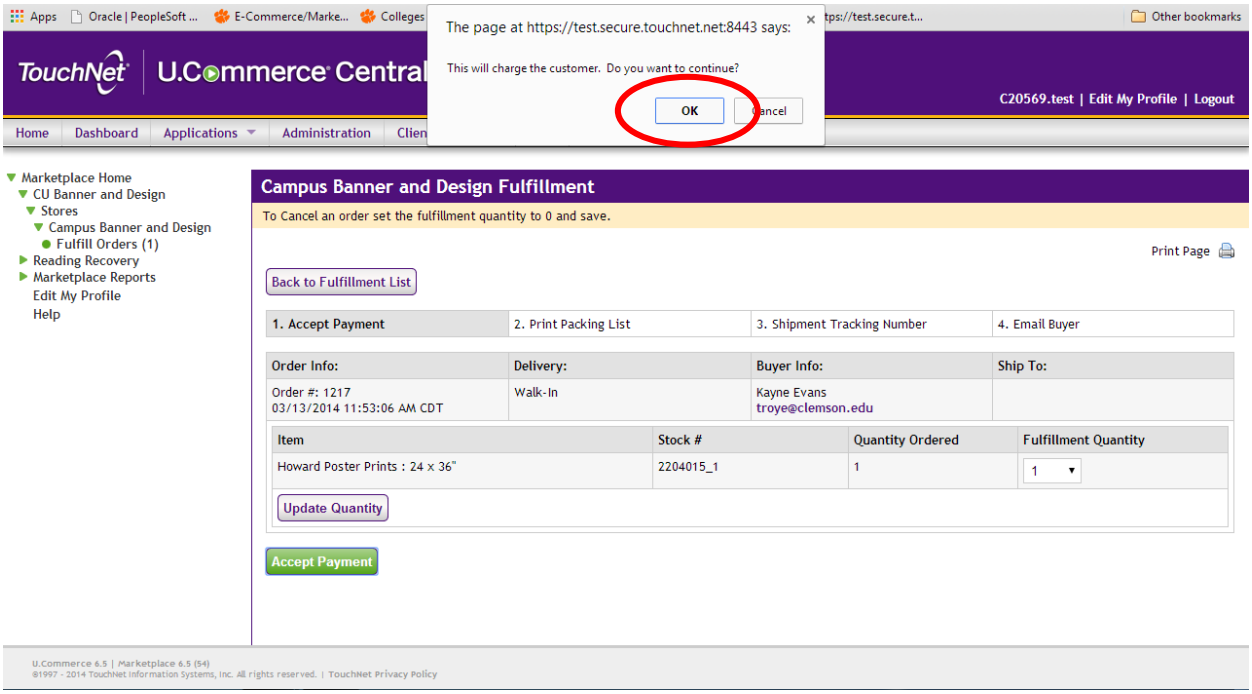
7. Click “Ok” when asked if you want to fulfill these shipments



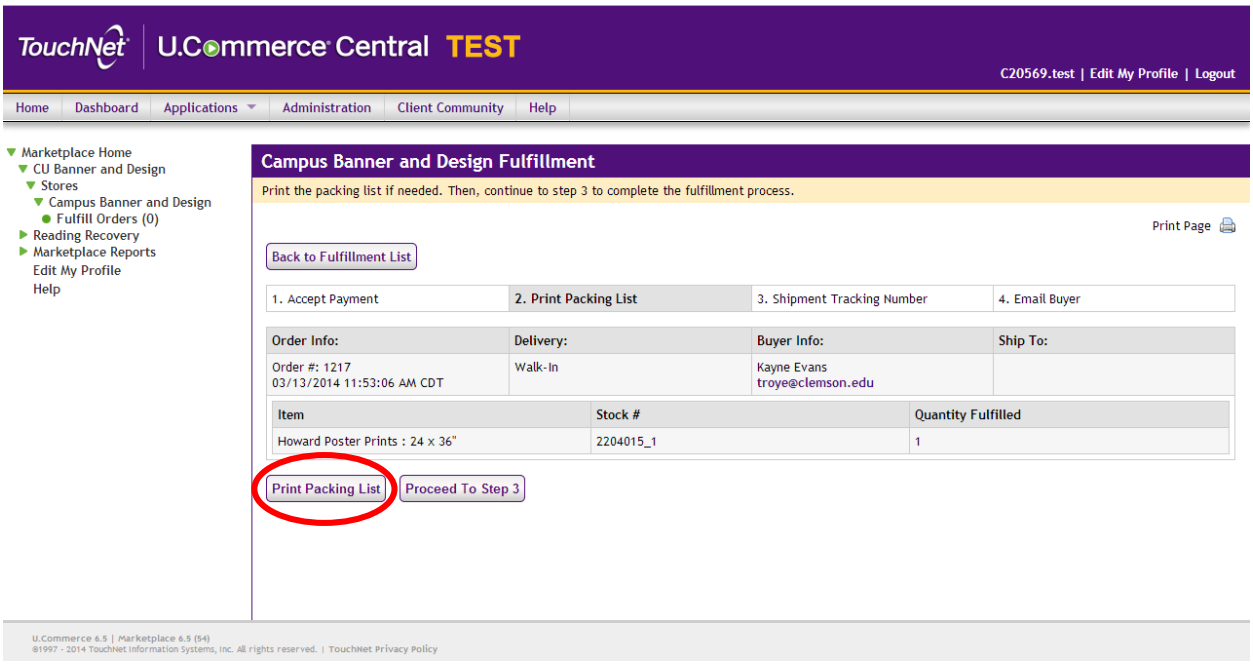
8. Click “Accept Payment”



9. Click “Ok” when asked if you are sure that you want to charge the customer

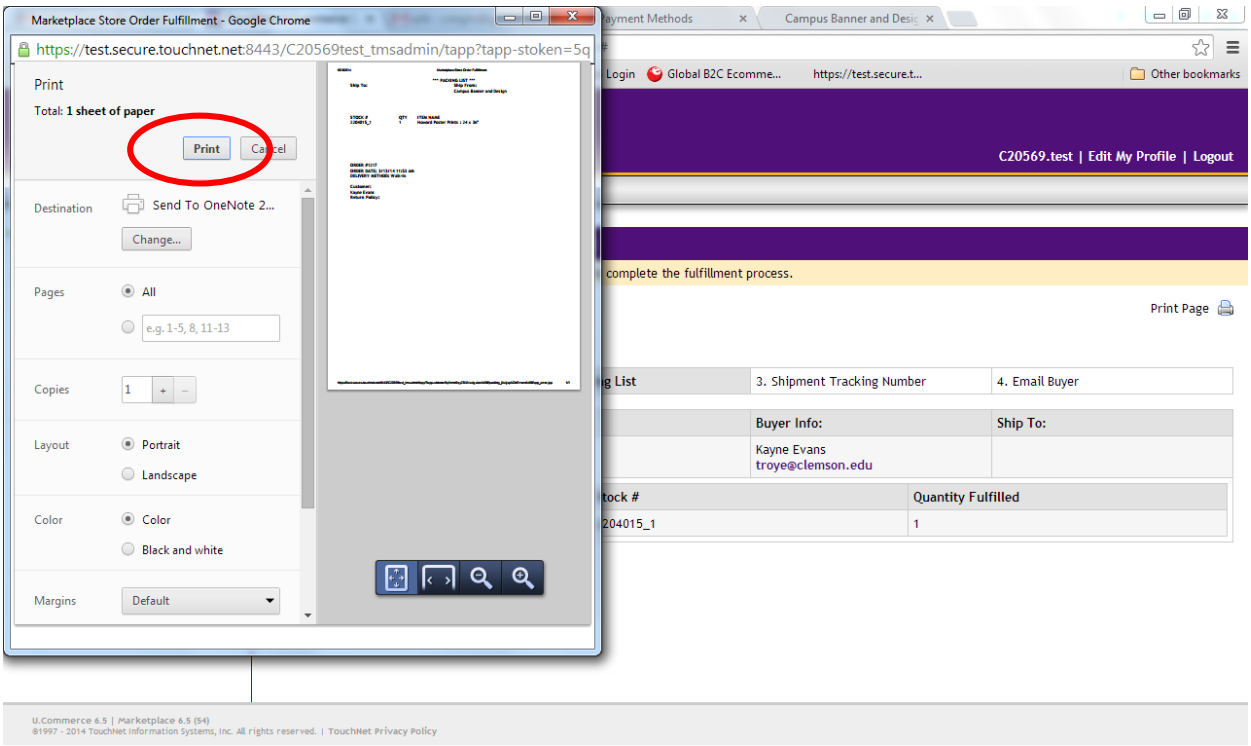


10. Click “Print Packing List”

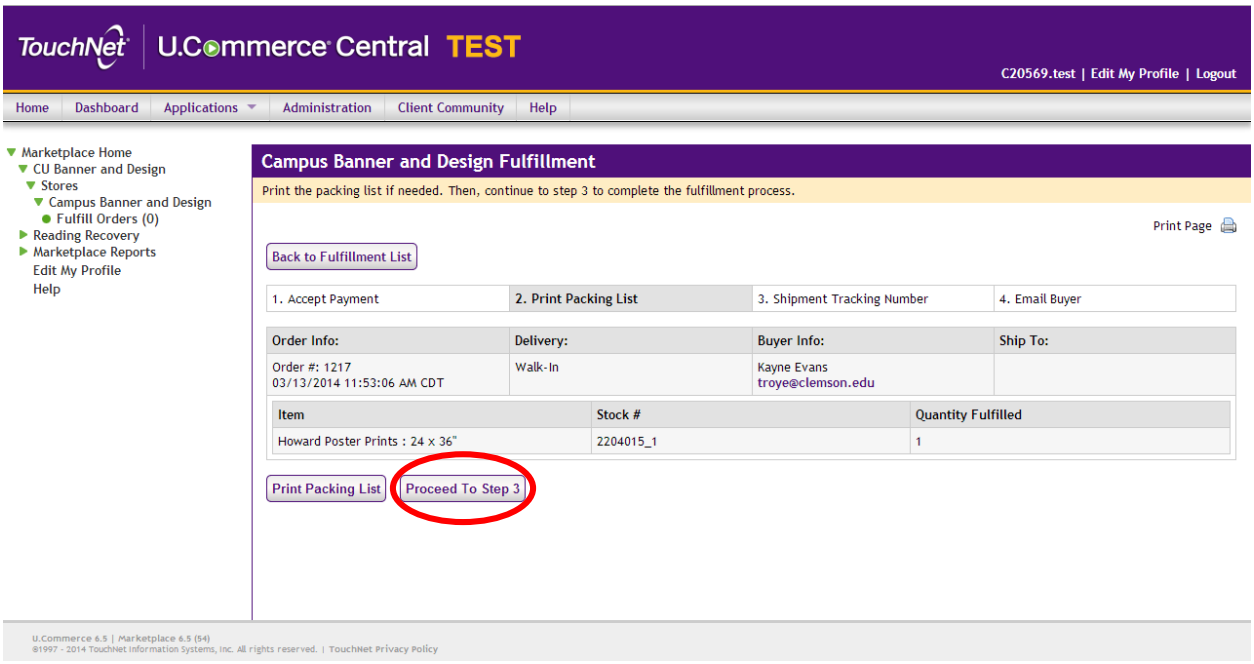


Note: Skip to Step 12 if you do not wish to print a packing list.

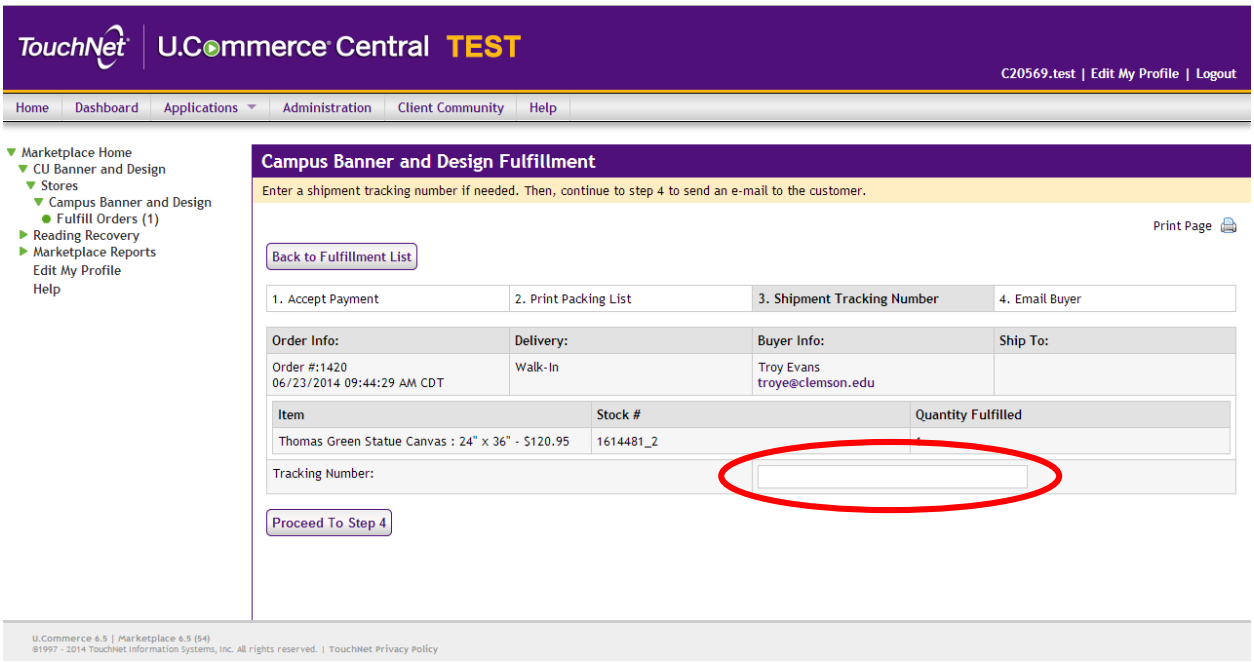
11. Click “Print”



12. Click “Proceed to Step 3”

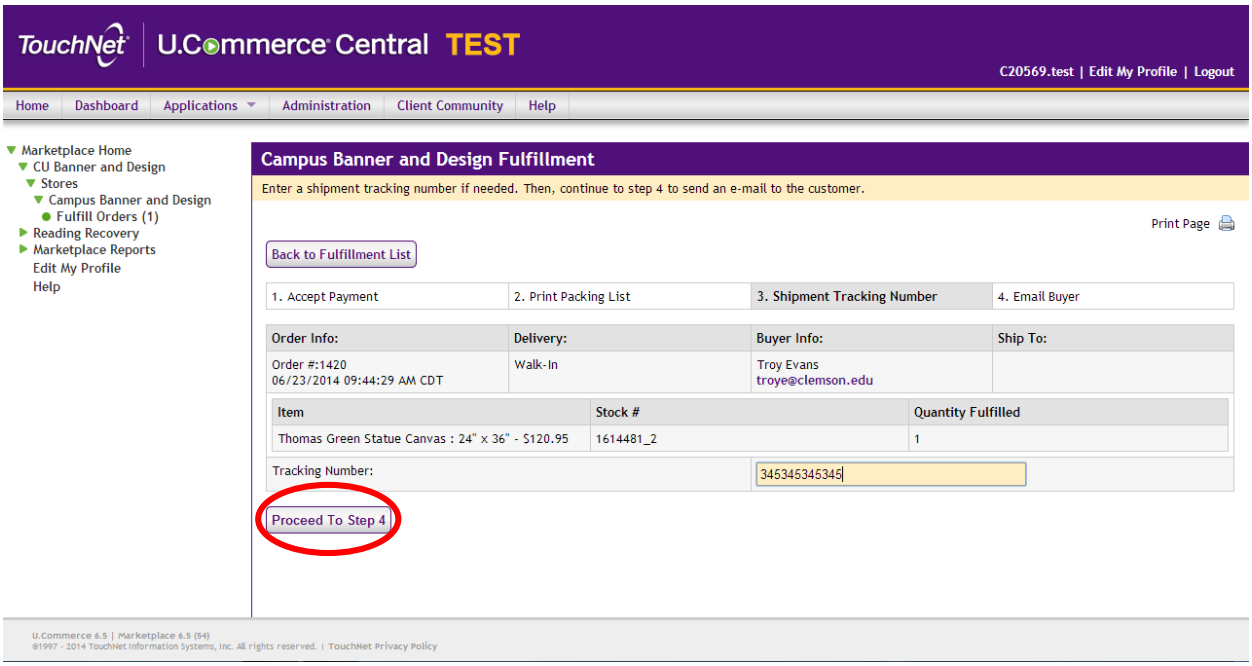


13. Enter a tracking number

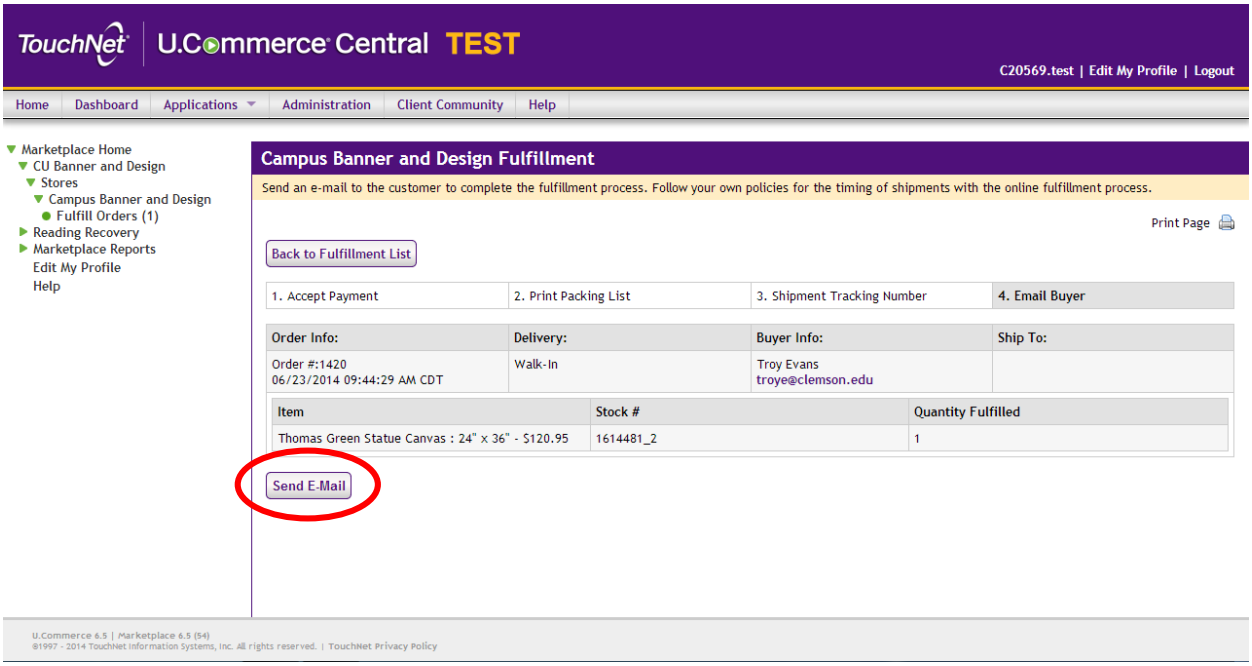


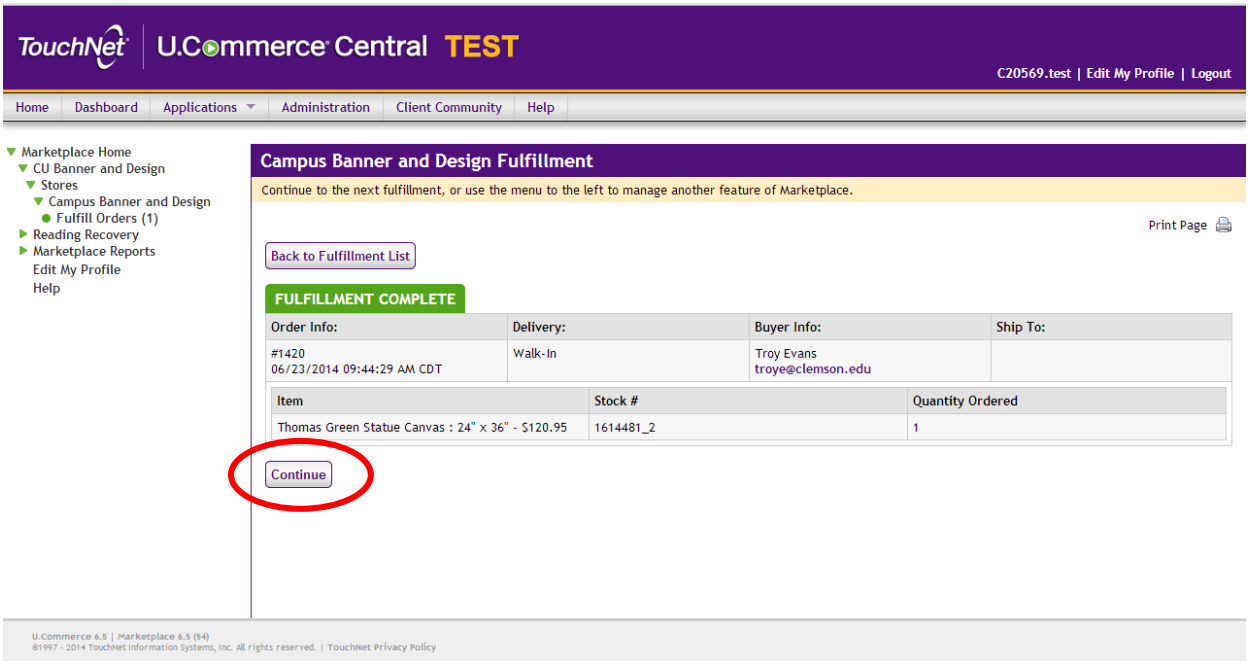
Note: Entering a tracking number is optional. Skip to Step 14 if you do not have a tracking number.

14. Click “Proceed to Step 4”



15. Click “Send Email”



Note: Sending an email to the customer is optional. If you do not want to contact the customer, click "Back to Fulfillment List".

16. Click "Continue"