

# Ship-To-Store Instructions

Ship-to-store Orders

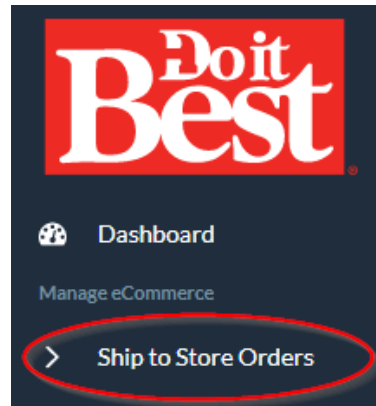
- Filter by Store -  - Filter by Customer -  - Filter by User -  - Estimated Delivery Date -  - Filter by Checked-in -  - Filter by Picked Up -

10  Search

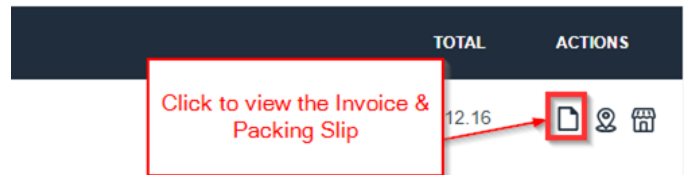
MEMBER LOCATION	WEB ORDER #	DIB ORDER #	DATE	EST. DELIVERY DATE	CUSTOMER	TOTAL	ACTIONS
	-14864	113205	04/20/2020	04/27/2020	Younce, Sharon	\$21.39	

Once you are [logged into the admin](#) click on "Ship-to-Store Orders" on the left side

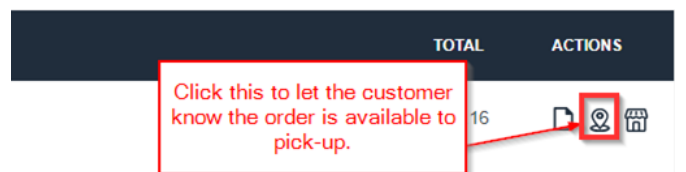
- Help with MOCE login credentials? Contact your MOCE Program Manager or [dibsupport@jhspecialty.com](mailto:dibsupport@jhspecialty.com).
- Questions about orders or returns? Contact Do it Best Ecommerce: [833-800-5906](tel:833-800-5906) or [customerservice@doitbest.com](mailto:customerservice@doitbest.com)



1. Click the "View Sales Order" button to view the Invoice & Packing Slip.



2. When an order comes in on the truck and you are ready to notify the customer just click the "Check-in Order" button, this notifies them via email.



3. Once the customer comes to pick up the order, click the "Order Picked Up" button to let Do It Best know the customer picked it up. This will let Do It Best know to process the proceeds.

