

# How to Drop Ship Instructions

## STEP 1: Go to Your Cart

If you are not already in your shopping cart, select the cart icon on the upper right side to begin the drop ship process and check-out.

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LEADER PROMOS MARKETING AGENCY

### CART

Shipping to multiple people/addresses? If so, please check the box for the items you would like to split ship. Any items not selected will default to your address. For more information on drop ships please click [here!](#)

Check all

IMAGE	NAME, DESCRIPTION	QUANTITY	UNIT PRICE	SUBTOTAL
	Hercules Muscle Man Stress Reliever SKU: HER0243	2	\$3.59	\$7.18
<input checked="" type="checkbox"/>	Drop ship this item			
	24 oz. Tritan Water Bottle SKU: HER0244	2	\$6.64	\$13.28
<input checked="" type="checkbox"/>	Drop ship this item			

Products total: \$20.46

CLEAR CART CONTINUE SHOPPING CHECK OUT

## STEP 2: Select the Items You Would Like to Drop Ship

Once you are in your cart, you will see a “Check all” box, and individual checkboxes under each item in your order. This is where you will select whether you’d like the items in your order to be drop shipped. If all items in your order will be drop shipped, simply select “Check all” or checkmark the specific items in your order.

Then you will select “CHECK OUT”.

**PLEASE NOTE:** Any items not selected for drop shipping will automatically default to the address you have associated with your account (likely your home or work address).

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Products total: \$20.46

CLEAR CART CONTINUE SHOPPING CHECK OUT

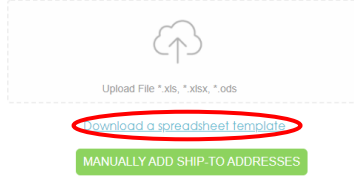
### STEP 3a: Adding Your Drop Ship Addresses VIA SPREADSHEET TEMPLATE

Select “**Download a spreadsheet template**” to edit the drop ship template and input the addresses.

#### DROP SHIP LOCATIONS

##### WHERE DO WE SHIP YOUR PURCHASE?

Please upload a spreadsheet that contains the necessary data for each location you need to ship your items.



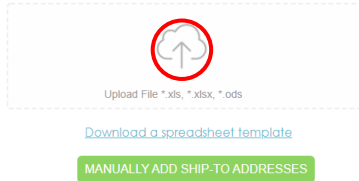
When the spreadsheet is downloaded, you can start inputting your ship-to information. There will be two rows of example addresses to reference when adding your ship-to addresses. Once your ship-to addresses are in the spreadsheet, **delete** the two rows of example addresses from the document.

Then save the file on your computer. Select the **cloud icon** to upload your drop ship list.

#### DROP SHIP LOCATIONS

##### WHERE DO WE SHIP YOUR PURCHASE?

Please upload a spreadsheet that contains the necessary data for each location you need to ship your items.



Once the list is uploaded, the following pop-up will display on your screen. This is where you will confirm that the information you had in your spreadsheet is correct. If something needs to be updated, you can edit it by selecting the pencil tool on the right side. Also, you can export your uploaded drop ship list, delete addresses, add your address and add a new address in this spot.

After you reviewed the information, select “**Next Step**”.

**Drop ship Address List** ✕

Search:

[Export drop ship list](#) | [Delete selected addresses](#) | [Add my address to List](#) | [Add a new address](#)

#	Last Name	First Name	E-Mail	Company Name	Title	Shipping address 1	Shipping address 2	City	State/province	Country	ZIP/Postal code	...	<input type="checkbox"/>
1	Clark	Kevin	kclark556@leaderpromos.com	Company Inc	salesrep	1 Main St		Columbus	OH	US	43230		<input type="checkbox"/>
2	Clark	John	kevinciark556@yahoo.com	Company Inc	salesrep	21 Main St		Lewis Center	OH	US	43035		<input type="checkbox"/>

Rec. Count 2

[Next Step](#)

### STEP 3b: Adding Your Drop Ship Addresses MANUALLY

You can manually input addresses by selecting “**MANUALLY ADD SHIP-TO ADDRESSES**”.

#### DROP SHIP LOCATIONS

##### WHERE DO WE SHIP YOUR PURCHASE?

Please upload a spreadsheet that contains the necessary data for each location you need to ship your items.



[Download a spreadsheet template](#)

**MANUALLY ADD SHIP-TO ADDRESSES**

The pop-up below will come up and is where you can manually add the recipient’s address. Once the recipient’s information is added, select “**Apply.**”

Edit Data ✕

Last Name \*

First Name \*

E-Mail \*

Company Name \*

Title

Shipping address 1 \*

Shipping address 2

City \*

State/province \*

Country \*

ZIP/Postal code \*

**Apply**

Once you add the first recipient’s address you can add more ship-to addresses by selecting “**View/Edits previously uploaded address.**”

#### DROP SHIP LOCATIONS

##### WHERE DO WE SHIP YOUR PURCHASE?

Please upload a spreadsheet that contains the necessary data for each location you need to ship your items.

You already have 2 addresses entered/uploaded

**View/Edit previously uploaded address**



[Download a spreadsheet template](#)

The screen below will come up. This is where you will manually add the rest of your ship-to addresses. You can do so by selecting the **“Add a new address”** on the upper right side. If something needs to be updated, you can edit it by selecting the pencil tool on the right side. Also, you can export your uploaded drop ship list, delete addresses, add your address and add a new address in this spot.

After you reviewed the information, select **“Next Step”**.

**Drop ship Address List**

Search:

[Export drop ship list](#) | [Delete selected addresses](#) | [Add my address to List](#) | [Add a new address](#)

#	Last Name	First Name	E-Mail	Company Name	Title	Shipping address 1	Shipping address 2	City	State/province	Country	ZIP/Postal code	...	<input type="checkbox"/>
1	Clark	Kevin	kclark556@leaderpromos.com	Company Inc	salesrep	1 Main St		Columbus	OH	US	43230		<input type="checkbox"/>
2	Clark	John	kevinclark556@yahoo.com	Company Inc	salesrep	21 Main St		Lewis Center	OH	US	43035		<input type="checkbox"/>

Rec. Count: 2

[Next Step](#)

#### STEP 4: Assigning Drop Ship Quantities

The following pop-up will show up on your screen. This is where you will acknowledge that you are about to assign drop ship quantities to your order. After reading the message, select **“Ok”**

**DROP SHIP ORDER**

[Return to previous page](#)

Search:

[EXPORT DROP SHIP QUANTITY LIST](#) [SHOW ALL ITEMS](#)

Shipment destinations total: 2 [Add a new address](#)

#	Last Name	First Name	Address (Postal)	Country	Phone	Total	
1	Clark	Kevin	230	US/OH		\$0.00	<input type="checkbox"/>
2	Clark	John	035	US/OH		\$0.00	<input type="checkbox"/>

Order totals \$0.00

**How to assign quantities**

In this step, you will choose the locations that were uploaded from your spreadsheet and enter the quantities for each item.

Once you enter the quantity for a ship-to address, select the shipping method to see the line totals. Repeat this step for as many ship to addresses as you need.

Don't show me this again

[Ok](#)

**ITEMS NOT SELECTED**

Select **“SHOW ALL ITEMS”** on the right side to expand every item/recipient in your order and start assigning quantities. Each item in your order will show up under the recipient. To the right of each item is where you assign the quantity you would like shipped to the recipient; you can type in the quantity or use the up and down arrows. Then select your “shipping method” for each recipient. Once all the quantities and ship methods have been assigned correctly, you will see the following green text, **“All quantities have been assigned.”** **“CLICK HERE TO CONTINUE”** to start the payment process.

## DROP SHIP ORDER





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Search

**EXPORT DROP SHIP QUANTITY LIST**

**HIDE ALL ITEMS**

Shipment destinations total: 2 [Add a new address](#)

#	Last Name	First name	Email	Address	City	ZIP (Postal)	Country	Phone	Total		
1	Clark	Kevin	kclark554@leaderpromos.com	1 Main St	Columbus	43230	US/OH		\$0.00	^	✕
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> 24 oz. Tritan Water Bottle HER0244</p> <p> Hercules Muscle Man Stress Reliever HER0243</p> </div> <div style="width: 25%; border: 2px solid red; padding: 5px;"> <p>\$6.64 <input type="text" value="1"/> / 2 All quantities have been assigned</p> <p>\$3.59 <input type="text" value="1"/> / 2 All quantities have been assigned</p> </div> <div style="width: 25%; border: 1px solid #ccc; padding: 5px;"> <p>Shipping methods: \$7.76 UPS SurePost®</p> <p>Products: \$10.23 Shipping: \$7.76 Taxes: \$1.35 Total: \$19.34</p> </div> </div>											
2	Clark	John	kevinclark554@yahoo.com	21 Main St	Lewis Center	43035	US/OH		\$19.34	^	✕
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> 24 oz. Tritan Water Bottle HER0244</p> <p> Hercules Muscle Man Stress Reliever HER0243</p> </div> <div style="width: 25%; border: 2px solid red; padding: 5px;"> <p>\$6.64 <input type="text" value="1"/> / 2 All quantities have been assigned</p> <p>\$3.59 <input type="text" value="1"/> / 2 All quantities have been assigned</p> </div> <div style="width: 25%; border: 1px solid #ccc; padding: 5px;"> <p>Shipping methods: \$7.76 UPS SurePost®</p> <p>Products: \$10.23 Shipping: \$7.76 Taxes: \$1.35 Total: \$19.34</p> </div> </div>											

Order totals **\$38.68**

ALL QUANTITIES HAVE BEEN ASSIGNED

**CLICK HERE TO CONTINUE >**

## STEP 5: Confirm Drop Ship Order Summary

Your drop ship summary will be displayed on this page. You will be asked to review and confirm that the information you inputted is correct. If so, confirm order and click **“CONTINUE.”** You will be prompted to the check-out page.

## DROP SHIP ORDER SUMMARY

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### Fulfillment items



Hercules Muscle Man Stress Reliever  
HER0243

\$3.59 x 2



24 oz. Tritan Water Bottle  
HER0244

\$6.64 x 2

Products:	\$20.46
Shipping:	\$15.52
Taxes:	\$2.70
Total:	\$38.68

### Order Summary

Products:	\$20.46
Shipping:	\$15.52
Taxes:	\$2.70
Total:	\$38.68

Confirm order

CONTINUE

This is a good time to confirm that all the information you inputted is accurate. If something needs to be updated, please return to the previous page.

### IMPORTANT NOTES AND TIPS:

- On demand apparel items do have longer lead teams. Please keep that in mind when placing your order.
- Triple check ship-to addresses and quantities before continuing to payment.
- Any items not selected for drop shipping will default to the address you have associated with your account (likely your home or work address).