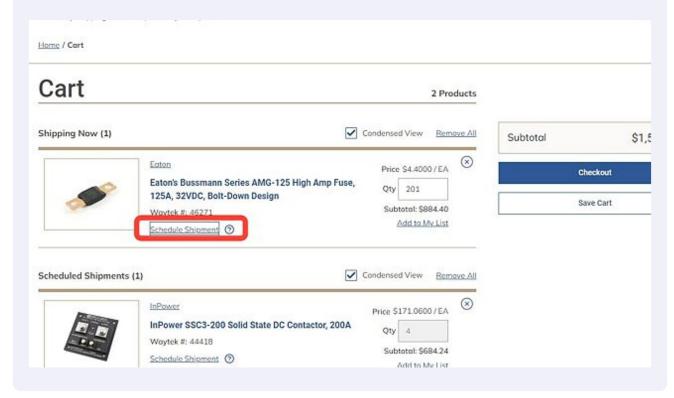
How to Schedule a Shipment on Waytek's Website

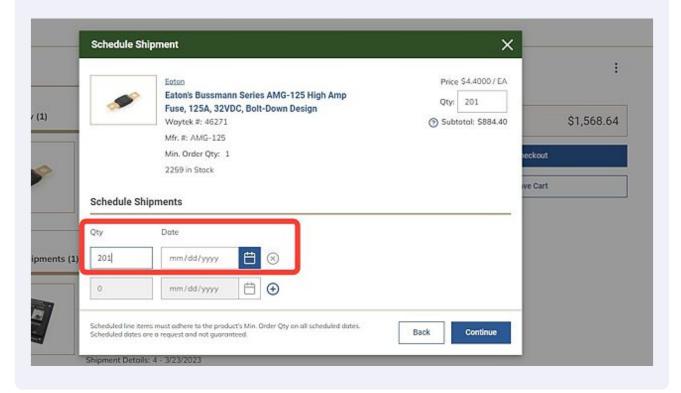
1 Navigate to <u>waytek.commerce.insitesandbox.com</u>



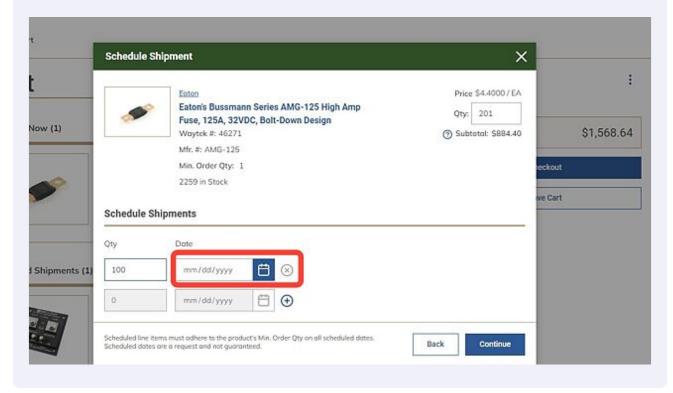
The schedule shipment button will only appear if the order meets the \$500 minimum, and has enough quantity to have multiple shipments.



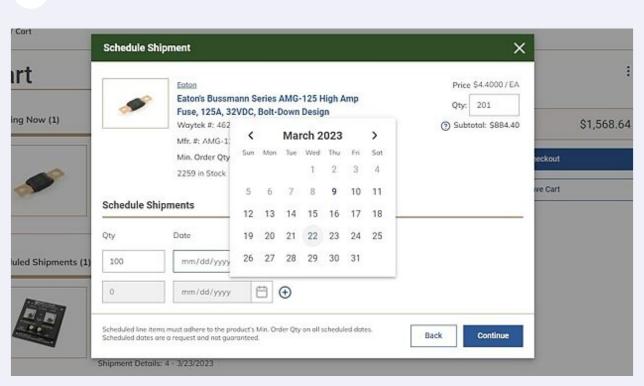
The full Qty will show in the first line of the shipment scheduler. Type in the quantity amount needed for the first shipment.



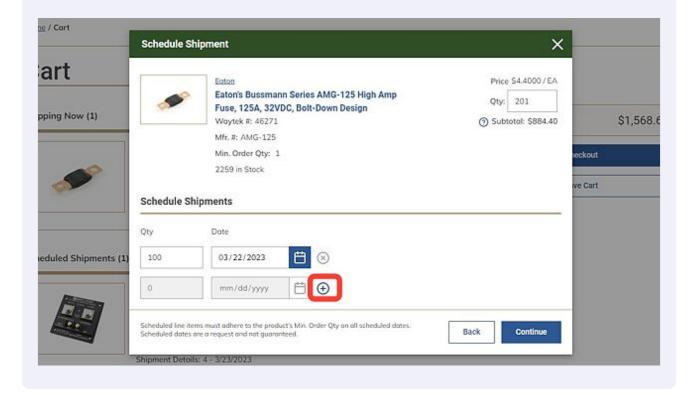
Clicking the calendar button will open the calendar window to choose your first shipment date.



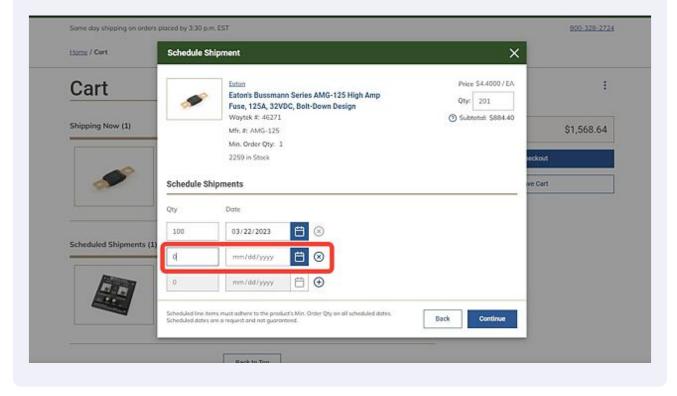
6 Choose the date for your first shipment.



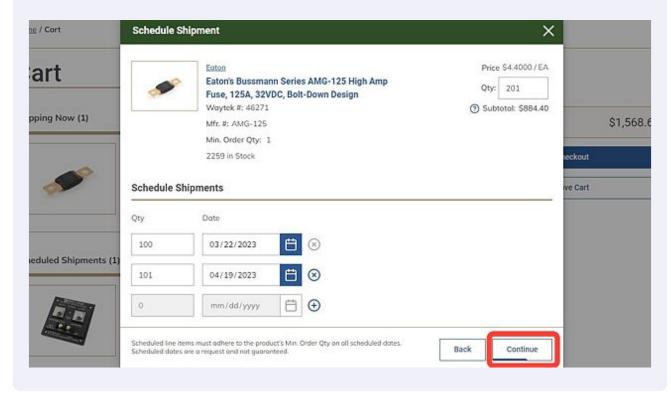
7 Click the + sign to add a new line to schedule the next shipment date.



Enter the quantity you'd like for the next shipment and the date you for the next shipment.



Once you have created all your shipments for the product, click on continue at the bottom right of the window. This will take you back to the cart.



Once back in the cart, you should see the shipment dates entered for the product you have scheduled shipments for.

