

From: Franc Dom franc.dom@scorpiogemail.com
Subject: WELCOME - Scorpio Group 01/28/2022
Date: Jan 28, 2022 at 3:05:38 PM
To: misscass77 misscass77@gmail.com

Hi,

Congratulations and welcome to Scorpio Group

To prepare yourself for the upcoming packages to inspect, please review this email.

For detailed illustrations on the steps on how to process packages.

Please download the following as guide:

Dashboard Manual: <http://u.pc.cd/Bz7>

How to handle the package: <http://u.pc.cd/zgditalK>

How to upload photos: <http://u.pc.cd/F2ditalK>

Please make sure to check and study the attachments.

Basically, just remember the 3 rules:

** Rule number 1. Please log in to the dashboard at least 3x a day (Monday- Friday) and atleast once a day on weekends just for monitoring puposes.

** Rule number 2. When the package is delivered, make sure to report package in the dashboard as 'RECEIVED' and upload the photo of the item and packing list/invoice (if included) within 3 hours from the time you received the package.

** Rule number 3. Make sure to ship out the package the same day the shipping label is given.

After shipment, secure the receipt and upload a photo of it on the Dashboard.

!!! VERY IMPORTANT

**When you receive your package, please only open the shipping box(brown/white box from FedEx, UPS, USPS).

Please remember NOT to open manufacturer's box/pack especially for electronic packages like cellphones, laptops, tablets and the like.

**Each package will be assigned it's own prepaid shipping label. You only use a label once. For package with more than one box, please ask your supervisors for additional label/s. NEVER print and stick the same label on separate boxes. One different shipping label for every box.

Again, welcome to the company and good luck on your first package!

Kind regards,

Franc Dom | Supervisor

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Mon-Fri 09:00AM-06:00PM EST
Sat-Sun Closed