

How to pick up a Package?



- What is Pick up package or VIP PACKS

Answer: This is our the task that you need to pick up on some pick up location near on your area.

- How often do I need to pick up?

Answer 80% of the package will be delivered to your home and 20% is the pick up task

- What will I get with this Vip Packs?

Answer: Additional bonus will be given to you for successful pick up and process

- Do I need to pay the Item?

Answer: NO The item is already been Paid

- What are the requirement to pick up?

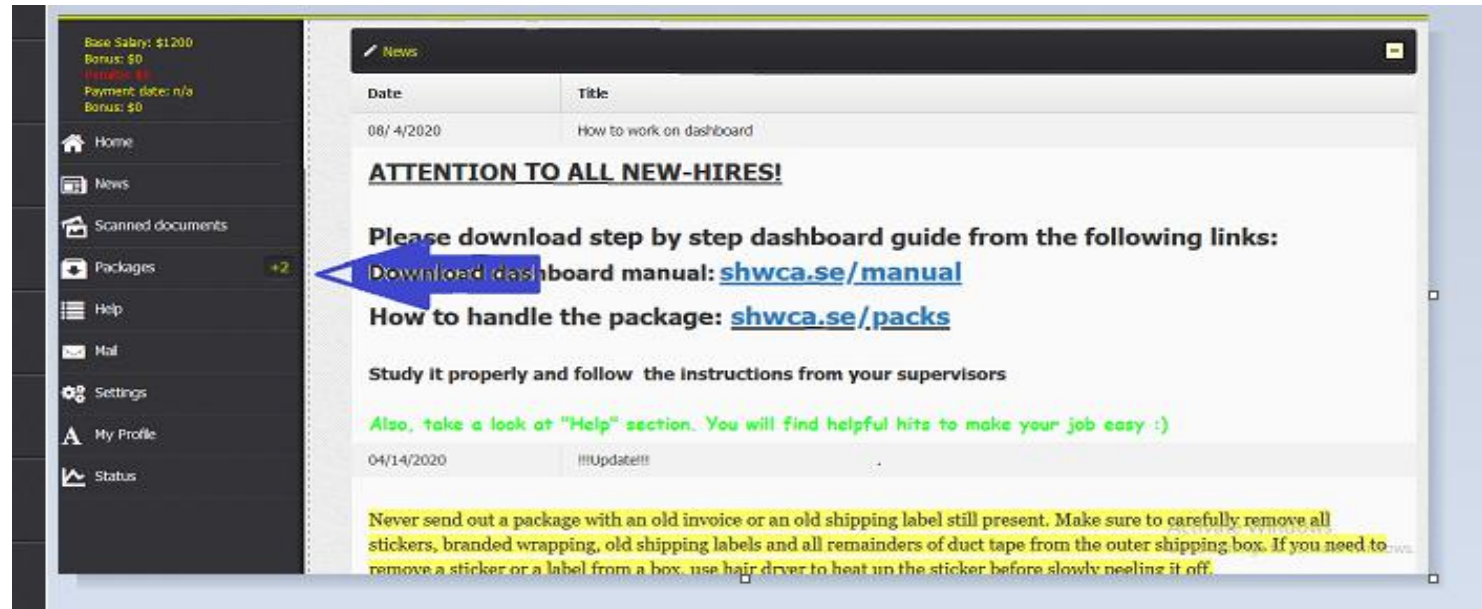
Answer : Government issued Id ,reference number and Authorization Letter



How to know if the task is for pick up?

Let's go to your dash board

step 1 login to your dash and
make sure to check on Packages
section



The screenshot shows a dashboard interface. On the left is a dark sidebar menu with the following items: Home, News, Scanned documents, Packages (with a '+2' badge), Help, Mail, Settings, My Profile, and Status. The main content area has a 'News' header and a table with columns 'Date' and 'Title'. The first row in the table has the date '08/ 4/2020' and the title 'How to work on dashboard'. Below the table, there is a bold heading 'ATTENTION TO ALL NEW-HIRES!' followed by a paragraph: 'Please download step by step dashboard guide from the following links: Download dashboard manual: shwca.se/manual How to handle the package: shwca.se/packs'. A blue arrow points from the 'Download dashboard manual' link to the 'Packages' menu item in the sidebar. Below this, there is another news item with the date '04/14/2020' and the title '!!!Update!!!'. The body of this news item contains a yellow-highlighted instruction: 'Never send out a package with an old invoice or an old shipping label still present. Make sure to carefully remove all stickers, branded wrapping, old shipping labels and all remainders of duct tape from the outer shipping box. If you need to remove a sticker or a label from a box, use hair dryer to heat up the sticker before slowly peeling it off.'

Step 2

Check the details of the packs

- **1.CHECK THE NAME ON THE PACKAGE**

Is the pack under your name?

Yes- Then proceed with the pick up location

No- Then wait for authorization letter that we will send via email

- **TRACKING INFORMATION-** You need to have a copy of this information so you can give it to pick up location to identify the package

- **HOLD ADDRESS-**This is the address where you will pick up the package and also the indication that this task is for **pick up**

#	Addressed to	Product Description	Tracking Information	Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
77017	LORNA DUNN	DJI - Mavic Mini Fly More Combo Quadcopter with Remote Controller - Gray <i>Weight: 2 lbs</i> <i>Delivery date : 08/05/20</i>	BBY01-12345678910 <i>n/a</i>	<input type="button" value="packing list"/> <input type="button" value="photo"/> <input type="button" value="receipt"/>	n/a		Best Buy 3275 NW 24th Street Rd - Miami FL	<input type="button" value="Not Received"/> <input type="button" value="Received"/> <input type="button" value="Sent"/>

LAST STEP GO TO THE PICK UP LOCATION

On the store

1

Go to front desk and give your reference number
ready your id and authorization letter ..

2

Once you already have the package make sure to inform your supervisor

3

then proceed with the reporting and sending of that package

4

- BEFORE PICKING UP ANY ITEM MAKE SURE YOU HAVE THE FOLLOWING
- **VALID ID, REFERENCE NUMBER AND AUTHORIZATION LETTER** “if the pack is not under your name”
- We Have a dedicated supervisor handling pick up concern - However any urgent concern feel free to contact your manager or your dedicated supervisor
- The additional bonus is to be discuss by your supervisor in case of successfull pick up

