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# How To PLACE A DROPSHIP ORDER

EXPLORE THE TWO METHODS

## BRIEF OVERVIEW

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Place orders through our online portal at no cost to you, or email/call us to manually enter your orders for \$5 per order.

Go to [ushempwholesale.com/dropship-catalog](http://ushempwholesale.com/dropship-catalog) to download:

**Dropship Catalog • Product Images • Tips**

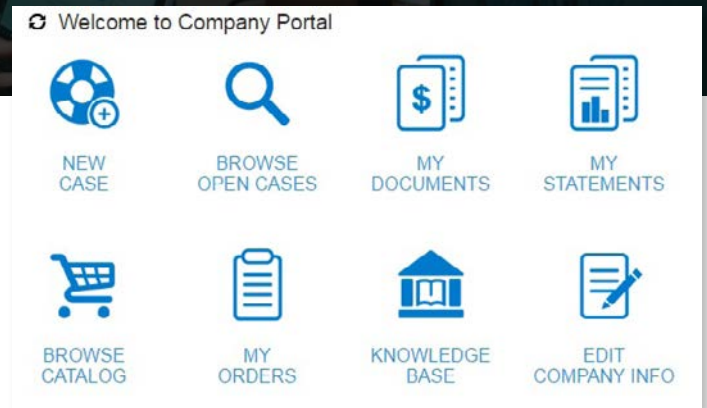
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# ONLINE PORTAL

Enter orders into our Portal —we'll handle the rest.

## Portal Features

- Place orders at any time
- View your order history
- See the status of all orders
- View your billing statements



## Free - No Fees

## How it Works

1. Receive orders on your website (or any other method). You are responsible for collecting payment from your customers.
2. Login to our online Portal to input your orders. [PDF Instructions »](#)
  - You will need to enter the shipping address, product(s) ordered, and shipping speed.
  - Orders you enter will go into the Portal with an “On Hold” status.
3. We will process your payment and release the order to our shipping team. The order status will show as “Shipping.”
4. Once the order is shipped, the status will change to “Completed” and you can login to your account the Portal to see the tracking number.

# MANUAL

Place dropship orders with us via email or phone.  
*Monday-Friday 9am-4:30pm EST*

**\$5** convenience fee  
per dropship order.

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## How it Works

1. Receive orders on your website (or any other method).
2. Email or call us with the order details. *Please include the shipping address, shipping speed, SKU(s) ordered and their quantities.*
3. We will process your payment and prepare the order for shipment.