|  |  |  |
| --- | --- | --- |
| **Customer Address** | **Shipment Address** | CompanyAddress2 |
| CustomerAddress1 | ShipToAddress1 | CompanyAddress3 |
| CustomerAddress2 | ShipToAddress2 | CompanyAddress4 |
| CustomerAddress3 | ShipToAddress3 | CompanyAddress5 |
| CustomerAddress4 | ShipToAddress4 | CompanyAddress6 |
| CustomerAddress5 | ShipToAddress5 |  |
|  |  |  |
|  |  | Ship From: ORBLocation\_Code |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| ExtDocNo\_SalesHeader\_Lbl | Customer Number | PaymentTermsDescription\_Lbl | ShipmentDate\_Lbl | Shipping Agent | Ship Method |
| ExtDocNo\_SalesHeader | BilltoCustumerNo | PaymentTermsDescription | ShipmentDate | ORBShipping\_Agent\_Code | ORBShipping\_Agent\_Service\_Code |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ItemNo\_Line\_Lbl | Description\_Line\_Lbl | Quantity\_Line\_Lbl |  | UnitPrice\_Lbl |  | VATPct\_Line\_Lbl | LineAmount\_Line\_Lbl |
|  |  |  |  |  |  |  |  |
| ItemNo\_Line | Description\_Line | Quantity\_Line | UnitOfMeasure | UnitPrice | LineDiscountPercentText\_Line | VATPct\_Line | LineAmount\_Line |
|  |  |  |  | Description\_ReportTotalsLine | | | Amount\_ReportTotalsLine |
|  |  |  |  |  | | |  |
|  |  |  |  | **TotalIncludingVATText** | | | **TotalAmountIncludingVAT** |

CHECK YOUR ORDER STATUS HERE: [**https://tracking.orbus.com**](https://tracking.orbus.com)

ORDER CHANGE: Email [**customersupport@orbus.com**](mailto:customersupport@orbus.com) - Please title your email CHANGE – ‘Order Number’

***\*\*\*\*NOTE THAT DEPENDING ON WHERE YOUR ORDER IS IN PROCESS THIS MAY NOT BE POSSIBLE\*\*\*\*\****

ORDER SERVICE NEEDED: Please fill this form <https://www.orbus.com/returns-and-service>

***\*\*\*\*ALL SERVICE TICKETS WILL BE ANSWERED THE SAME BUSINESS DAY IF SUBMITTED BY 4:00PM CST\*\*\*\****