

# Teknowledge Shared Services (Pvt) Ltd.

## Add New Store From ETF

Created by: Umesh Isuru Rathnayake

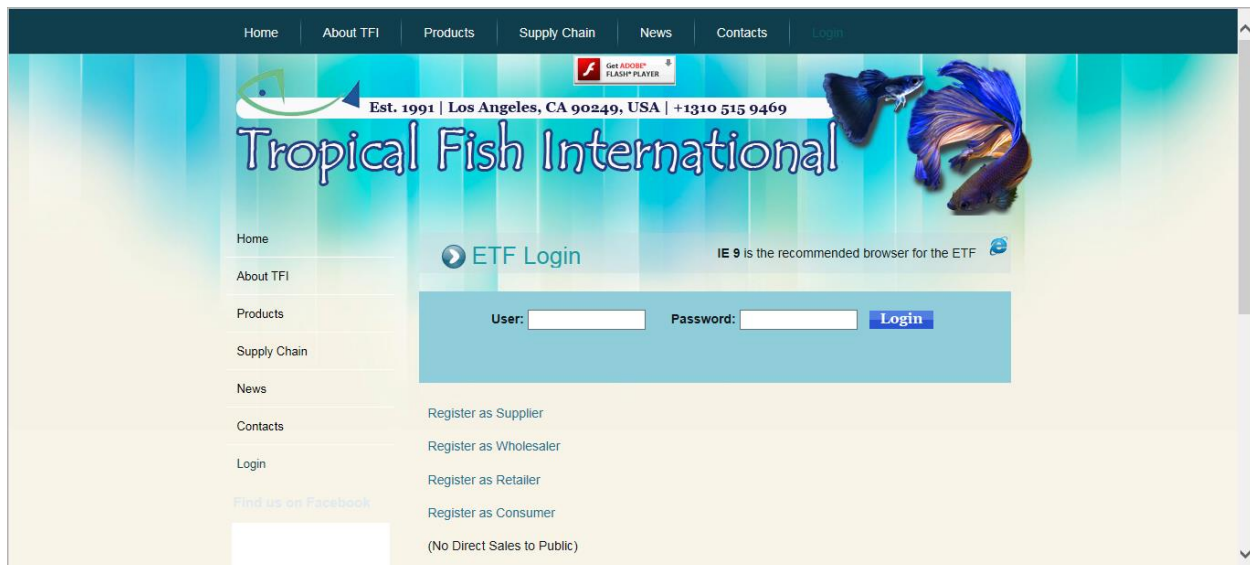
Date: 11.05.2016

You will be given a user login called ETF.

URL: - <http://www.etropicalfish.com/>



- Click to “Login” in the menu and login page will look as follows,



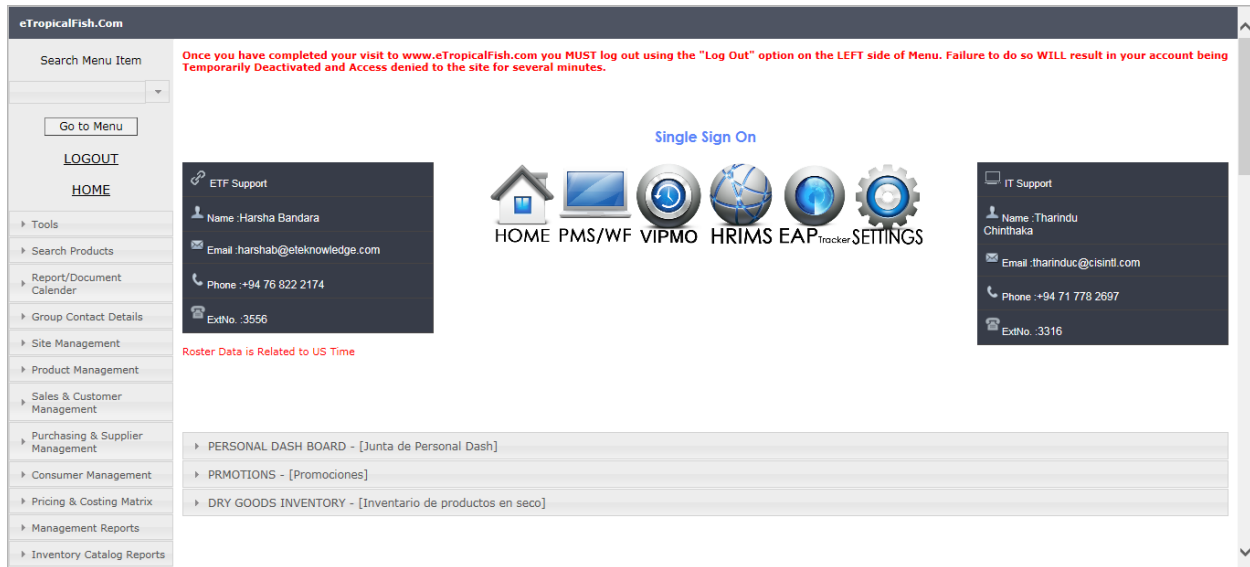
# Teknowledge Shared Services (Pvt) Ltd.

## Add New Store From ETF

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Date: 11.05.2016

- The Home Page will look as follows,



- You received this type of mail.

Umesh,

Please add below new store to ETF,

STORE NUMBER: 2152  
STORE NAME: PACIFIC BEACH  
LOCATED IN: PACIFIC BEACH  
STREET ADDRESS: 1780 GARNET AVENUE  
CITY/STATE/ZIP: SAN DIEGO, CA 92109  
STORE PHONE: 858-270-3499

Thanks,

**Buddika Madurangana**  
Senior Executive-Planning | Production Management  
**Teknowledge Shared Services (PVT) LTD**  
60 Park Lane, Rajapalasya, Sri Lanka

### Manage Default Shipping Service-UPS

- Step 1:** Go to search box in the Manu bar, type “Manage Default Shipping Service-UPS” and click to “Go to Menu” button as shown below.

Once you have completed your visit to www.eTropicalFish.com you MUST log out using the "Log Out" option on the LEFT side of Menu. Failure to do so WILL result in your account being Temporarily Deactivated and Access denied to the site for several minutes.

Type "Manage Default Shipping Service-UPS" On

Click 'Go To Menu' Button

ETF Support  
Name :Harsha Bandara  
Email :harshab@eteknowledge.com  
Phone :+94 76 822 2174  
ExtNo :3556

HOME PMS/WF VIPMO HRIMS EAP Tracker SETTINGS

IT Support  
Name :Tharindu Chinthaka  
Email :tharinduc@cisintl.com  
Phone :+94 71 778 2697  
ExtNo :3316

PERSONAL DASH BOARD - [Junta de Personal Dash]  
PRMOTIONS - [Promociones]  
DRY GOODS INVENTORY - [Inventario de productos en seco]

- Then you will be displayed the following page.

UPS Shipping Service : UPS Next Day Air

State ZIP Code Store Number Search

AK 01040 000  
AL 01129 0078742000022  
AR 01201 0078742000084  
AZ 012302016 0078742000091  
CA 014532247 0078742000138  
CO 01501 0078742000145  
CT 01545 0078742000152  
DC 017492782 0078742000176  
DE 017571745 0078742000183  
FL 01760 0078742000190  
GA 018011007 0078742000299  
HI 018034911 0078742000329  
IA 018455047 0078742000367  
ID 01906 0078742000374  
IL 019071332 0078742000459  
IN 01930 0078742000619  
KS 01960 0078742000640  
KY 01983 0078742000688

Add Store/s

State	ZIP Code	Store Number	Updated By	Updated Date	
MO	63901	0078742000190	mattrice	1/25/2013 9:33:52 AM	Remove
MO	65109	0078742000299	mattrice	1/25/2013 9:33:52 AM	Remove
MO	65616	0078742000329	mattrice	1/25/2013 9:33:52 AM	Remove
MO	65616	0078742000329	mattrice	1/25/2013 9:33:52 AM	Remove

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## Add New Store From ETF

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- **Step 2:** Go to mail and copy Store Number.

Umesh,

Please add below new store to ETF,

STORE NUMBER: 2152  
STORE NAME: PACIFIC BEACH  
LOCATED IN: PACIFIC BEACH  
STREET ADDRESS: 1780 GARNET AVENUE  
CITY/STATE/ZIP: SAN DIEGO, CA 92109  
STORE PHONE: 858-270-3499

**Copy Store  
Number**

Thanks,

**Buddika Madurangana**

Senior Executive-Planning | Production Management

**Teknowledge Shared Services (PVT) LTD**

00 Park Lane, Rajapalaya, Sri Lanka

- Then go to “Manage Default Shipping Service-UPS” page, paste Store Number to Store Number filed and press “**Search**” button.

### Manage Default Shipping Service - UPS

UPS Shipping Service :

State   
ZIP Code   
Store Number   
Search

**Paste "Store Number" here**

**Click "Search" Button**

State	ZIP Code	Store Number	Updated By	Updated Date	
MO	63901	0078742000190	matrice	1/25/2013 9:33:52 AM	<input type="button" value="Remove"/>
MO	65109	0078742000299	matrice	1/25/2013 9:33:52 AM	<input type="button" value="Remove"/>
MO	65616	0078742000329	matrice	1/25/2013 9:33:52 AM	<input type="button" value="Remove"/>
MO	65616	0078742000329	matrice	1/25/2013 9:33:52 AM	<input type="button" value="Remove"/>

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## Add New Store From ETF

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- **Search Result,**
  - If not record found in the search result continue from this page.
- Now go down for “Manage Default Shipping Service-UPS” page, there have “Add New Store Number” section as shown below.

**Add New Store Number**

<b>State</b> -select- ▾	<b>ZIP Code</b> <input type="text"/>	<b>State</b> <input type="text"/>
<input type="button" value="Add New Store"/>		

- Select the State, type the ZIP Code and the Store Number in the following page as according to the mentioned State, ZIP Code and the Store Number available in the mail.

Umesh,

Please add below new store to ETF,

STORE NUMBER: 2152  
STORE NAME: PACIFIC BEACH  
LOCATED IN: PACIFIC BEACH  
STREET ADDRESS: 1780 GARNET AVENUE  
CITY/STATE/ZIP: SAN DIEGO CA 92109  
STORE PHONE: 858-270-3499

**Store  
Number**

**State and ZIP Code**

Thanks,

**Buddika Madurangana**

Senior Executive-Planning | Production Management

**Teknowledge Shared Services (PVT) LTD**

20 Bank Lane, Balaclava, Sri Lanka

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