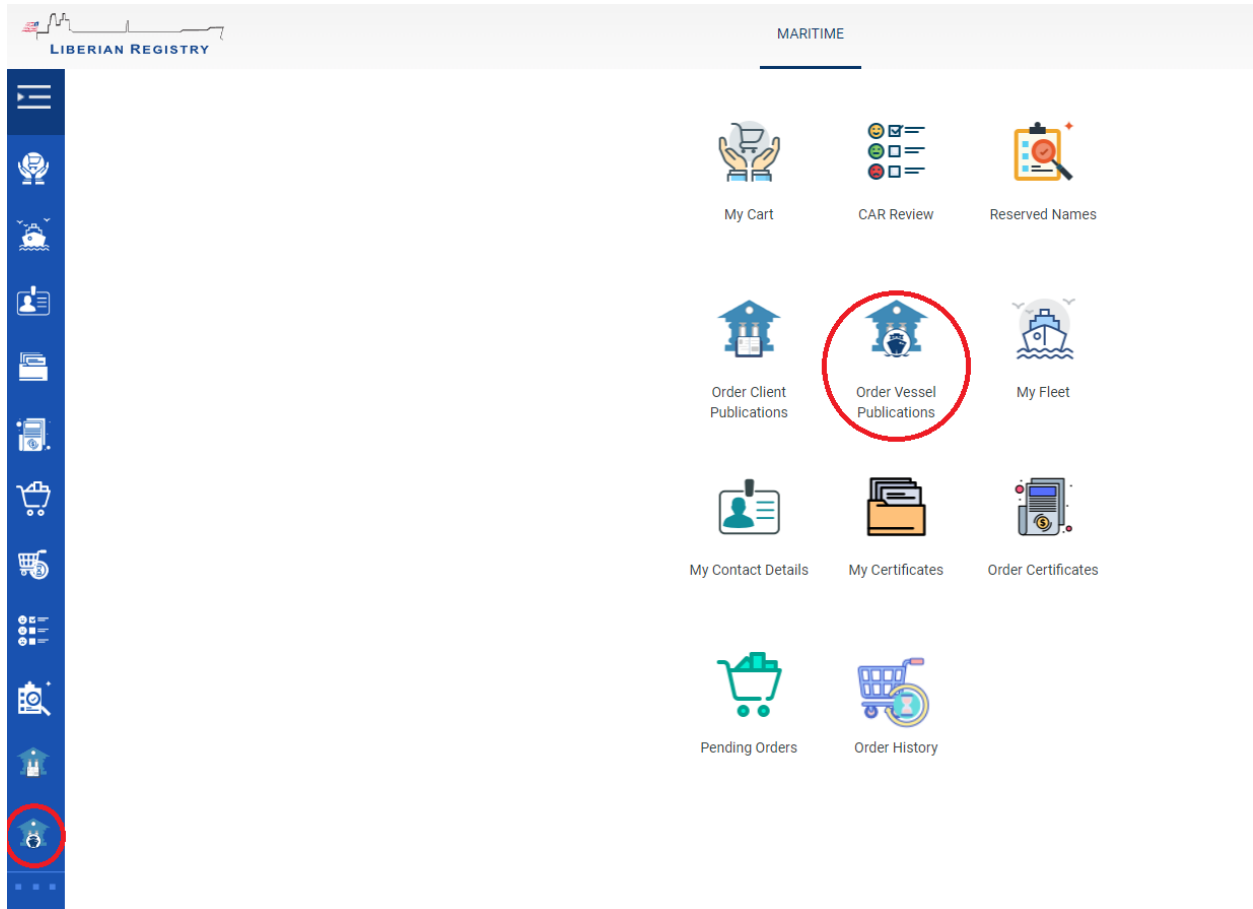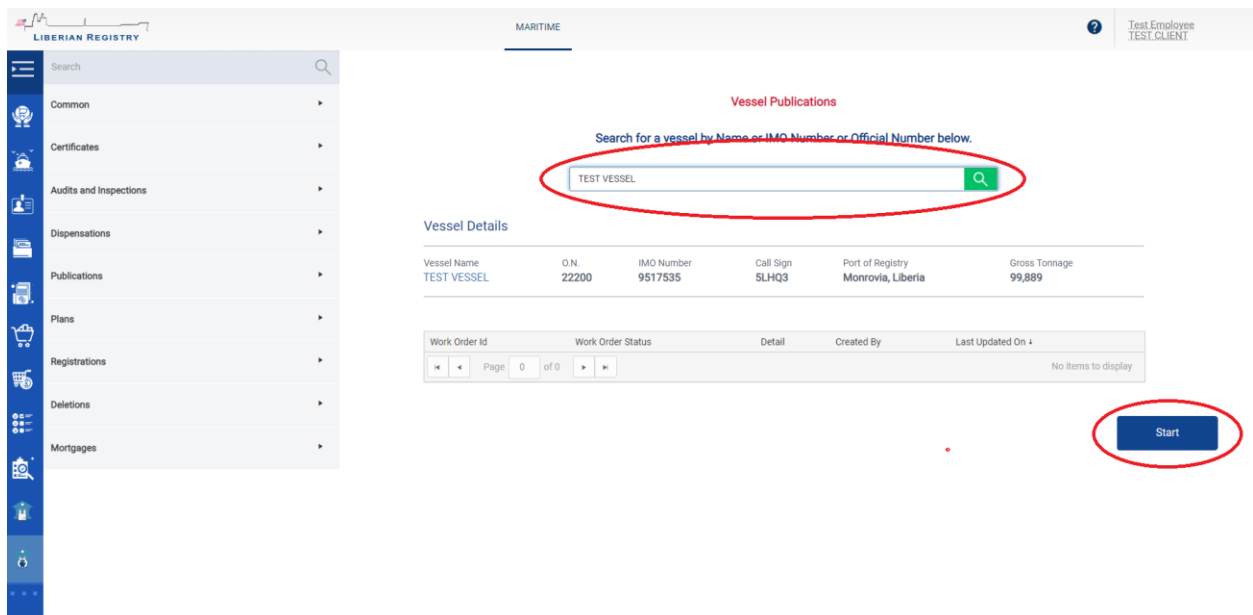# Vessel Publication Order Instructions

1. Press the "Order Vessel Publications" button on the home screen. This screen is displayed after entering your WayPoint log in credentials.



2. Use the search bar to select the Vessel to order publications for and press the "Start" button.

3. Use the "Edit" button to change the quantities of publications and the "Update" button to save changes.



4. Use the "Save" button to save changes to the order.

5. Use the "Edit" button to:
   (a) change the delivery address, or,
   (b) uncheck "Mail" and check "Pickup" to have the order delivered to one of our Regional Offices for Pickup.



6. The "Documents" tab of the order is where relevant information will be uploaded by the Publication Department once the order is processed. This includes tracking information, commercial invoices, and any email correspondence related to the order.

7. Purchase Order Numbers and References may be added on the "Invoice" tab. Also, the Invoice Billing Address may be changed by pressing the "Edit" button.



8. Press the "Add to Cart" button on the "Final Review" tab when the order is ready for checkout.

9. Select the payment type under "Payment Options".



10. Press the "Submit" button when the order is ready to be processed. This will be followed by a confirmation that the order has been submitted to Publications for processing.