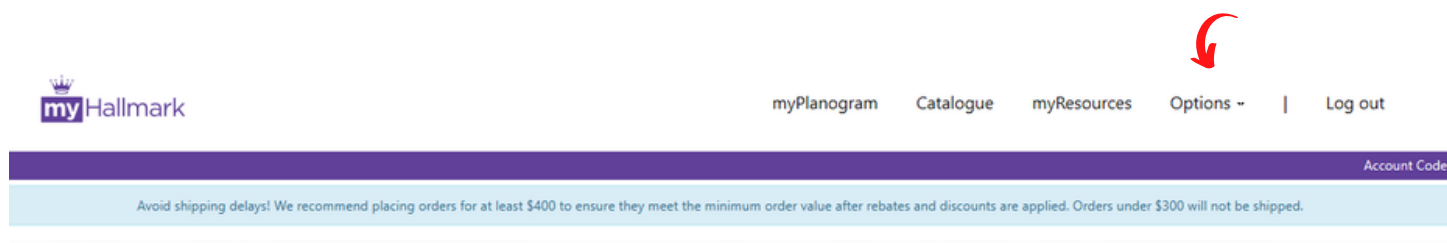
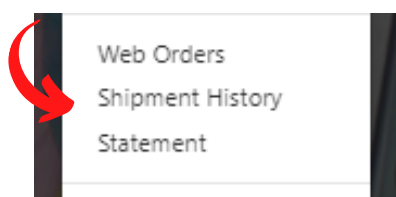


How to Download DDO file or Invoice (PDF)

- In the main menu, click "Options"



- Select "Shipment History" in the dropdown menu.



- Click the PDF icon and your Invoice will automatically download
- or
- Click the "DDO" and your DDO file will automatically download

History

Document Type	Document Number	Date	Pick Number	Shipping	
▼ Invoice	10251014, RM	01/06/2022	3423730	01/06/2022	DDO
▼ Credit Note	10202700, RM	01/05/2022			
▼ Invoice	10251010, RM	02/05/2022	3440140	02/05/2022	DDO

If you need any further assistance please don't hesitate to reach out to our friendly Customer Care team

mysupport@hallmark.com | 1800 729 999 (option 2) |