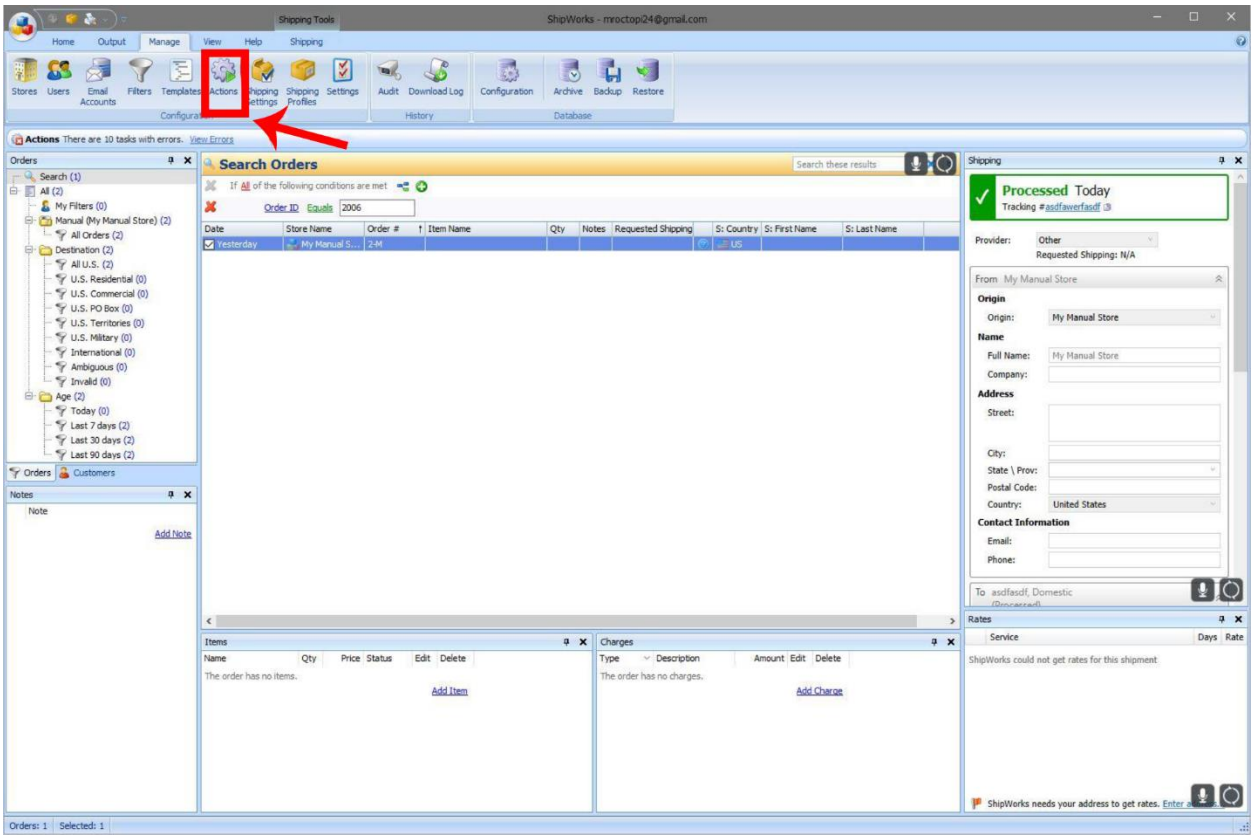
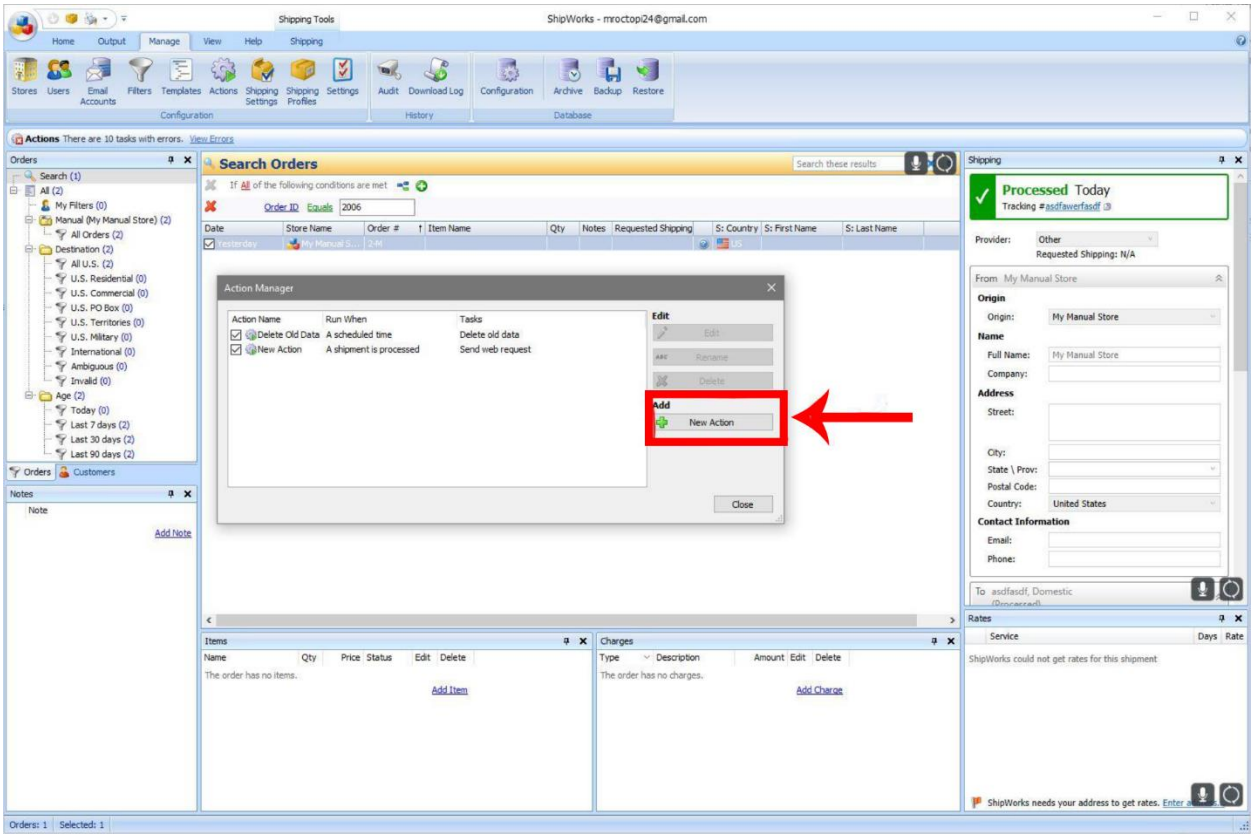
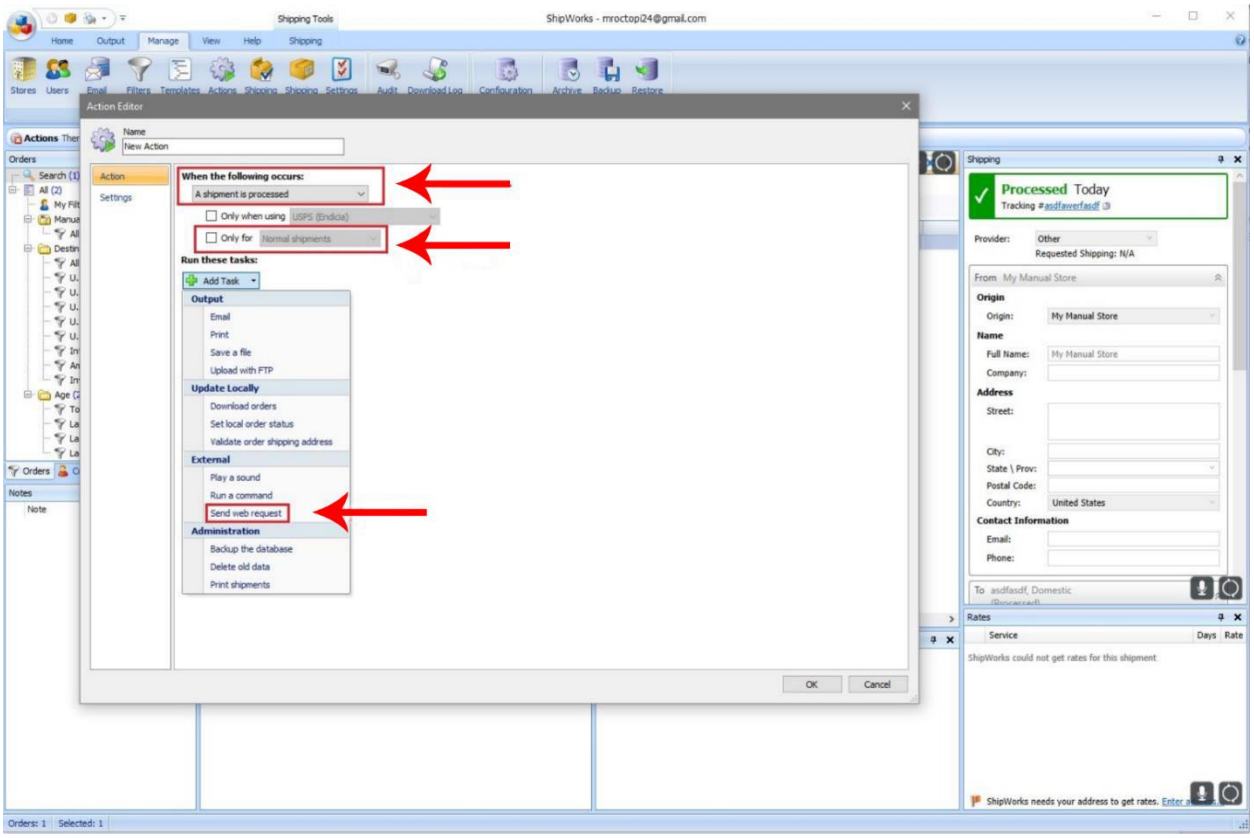
- Click the “Actions” button under the “Manage” menu tab



- Click “New Action”

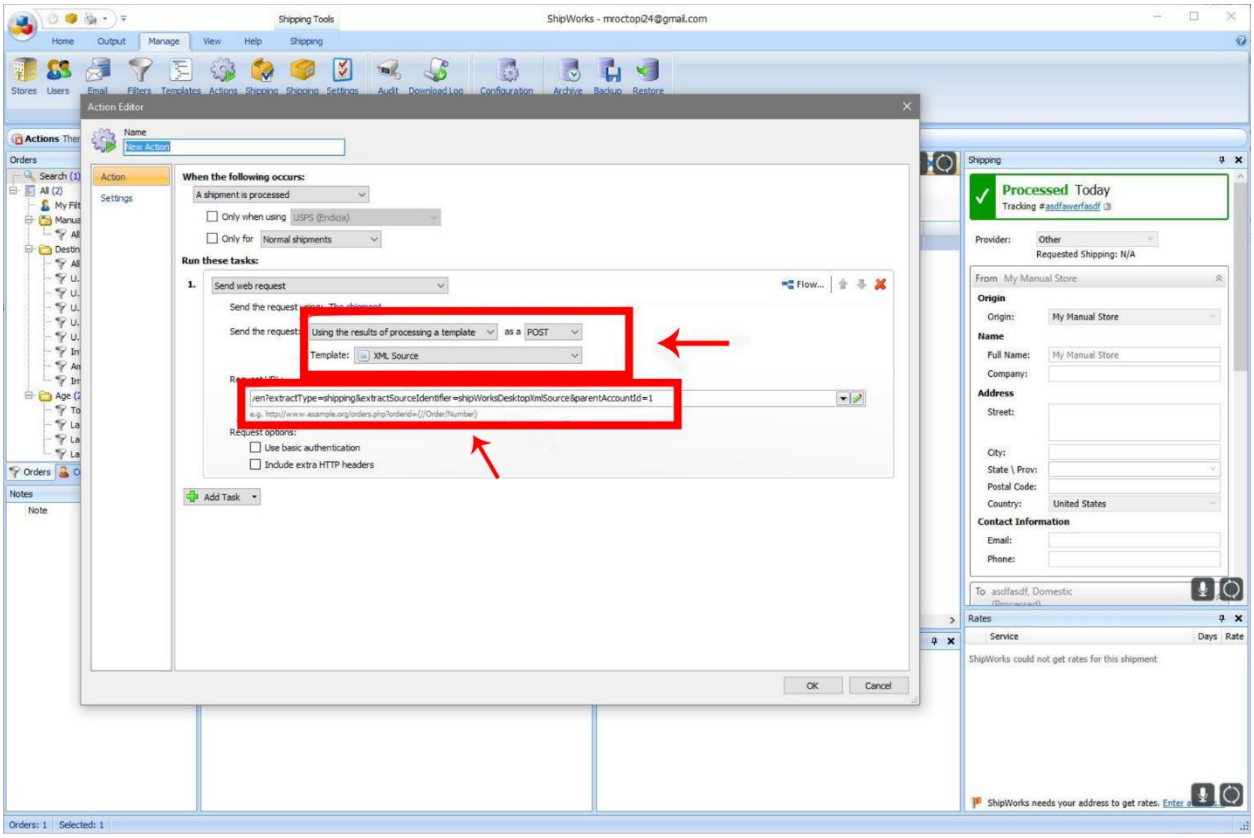


- Select “A shipment is processed” under *When the following occurs:*
- Deselect “Only for…”
- Click “Add Task” and select “Send web request”



- Select “Using the results of processing a template” under *Send the request:*
- Select “POST” under *as a*
- Select “XML Source” at the bottom of the dropdown list under *Template*
- Paste the string of text provided to you under *Request URL:*

Note: Do not use the string in the screenshot below



- Click “Okay”
- Click “Close”