



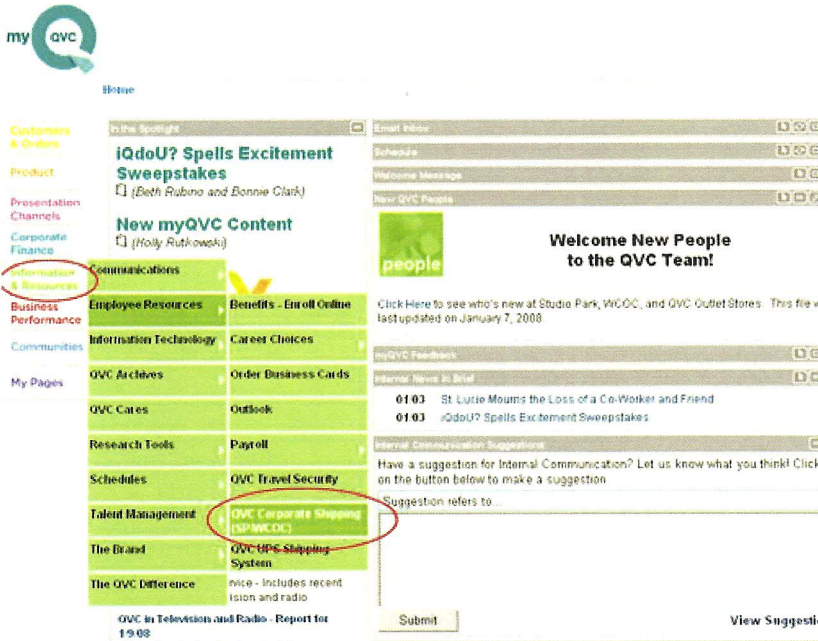
INTERNAL COMMUNICATION

FYI

From: Buck Schwartz
MGR CORPORATE SERVICES

January 21, 2008

QVC UPS Shipping System to be Updated to QVC Corporate Shipping



In an effort to provide better functionality for the internal customer located in Studio Park and the West Chester Operations Center, I'd like to announce that, effective immediately, the current QVC UPS Shipping System used for corporate shipping will now be replaced by the new **QVC Corporate Shipping System**.

The link for the current QVC UPS Shipping System can be found in myQVC by rolling over **Information & Resources** on the left navigation, then **Employee Resources**. Effective immediately, a new **QVC Corporate Shipping (SP/WCOC)** link will appear directly above the existing link. Eventually, the **QVC UPS Shipping System** link will be removed.

A training manual for the new system is also available. The manual provides instructions on how to electronically load shipping information for label printing at our dock area, tracking information, etc. To add this manual to your myQVC page:

- Click on the **Add Portlets** link in the upper right-hand corner of the page.
- Under **Information & Resources**, locate the **QVC Corporate Shipping (SP/WCOC) Training Material** portlet and click the box next to it to select.
- Scroll to the bottom of the page and click the **Add Selected** button to add the portlet to your home page.
- To place the portlet in a specific column on the page click the **Add and Arrange** button and then drag and drop the portlet into the desired column.

By January 31, 2008, the **QVC UPS Shipping System** link will be removed entirely. Studio Park and WCOC employees who normally use the current UPS resource should begin to transition to the **QVC Corporate Shipping System**.

Anyone with a logon ID and password for the current system will automatically be able to access the new system using your same information. New users will need to register with the **QVC Corporate Shipping System**. Also, any addresses currently saved under the Personal Address Book in the current QVC UPS

Shipping System will not be migrated to **QVC Corporate Shipping System**; this information will need to be re-entered manually.

I want to thank everyone in advance for their cooperation during this transition period. If you have any questions, please contact Liz Comroe at extension 8943.

Buck contacted Communication to share this message.

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