

New Deltec Courier Website

Deltec Online – Customer User Guide

www.deltec-courier.com

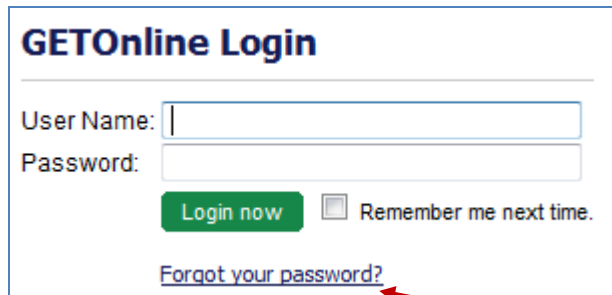


Please contact your local Deltec International office with any queries.

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1. Login

- Ensure that pop-ups are not blocked by your browser
- Go to www.deltec-courier.com
- Select '**Start Shipping: Login Here**' on the right
- Please add your current username and password
- Please note that the password **IS** in capital letters and case sensitive



GETOnline Login

User Name:

Password:

☐ Remember me next time.

[Forgot your password?](#)

- If you have forgotten your password please select '**Forgot your password**'
- Add the email address to which the new password should be forwarded
- The password will be sent to you via email, as long as the email address is registered to the user name
- If you are unsure please contact your local Deltec International office

2. Profile:

After logging in for the FIRST time, please check/edit your profile.


1. The Customer Name/Company Name should appear in the top right corner



2. Select '**Profile**'



- Please ensure that the Account No. ('**Cust Code**') is correct
- **If the 'Cust Code' is incorrect please contact support@deltec-international.com before proceeding**
- Select '**Edit My Profile**' and CHANGE your password (**passwords are case sensitive**)

 <p>Change my profile photo</p> <p>User Code: Darwish Entity: Deltec HQ Station Name: Deltec International Ltd Station UTC Offset: 0 Cust Code: TestDebtor Company or Name: Darwish Title: First Name: TestDebtor Last Name: Address: Lawrence Road Hounslow City/Place: London State: Middx Postcode: TW46DR Country: UNITED KINGDOM Residential Address: No Phone: 02085696767 Fax: Email: darwish.fawaz@deltec-international.com Department Code: IT Login ID: TestDebtor Login Password: *****</p> <p>Edit My Profile Back</p>		<p>Preferences</p> <p><u>Shipment Settings</u></p> <table> <tr> <td>Type:</td> <td>Shipper</td> </tr> <tr> <td>Customer Reference:</td> <td>TEST REF DF</td> </tr> <tr> <td>Reference always required:</td> <td>Yes</td> </tr> <tr> <td>Default Currency:</td> <td>Pounds Sterling (GBP)</td> </tr> <tr> <td>Default Service:</td> <td>Export Documents</td> </tr> <tr> <td>Default No. of Items:</td> <td>1</td> </tr> <tr> <td>Default Weight:</td> <td>1</td> </tr> <tr> <td>Default Weight Measurement:</td> <td>KGs</td> </tr> <tr> <td>Default Shipment Term:</td> <td>DDU</td> </tr> <tr> <td>Default Goods Description:</td> <td>TEST Shipment</td> </tr> <tr> <td>Default Origin of Goods:</td> <td>UNITED KINGDOM</td> </tr> <tr> <td>Default Print Layout:</td> <td>-</td> </tr> <tr> <td>Default Assign Manifest:</td> <td>Yes</td> </tr> <tr> <td>Default Book A Pick-up:</td> <td>No</td> </tr> <tr> <td>Default Ship After Saving Record:</td> <td>No</td> </tr> </table> <p><u>Collection Settings</u></p> <table> <tr> <td>Default Collection Ready Time:</td> <td>09:00AM</td> </tr> <tr> <td>Default Collection Place Closing Time:</td> <td>05:30PM</td> </tr> <tr> <td>Location of Collection:</td> <td>Reception</td> </tr> <tr> <td>Special Instructions:</td> <td>Special Inst.</td> </tr> </table> <p><u>Address Book Setting</u></p> <p>Address Book Sorting Order: By Contact References ID</p> <p>Edit My Shipment Setting</p>	Type:	Shipper	Customer Reference:	TEST REF DF	Reference always required:	Yes	Default Currency:	Pounds Sterling (GBP)	Default Service:	Export Documents	Default No. of Items:	1	Default Weight:	1	Default Weight Measurement:	KGs	Default Shipment Term:	DDU	Default Goods Description:	TEST Shipment	Default Origin of Goods:	UNITED KINGDOM	Default Print Layout:	-	Default Assign Manifest:	Yes	Default Book A Pick-up:	No	Default Ship After Saving Record:	No	Default Collection Ready Time:	09:00AM	Default Collection Place Closing Time:	05:30PM	Location of Collection:	Reception	Special Instructions:	Special Inst.
Type:	Shipper																																							
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Default Weight Measurement:	KGs																																							
Default Shipment Term:	DDU																																							
Default Goods Description:	TEST Shipment																																							
Default Origin of Goods:	UNITED KINGDOM																																							
Default Print Layout:	-																																							
Default Assign Manifest:	Yes																																							
Default Book A Pick-up:	No																																							
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Default Collection Place Closing Time:	05:30PM																																							
Location of Collection:	Reception																																							
Special Instructions:	Special Inst.																																							

- Edit Profile/ Shipping Address if necessary
- Customers can also change the password here

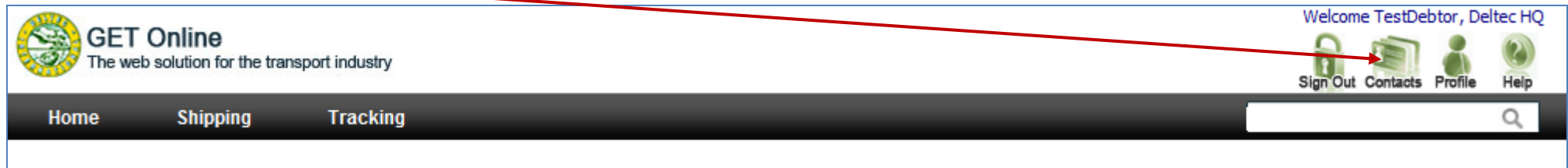
- Apply Shipment Default Settings (this is useful if the customer books identical shipments on a regular basis)

This also allows customers to set the default weight measurement unit, **preferred as KGs**

3. Contacts

The contacts menu allows you to manage your address book.

1. Select '**Contacts**' from the top right menu



- Customers can Create/Edit/Delete Contacts , or even import addresses from an excel sheet (template is downloadable as per page 8)

Address Book

Home > Address Book

Upload Contact List Create New Contact Filter : Personal Address List Search Contact Advanced Search

Name (UserCode)	Contact No	Account Code	Entity	Account Type	
Lynn Greenwood (Lynn) dkfklsdjf@hotmail.com	HP:64654654654	TestDebtor	Deltec HQ	GLOBAL	Edit Delete
q q (Te) ttt	HP:1	Test	Deltec HQ	GLOBAL	Edit Delete
test (AMS) support@deltec-international.com	HP:	TestDebtor	Deltec HQ	PERSONAL	Edit Delete
TestDebtor (Darwish) darwish.fawaz@deltec-international.com	HP:	TestDebtor	Deltec HQ	GLOBAL	Edit Delete




Two types of addresses/contacts exist:

- **Global:** Global contacts are shared among all users under the same account
- **Personal:** Personal contacts are only visible to the user who created the contacts

2. Creating a New Contact

- After selecting '**Contacts**' the below form will appear, all fields shown in bold are required

Contact Details
Enter new user details and click 'Save'. Required fields are shown in bold:

Contact Code:	<input type="text"/>	Account Code:	TestDebtor
Company/Name:	<input type="text"/>	Contact Type:	GLOBAL 
Active:	<input checked="" type="checkbox"/>	Department:	<input type="text"/>
Salutation:	<input type="text"/>	Type:	<input type="checkbox"/> Shipper <input checked="" type="checkbox"/> Receiver
First Name:	<input type="text"/>		
Last Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
City/Place:	Select One 		
State/Province:	<input type="text"/>		
Postcode:	<input type="text"/>		
Country:	Select One 		
Residential Address:	<input type="checkbox"/>		
Phone:	<input type="text"/>		
Mobile:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		

- Select **Contact Type**

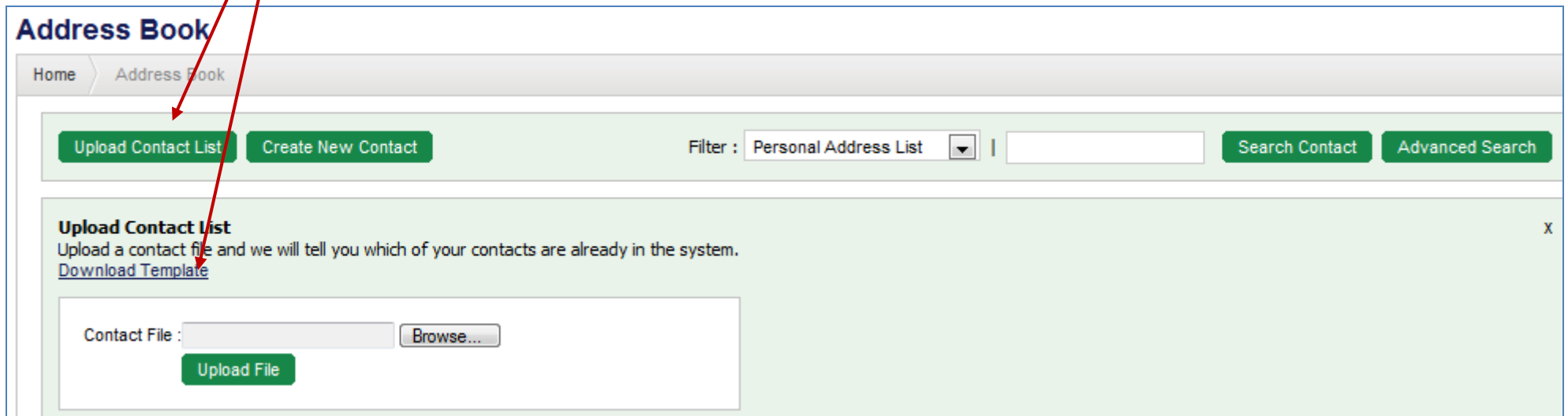
- Select **Address Type**

- **Save** Contact after adding all required fields

3. Uploading a Contact List

You have the option to upload addresses from .csv files (excel sheets).

- BEFORE you upload a contact list please ensure that the .csv file has been created in the correct format for upload
- You can download a template file as an example of how the .csv file should be formatted
- Select '**Upload Contact List**' and the following '**Download Template**' link will be visible
- Select '**Download Template**', included in the template is a specification of each address field



Address Book

Home > Address Book

Upload Contact List **Create New Contact** Filter : Personal Address List **Search Contact** **Advanced Search**

Upload Contact List X
Upload a contact file and we will tell you which of your contacts are already in the system.
[Download Template](#)

Contact File :

- To upload the .csv file, select '**Upload Contact List**'

Address Book

Home > Address Book

Upload Contact List **Create New Contact** Filter : Personal Address List **Search Contact** **Advanced Search**

Upload Contact List X
Upload a contact file and we will tell you which of your contacts are already in the system.
[Download Template](#)

Contact File : **Browse...**
Upload File

- Browse to the where your .csv file is located/save
- Select '**Upload File**'
- The new addresses should appear in the contacts

Customers also have the ability of building their address book while shipping, this is explained later in the guide (please see page 13)

4. Shipping

4.1 SINGLE Shipment Bookings

This section pertains to customers who require only **ONE shipment** to be collected from their premises on any given day.

1. Creating a Shipment

- Select the '**Shipping**'
- Select the '**New Shipment**' tab, the below shipment screen will appear

The screenshot shows the 'Shipping' application interface. At the top, there is a navigation bar with 'Home' and 'Shipping' tabs. Below this, there are two buttons: 'New Shipment' (highlighted in green) and 'Shipment List'. Two red arrows originate from the text in the previous block: one points to the 'Shipping' tab in the navigation bar, and the other points to the 'New Shipment' button. Below the buttons, a message states: 'Please enter your shipping information below. Required fields are shown in bold.'

The form is divided into several sections:

- Shipment #:** A text field containing '[System Auto Generated]'.
- Sender Information:** Includes fields for Ref. Code (dropdown), Name, Country (dropdown), Address (text area), City/Town, State, Postcode, Contact, Phone, and Email. There is also a checkbox for 'Alert' and a checkbox for 'Save sender to address book AS REF'.
- Receiver Information:** Includes fields for Ref. Code (dropdown), Name, Country (dropdown), Address (text area), City/Town, State, Postcode, Contact, Phone 1, Phone 2, and Email. There is also a checkbox for 'Alert' and a checkbox for 'Save receiver to address book AS REF'.
- Bill To:** A dropdown menu currently showing 'TestDebtor'.
- Shipment Information:** Includes fields for Service (dropdown), Security Value, Insurance Value, No. of Items, Description, Weight (with a unit dropdown set to 'KGs'), Cubic (L x W x H) (cm) (with a calculation field showing 'x x x = 0.00 KGs'), Custom Value, Shipment Terms (dropdown), Customer Ref. #1, Customer Ref. #2, Origin of Goods (dropdown set to 'UNITED KINGDOM'), Reason for Export, Delivery Notes, and Notes.
- Shipment Options:** Includes checkboxes for 'Assign To Manifest', 'Book A Pick-up' (with a link to 'Change Collection details'), and 'Ship After Saving Record'. There are also dropdowns for 'Despatch Date' (set to '22/04/2010') and 'Run ID' (set to '1').

At the bottom right of the form, there are two buttons: 'Reset' and 'Continue'.

- Select the sender under '**Ref. Code**', the original account details are set as default
- If additional sender addresses have been saved while creating previous shipments, they may be selected instead

Shipping
Home Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Bill To: TestDebtor

Ref. Code: Select One
Name:
Country: Select One
Address:
City/Town:
State: Postcode:
Contact:
Phone:
Email: Alert
☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One
Name:
Country: Select One
Address:
City/Town:
State: Postcode:
Contact:
Phone 1: Phone 2:
Email: Alert
☐ Save receiver to address book AS REF

Shipment Information

Service: Select One
Security Value: Pounds Sterling
Insurance Value: Pounds Sterling

No. of Items:

Description:

Weight: KGs

Cubic (L x W x H) (cm): x x = 0.00 KGs

Custom Value: Pounds Sterling

Shipment Terms: Select One
Customer Ref. #1:
☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM
Reason for Export:

Delivery Notes:

Notes:

Shipment Options:
☐ Assign To Manifest
Despatch Date: 22/04/2010
Run ID: 1
☐ Book A Pick-up (Change Collection details)
☐ Ship After Saving Record

Reset Continue

- The sender address fields will be populated automatically
- If you have created a new shipper, please select 'Save sender to' and add a unique reference for future lookup in the 'AS REF' field

Home Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information **Bill To:** Test

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE **Postcode:** POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: **Postcode:**

Contact:

Phone 1: **Phone 2:**

Email: ☐ Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Export Documents

Security Value: **Pounds Sterling**

Insurance Value: **Pounds Sterling**

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: **Pounds Sterling**

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up (Change Collection details)

☐ Ship After Saving Record

Reset **Continue**

- The same applies for the receiver information
- If you have previously saved any receiver addresses select a recipient under 'Ref. Code'
- If you need to save a recipient, enter all required data
- Select 'Alert' only if a valid email address has been provided – this enables tracking data to be sent to the receiver
- Select 'Save receiver to ' and provide a reference for future use in the 'AS REF' field

Home Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information **Bill To:** **Test**

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE **Postcode:** POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name: TestReceiver

Country: UNITED STATES

Address: FIRSTLINEADDR
SECONDLINEADDR

City/Town: New York

State: New York **Postcode:** 5555555

Contact: TEST

Phone 1: 999899898 **Phone 2:**

Email: vestreceiver@email.com ☒ Alert

☒ Save receiver to address book AS REF TestUSA1

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up (Change Collection details)

☐ Ship After Saving Record

Reset **Continue**

- Select the '**Service**' or type of shipment (ie. Documents, parcels)
- Ensure that the '**Shipment Information**' is completed correctly
- Add a '**Customer Reference**' if required , **do not enter any data in the 'Shipment Options' area**

Home > Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINEADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Bill To: Test

Receiver Information

Ref. Code: Select One

Name: TestReceiver

Country: UNITED STATES

Address: FIRSTLINEADDR
SECONDLINEADDR

City/Town: New York

State: New York **Postcode:** 555555

Contact: TEST

Phone 1: 989899898 **Phone 2:**

Email: testreceiver@email.com ☒ Alert

☒ Save receiver to address book AS REF TestUSA1

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up [\(Change Collection details\)](#)

☐ Ship After Saving Record

Reset **Continue**

- Ensure that '**Assign to manifest**' has been selected with the required collection date
- Select '**Book a Pick-up**'
- Select '**Ship After Saving Record**'

Home > Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINEADDR

City/Town: London

State: STATE **Postcode:** POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Bill To: Test

Receiver Information

Ref. Code: TestUSA1 - TestReceiver

Name: TestReceiver

Country: UNITED STATES

Address: ReceiverAddr
ReceiverAddr

City/Town: TOWN

State: STATE **Postcode:** 5454545

Contact: TESTRECEIVER

Phone 1: 454654654 **Phone 2:**

Email: testemail@testemail.com ☐ Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☒ Assign To Manifest

Despatch Date: 26/04/2010

Run ID: 1

☒ Book A Pick-up [\(Change Collection details\)](#)

☒ Ship After Saving Record

Reset **Continue**

- Select '**Change Collection details**'

Home
Shipping

New Shipment
Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINEADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Bill To: Test

Receiver Information

Ref. Code: TestUSA1 - TestReceiver

Name: TestReceiver

Country: UNITED STATES

Address: ReceiverAddr
ReceiverAddr

City/Town: TOWN

State: STATE Postcode: 5454545

Contact: TESTRECEIVER

Phone 1: 454654654 Phone 2:

Email: testemail@testemail.com ☐ Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☒ Assign To Manifest

Despatch Date: 26/04/2010

Run ID: 1

☒ Book A Pick-up [\(Change Collection details\)](#)

☒ Ship After Saving Record

Reset Continue

- Ensure that the **booking date/times** required for collection are correct
- If all details are correct, select '**Save**'

Collection Details
Select a date and time you would like your package(s) picked up. Shipment ready time and pickup time must be at least 2 hours apart.

Collection Date: 26/04/2010

Ready Time: 16 : 00

Closing Time: 17 : 30

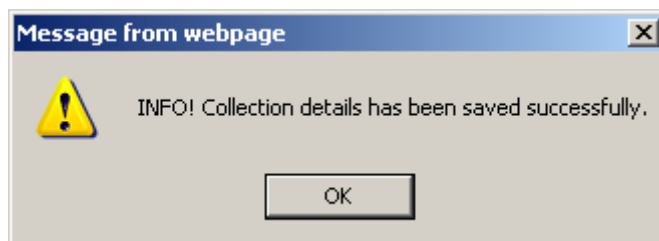
Collection Address: If it different from sender's address, please specify.

Pickup Location: Reception (Others please specify)

What vehicle does your shipment require?:
eg. Larger than 28cmx24cmx4cm (LxWxH) or more than 3kg book by van.
Van

Special Instructions:

- The following message will appear
- Select '**OK**'



- Select 'Continue'

Home
Shipping

New Shipment
Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Bill To: Test

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE **Postcode:** POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: TestUSA1 - TestReceiver

Name: TestReceiver

Country: UNITED STATES

Address: ReceiverAddr
ReceiverAddr

City/Town: TOWN

State: STATE **Postcode:** 5454545

Contact: TESTRECEIVER

Phone 1: 454654654 **Phone 2:**

Email: testemail@testemail.com ☐ Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☒ Assign To Manifest

Despatch Date: 26/04/2010

Run ID: 1

☒ Book A Pick-up [\(Change Collection details\)](#)

☒ Ship After Saving Record

Reset
Continue

- Check the shipment details are all correct **BEFORE** selecting 'Save'
- Print your connote/label/commercial invoice from the pop up windows and affix to the parcel/items

Home
Shipping

New Shipment
Shipment List

Please verify your collection request information at the following. To confirm the shipment details, click Save. To edit details, click Edit to go back to the shipping form.

Shipment #: [System Auto Generated]

Sender Information Ref. Code: TestUser Name: Test Address: FIRSTLINEADDR SECONDLINEADDR THIRDLINEADDR Place: London State: STATE Country: UNITED KINGDOM Contact: FirstName LastName Phone: Phonenumber Email: email@email.com	Bill To: Test Postcode: POSTCODE Alert: No	Shipment Information Service: Export Documents Security Value: GBP 0.00 Insurance Value: GBP 0.00 No. of Items: 1 Description: Docs Weight: 0.5 KGs Cubic (L x W x H) (cm): 0 x 0 x 0 = 0 KGs Custom Value: GBP 0.00 Shipment Terms: Customer Ref. #1: test Use receiver's customer ref.: No Customer Ref. #2: Origin of Goods: UNITED KINGDOM Reason for Export: Delivery Notes: Notes: Shipment Options: Assign to Manifest: No Book a Pickup: No (View Collection details) Ship Now: No <input type="checkbox"/> Retain shipment details for my next shipment.
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Receiver Information Ref. Code: - Name: TestReceiver Address: ReceiverAddr ReceiverAddr Place: TOWN State: STATE Country: UNITED STATES Contact: TESTRECEIVER Phone 1: 454654654 Email: testemail@testemail.com Phone 2: Alert: Yes Save sender contact's details AS REF TestUSA1	Postcode: 5454545
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------

Edit
Save

- A pop window will open up with the connote label for printing
- **Print from your browser window and attach to the parcel**
- Two labels are printed on each A4 sheet
- Close the label printing window once printing is complete

Connote Label - Windows Internet Explorer


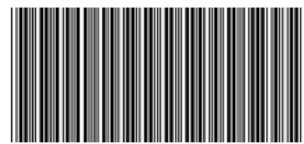
https://www.ffdx.net/v3/printdoc/docConnoteStyle1

File Edit View Favorites Tools Help

LogMeIn - Remote Access a... LogMeIn - Remote Access a... Free Hotmail Suggested Sites TEAM Global

Connote Label

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Hounslow TW4 6DR
PHONE: 020 8569 6767 Fax: 020 8572 9926

1 ACCOUNT NUMBER Test  S TEST H FIRSTLINEADDR I SECONDLINEADDR THIRDLINEADDR P LONDON POSTCODE P UNITED KINGDOM E FIRSTNAME LASTNAME R PHONE: Phonenumbr	LON 096470001078 2 TESTRECEIVER RECEIVERADDR C RECEIVERADDR O TOWN 5454545 N TESTRECEIVER S PHONE: 454654654 I G N E O	CUSTOMER REFERENCE TEST 4 SERVICE TYPE EXPRESS DOCUMENTS IMPORTANT: ATTACH ORIGINAL FIVE COPIES OF COMMERCIAL INVOICES WITH PACKAGE FOR CUSTOMS PURPOSES FULL DESCRIPTION OF CONTENTS :- DOCS SPECIAL INSTRUCTIONS :-
3 SENDER'S AUTHORISATION AND SIGNATURE I/WE AGREE THAT THE CARRIER STANDARD TERMS AND CONDITIONS APPLY TO THIS SHIPMENT AND LIMIT THE CARRIERS LIABILITY. THE WARSAW CONVENTION MAY ALSO APPLY. TERMS AND CONDITIONS AVAILABLE AT . SENDER'S SIGNATURE DATE / / TIME AM/PM PROOF OF DELIVERY (POD) RECEIVER'S SIGNATURE DATE / /	CUSTOMS DUTIES/TAXES PAYABLE BY CONSIGNEE DECLARED VALUE FOR CUSTOMS AND CURRENCY 	5 SIZE & WEIGHT NO. OF PIECES 1 WEIGHT 0.5 KGS DIMENSION IN CM LXWXH X X VOLUMETRIC/CHARGED WEIGHT

Done Internet 100%

- The '**New Shipment**' window will still be open, ready for the next shipment

- Go to **'Shipment List'**

Shipping

Home > Shipping

New Shipment Shipment List

Search

Date type: ☒ Created Date ☐ Despatch Date

From: (dd/mm/yyyy) To: (dd/mm/yyyy)

Destination:

Service Type:

Status: ☒ Pending ☒ Manifested ☒ Finalised

☒ View my shipment(s) only

- Your shipment will show as status **'F'** as it has now been **finalised**
- Deltec despatch have been notified that your shipment will be ready for collection on the **selected date/time**

<input checked="" type="checkbox"/>	<input type="button" value="F"/>	10	TestUser	26-Apr-2010 12:16:00	<u>096470001092</u>	ED	TestReceiver	TOWN	UNITED STATES
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4.2 SINGLE Collection Bookings (one collection per day with multiple shipments being collected)

This section pertains to customers who require only **ONE driver collection** from their premises on any given day.

1. Creating a Shipment

- Select the 'Shipping'
- Select the 'New Shipment' tab, the below shipment screen will appear

Shipping

Home > Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information	Bill To: TestDebtor	Shipment Information
Ref. Code: <input type="text" value="Select One"/>		Service: <input type="text" value="Select One"/>
Name: <input type="text"/>		Security Value: <input type="text"/> <input type="text" value="Pounds Sterling"/>
Country: <input type="text" value="Select One"/>		Insurance Value: <input type="text"/> <input type="text" value="Pounds Sterling"/>
Address: <input type="text"/>		No. of Items: <input type="text"/>
<input type="text"/>		Description: <input type="text"/>
<input type="text"/>		Weight: <input type="text"/> <input type="text" value="KGs"/>
City/Town: <input type="text"/>		Cubic (L x W x H) (cm): <input type="text"/> x <input type="text"/> x <input type="text"/> = <input type="text" value="0.00"/> KGs
State: <input type="text"/> Postcode: <input type="text"/>		Custom Value: <input type="text"/> <input type="text" value="Pounds Sterling"/>
Contact: <input type="text"/>		Shipment Terms: <input type="text" value="Select One"/>
Phone: <input type="text"/>		Customer Ref. #1: <input type="text"/>
Email: <input type="text"/> <input type="checkbox"/> Alert		<input type="checkbox"/> Use receiver's customer ref.
<input type="checkbox"/> Save sender to address book AS REF <input type="text"/>		Customer Ref. #2: <input type="text"/>
Receiver Information		Origin of Goods: <input type="text" value="UNITED KINGDOM"/>
Ref. Code: <input type="text" value="Select One"/>		Reason for Export: <input type="text"/>
Name: <input type="text"/>		<input type="text"/>
Country: <input type="text" value="Select One"/>		Delivery Notes: <input type="text"/>
Address: <input type="text"/>		<input type="text"/>
<input type="text"/>		Notes: <input type="text"/>
<input type="text"/>		<input type="text"/>
City/Town: <input type="text"/>		Shipment Options: <input type="checkbox"/> Assign To Manifest
State: <input type="text"/> Postcode: <input type="text"/>		Despatch Date: <input type="text" value="22/04/2010"/>
Contact: <input type="text"/>		Run ID: <input type="text" value="1"/>
Phone 1: <input type="text"/> Phone 2: <input type="text"/>		<input type="checkbox"/> Book A Pick-up (Change Collection details)
Email: <input type="text"/> <input type="checkbox"/> Alert		<input type="checkbox"/> Ship After Saving Record
<input type="checkbox"/> Save receiver to address book AS REF <input type="text"/>		<input type="button" value="Reset"/> <input type="button" value="Continue"/>

- Select the sender under '**Ref. Code**', the original account details are set as default
- If additional sender addresses have been saved while creating previous shipments, they may be selected instead

Shipping

Home

Shipping

New Shipment

Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone:

Email: ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone 1: Phone 2:

Email: ☐ Alert

☐ Save receiver to address book AS REF

Bill To: TestDebtor

Shipment Information

Service: Select One

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items:

Description:

Weight: KGs

Cubic (L x W x H) (cm): x x = 0.00 KGs

Custom Value: Pounds Sterling

Shipment Terms: Select One

Customer Ref. #1: ☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options: ☐ Assign To Manifest

Despatch Date: 22/04/2010

Run ID: 1

☐ Book A Pick-up [\(Change Collection details\)](#)

☐ Ship After Saving Record

- The sender address fields will be populated automatically
- If you have created a new shipper, please select '**Save sender to**' and add a unique reference for future lookup in the '**AS REF**' field

Home Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information **Bill To:** Test

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINEADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone 1: Phone 2:

Email: ☐ Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up (Change Collection details)

☐ Ship After Saving Record

Reset Continue

- The same applies for the receiver/consignee information
- If you have previously saved any receiver/consignee addresses select a recipient under '**Ref. Code**'
- If you need to save a recipient, enter all required data
- Select '**Alert**' only if a valid email address has been provided – this enables tracking data to be sent to the receiver
- Select '**Save receiver to**' and provide a reference for future use in the '**AS REF**' field

Home Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information **Bill To:** **Test**

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE **Postcode:** POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name: TestReceiver

Country: UNITED STATES

Address: FIRSTLINEADDR
SECONDLINEADDR

City/Town: New York

State: New York **Postcode:** 5555555

Contact: TEST

Phone 1: 999899898 **Phone 2:**

Email: vestreceiver@email.com ☒ Alert

☒ Save receiver to address book AS REF TestUSA1

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up (Change Collection details)

☐ Ship After Saving Record

Reset **Continue**

- Select the '**Service**' or type of shipment (ie. Documents, parcels)
- Ensure that the '**Shipment Information**' is completed correctly
- Add a '**Customer Reference**' if required , **do not enter any data in the 'Shipment Options' area**

Home > Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Bill To: Test

Receiver Information

Ref. Code: Select One

Name: TestReceiver

Country: UNITED STATES

Address: FIRSTLINEADDR
SECONDLINEADDR

City/Town: New York

State: New York **Postcode:** 555555

Contact: TEST

Phone 1: 989899898 **Phone 2:**

Email: testreceiver@email.com ☒ Alert

☒ Save receiver to address book AS REF TestUSA1

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up [\(Change Collection details\)](#)

☐ Ship After Saving Record

Reset **Continue**

- Ensure that 'Assign to Manifest' has been selected with the correct date for your collection
- Select 'Continue' once all required data has been entered

Shipment #: [System Auto Generated]

Sender Information

Bill To: Test

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: TestUSA1 - TestReceiver

Name: TestReceiver

Country: UNITED STATES

Address: ReceiverAddr
ReceiverAddr

City/Town: TOWN

State: STATE Postcode: 5454545

Contact: TESTRECEIVER

Phone 1: 454654654 Phone 2:

Email: testemail@testemail.com ☐ Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options: ☒ Assign To Manifest

Despatch Date: 26/04/2010

Run ID: 1

☐ Book A Pick-up [\(Change Collection details\)](#)

☐ Ship After Saving Record

Reset Continue

- The following screen will appear
- Please ensure that **ALL** shipment data is correct, if it is then select '**Save**'
- If changes are required, select '**Edit**'

Shipment #: [System Auto Generated]

Sender Information Ref. Code: TestUser Name: Test Address: FIRSTLINEADDR SECONDLINEADDR THIRDLINEADDR Place: London State: STATE Country: UNITED KINGDOM Contact: FirstName LastName Phone: Phonenumber Email: email@email.com	Bill To: Test Postcode: POSTCODE Alert: No	Shipment Information Service: Export Documents Security Value: GBP 0.00 Insurance Value: GBP 0.00 No. of Items: 1 Description: Docs Weight: 0.5 KGs Cubic (L x W x H) (cm): 0 x 0 x 0 = 0 KGs Custom Value: GBP 0.00 Shipment Terms: Customer Ref. #1: Customer Ref. #2: Origin of Goods: UNITED KINGDOM Reason for Export: Delivery Notes: Notes: Shipment Options:
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Receiver Information Ref. Code: TestUSA1 Name: TestReceiver Address: ReceiverAddr ReceiverAddr Place: TOWN State: STATE Country: UNITED STATES Contact: TESTRECEIVER Phone 1: 454654654 Email: testemail@testemail.com	Postcode: 5454545 Phone 2: Alert: No	Assign to Manifest: Yes Despatch Date: 27/04/2010 Run ID: 4 Book a Pickup: No (View Collection details) Ship Now: No <input type="checkbox"/> Retain shipment details for my next shipment.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Edit Save

- A pop window will open up with the connote label for printing
- **Print from your browser window and attach to the parcel**
- Two labels are printed on each A4 sheet
- Close the label printing window once printing is complete

Connote Label - Windows Internet Explorer



https://www.ffdx.net/v3/printdoc/docConnoteStyle1

File Edit View Favorites Tools Help

LogMeIn - Remote Access a... LogMeIn - Remote Access a... Free Hotmail Suggested Sites TEAM Global

Connote Label

Deltec House, Lawrence Estate, Lawrence Road,
Hounslow TW4 6DR
PHONE: 020 8569 6767 Fax: 020 8572 9926

1 ACCOUNT NUMBER Test 		LON 096470001078	CUSTOMER REFERENCE TEST
2 TESTRECEIVER RECEIVERADDR RECEIVERADDR TOWN 5454545 TESTRECEIVER PHONE: 4545454		4 SERVICE TYPE EXPRESS DOCUMENTS IMPORTANT: ATTACH ORIGINAL FIVE COPIES OF COMMERCIAL INVOICES WITH PACKAGE FOR CUSTOMS PURPOSES FULL DESCRIPTION OF CONTENTS :- DOCS SPECIAL INSTRUCTIONS :-	
3 SENDER'S AUTHORIZATION AND SIGNATURE I/WE AGREE THAT THE CARRIER STANDARD TERMS AND CONDITIONS APPLY TO THIS SHIPMENT AND LIMIT THE CARRIERS LIABILITY. THE WARSAW CONVENTION MAY ALSO APPLY. TERMS AND CONDITIONS AVAILABLE AT : SENDER'S SIGNATURE DATE / / TIME AM/PM PROOF OF DELIVERY (POD) RECEIVER'S SIGNATURE DATE / /		CUSTOMS DUTIES/TAXES PAYABLE BY CONSIGNEE DECLARED VALUE FOR CUSTOMS AND CURRENCY 	5 SIZE & WEIGHT NO. OF PIECES 1 WEIGHT 0.5 KGS DIMENSION IN CM LXWXH X X VOLUMETRIC/CHARGED WEIGHT

Done Internet 100%

- The 'New Shipment' window will still be open, ready for the next shipment
- Please note that the previous shipment's connote number is verified here in red
- Continue with the next shipment

Home
Shipping

New Shipment
Shipment List

Contact named TESTRECEIVER (Ref: TestUSA1) has been added to the address book.
Your shipment 096470001078 has been added successfully.

Shipment #: [System Auto Generated]

Sender Information

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Bill To: Test

Receiver Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone 1: Phone 2:

Email: ☐ Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

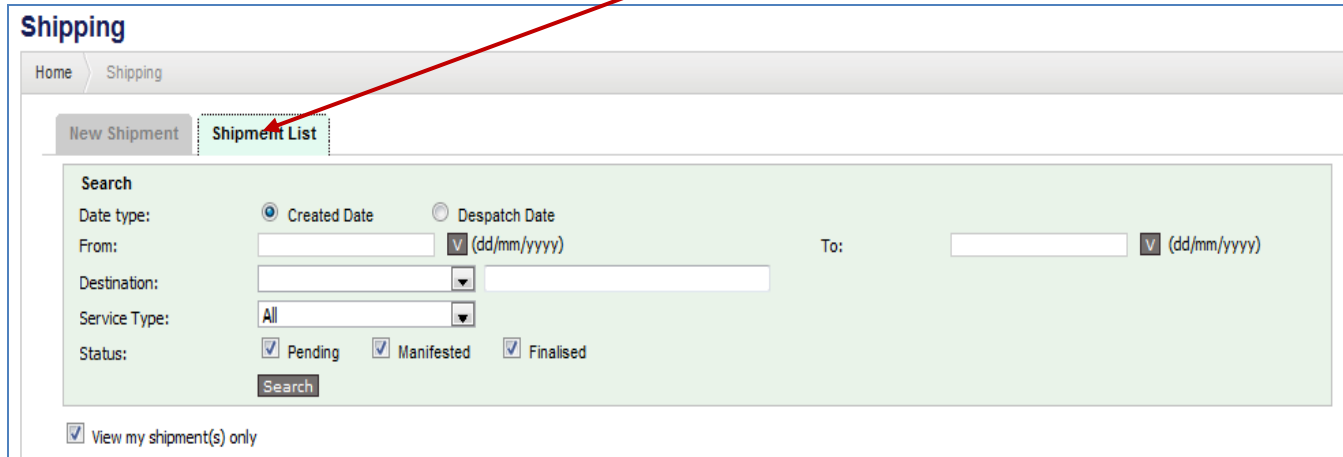
☐ Book A Pick-up [\(Change Collection details\)](#)

☐ Ship After Saving Record

Reset Continue

2. Booking a Collection

- To view the shipments already created please select the '**Shipment List**' tab
- Shipment data will be listed, select the connote number to view the details if required



The screenshot displays the 'Shipping' section of a web application. At the top, there is a breadcrumb trail with 'Home' and 'Shipping'. Below this, two tabs are visible: 'New Shipment' and 'Shipment List'. The 'Shipment List' tab is highlighted with a green border and a red arrow pointing to it from the text in the instructions above. The main content area is a search form with the following fields and options:

- Search** section:
- Date type:** Two radio buttons, 'Created Date' (selected) and 'Despatch Date'.
- From:** A text input field followed by a date selector icon and '(dd/mm/yyyy)'.
- To:** A text input field followed by a date selector icon and '(dd/mm/yyyy)'.
- Destination:** A dropdown menu and a text input field.
- Service Type:** A dropdown menu with 'All' selected.
- Status:** Three checkboxes: 'Pending' (checked), 'Manifested' (checked), and 'Finalised' (checked).
- A **Search** button.

At the bottom left of the form area, there is a checkbox labeled 'View my shipment(s) only' which is also checked.

- Next ensure that your shipments are scheduled for a collection by selecting the shipments to be finalised
- Select '**Ship Now**'
- The message '**Do you want to book a pickup?**' will appear
- Select '**OK**' and ensure that you complete the correct date/time for the pickup otherwise the default will be used

	Run ID	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date	Collection
<input checked="" type="checkbox"/>	4 27-Apr-10	TestUser	26-Apr-2010 20:01:00	098470001107	ED	TestReceiver	TOWN	UNITED STATES		
<input checked="" type="checkbox"/>	4 27-Apr-10	TestUser	26-Apr-2010 20:37:00	098470001108	ED	TestReceiver	TOWN	UNITED STATES		

Pending Manifested Finalised

Options:

- ☐ Connote Label (Style 1)
- ☐ Commercial Invoice
- ☐ Sticker Label
- ☐ Assign To Manifest
- Despatch Date: 26/04/2010
- Run ID: 1
- ☐ Delete Shipment
- ☐ Delete Manifest
- ☒ Ship Now
- ☐ Schedule Booking

Select a date and time you would like your package(s) picked up. Shipment ready time and pickup time must be at least 2 hours apart.

Collection Date: 26/04/2010

Ready Time: 16 : 00

Closing Time: 17 : 30

Collection Address: If it different from sender's address, please specify.

Pickup Location: Reception (Others please specify) Van

What vehicle does your shipment require?: eg. Larger than 28cmx24cmx4cm (LxWxH) or more than 3kg book by van.

Special Instructions:

The page at https://www.ffdx.net says:

Do you want to book a pick-up?

OK Cancel

- If you select '**Cancel**' no collection will be booked

3. Deleting a shipment

- A shipment may be deleted by selecting the shipment and '**delete shipment**' (please note that there is no way to retrieve this data if deleted in error!)

Home > Shipping

New Shipment Shipment List

Search

Date type: ☒ Created Date ☐ Despatch Date

From: (dd/mm/yyyy) To: (dd/mm/yyyy)

Destination:

Service Type:

Status: ☒ Pending ☒ Manifested ☒ Finalised

☒ View my shipment(s) only

	No.	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date
<input checked="" type="checkbox"/>	1	TestUser	23-Apr-2010 12:52:00	<u>096470001078</u>	ED	TestReceiver	TOWN	UNITED STATES	

Options:

☐ Connote Label (Style 1)

☐ Commercial Invoice

☐ Sticker Label

☐ Assign To Manifest

Despatch Date:

Run ID:

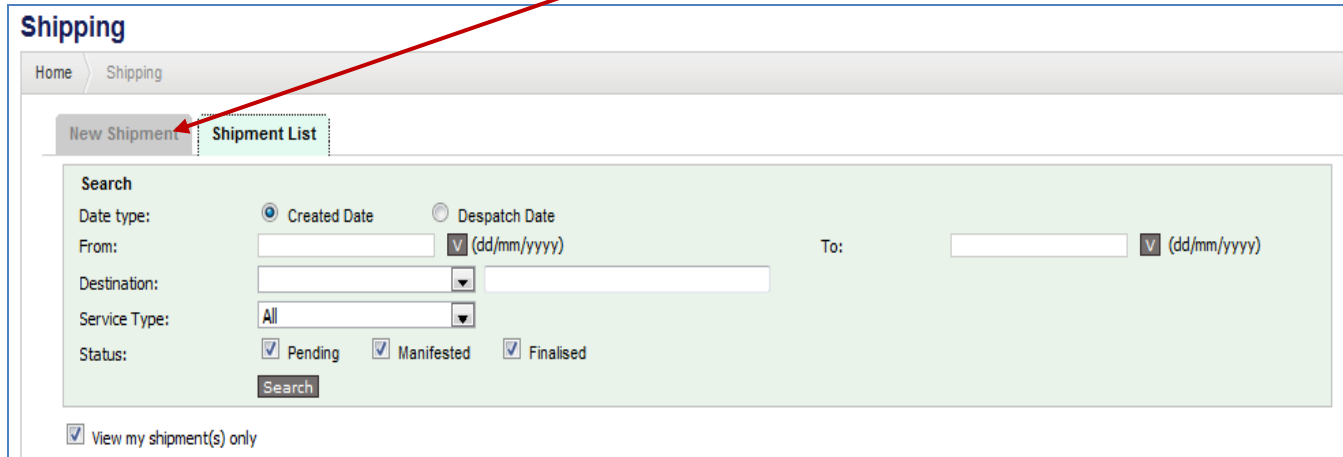
☒ Delete Shipment

☐ Delete Manifest

☐ Ship Now

☐ Schedule Booking

- To return to the shipment creation page, select the '**New Shipment**' tab



The screenshot shows the 'Shipping' application interface. At the top, there is a breadcrumb trail: 'Home' > 'Shipping'. Below this, there are two tabs: 'New Shipment' and 'Shipment List'. A red arrow points from the 'New Shipment' tab to the text 'New Shipment' in the list item above it. The 'Shipment List' tab is currently active, displaying a search form. The search form includes the following fields and options:

- Date type:** Radio buttons for 'Created Date' (selected) and 'Despatch Date'.
- From:** Text input field with a date picker icon and '(dd/mm/yyyy)' format.
- To:** Text input field with a date picker icon and '(dd/mm/yyyy)' format.
- Destination:** Dropdown menu.
- Service Type:** Dropdown menu with 'All' selected.
- Status:** Checkboxes for 'Pending', 'Manifested', and 'Finalised', all of which are checked.
- Search:** A button to execute the search.

At the bottom of the search form, there is a checkbox labeled 'View my shipment(s) only' which is checked.

- See **section 8 'Reporting'** for more detail

4.3 Multiple Collection Bookings (more than one collection per day required at various times, with single/multiple shipments for each collection)

This section pertains to customers who require **MULTIPLE driver collections** from their premises or any other on any given day.

1. Creating a Shipment

- Select the 'Shipping'
- Select the 'New Shipment' tab, the below shipment screen will appear

The screenshot shows the 'Shipping' application interface. At the top, there is a navigation bar with 'Home' and 'Shipping' links. Below this, there are two tabs: 'New Shipment' (highlighted in green) and 'Shipment List'. A red arrow points from the 'Shipping' link in the navigation bar to the 'New Shipment' tab. Another red arrow points from the 'New Shipment' tab to the 'New Shipment' form. The form is titled 'Shipping' and contains the following sections:

- Shipment #:** [System Auto Generated]
- Sender Information:**
 - Ref. Code: Select One
 - Name: [Text Field]
 - Country: Select One
 - Address: [Text Field]
 - City/Town: [Text Field]
 - State: [Text Field] Postcode: [Text Field]
 - Contact: [Text Field]
 - Phone: [Text Field]
 - Email: [Text Field] ☐ Alert
 - ☐ Save sender to address book AS REF [Text Field]
- Receiver Information:**
 - Ref. Code: Select One
 - Name: [Text Field]
 - Country: Select One
 - Address: [Text Field]
 - City/Town: [Text Field]
 - State: [Text Field] Postcode: [Text Field]
 - Contact: [Text Field]
 - Phone 1: [Text Field] Phone 2: [Text Field]
 - Email: [Text Field] ☐ Alert
 - ☐ Save receiver to address book AS REF [Text Field]
- Bill To: TestDebtor**
- Shipment Information:**
 - Service: Select One
 - Security Value: [Text Field] Pounds Sterling
 - Insurance Value: [Text Field] Pounds Sterling
 - No. of Items: [Text Field]
 - Description: [Text Field]
 - Weight: [Text Field] KGs
 - Cubic (L x W x H) (cm): [Text Field] x [Text Field] x [Text Field] = [Text Field] KGs
 - Custom Value: [Text Field] Pounds Sterling
 - Shipment Terms: Select One
 - Customer Ref. #1: [Text Field]
 - ☐ Use receiver's customer ref.
 - Customer Ref. #2: [Text Field]
 - Origin of Goods: UNITED KINGDOM
 - Reason for Export: [Text Field]
 - Delivery Notes: [Text Field]
 - Notes: [Text Field]
 - Shipment Options:
 - ☐ Assign To Manifest
 - Despatch Date: 22/04/2010
 - Run ID: 1
 - ☐ Book A Pick-up [\(Change Collection details\)](#)
 - ☐ Ship After Saving Record

At the bottom right of the form, there are two buttons: 'Reset' and 'Continue'.

- Select the sender under '**Ref. Code**', the original account details are set as default
- If additional sender addresses have been saved while creating previous shipments, they may be selected instead

Shipping
Home Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Bill To: TestDebtor

Ref. Code: Select One
Name:
Country: Select One
Address:

City/Town:
State: Postcode:
Contact:
Phone:
Email:
☐ Alert
☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One
Name:
Country: Select One
Address:

City/Town:
State: Postcode:
Contact:
Phone 1: Phone 2:
Email:
☐ Alert
☐ Save receiver to address book AS REF

Shipment Information

Service: Select One
Security Value: Pounds Sterling
Insurance Value: Pounds Sterling

No. of Items:
Description:
Weight: KGs
Cubic (L x W x H) (cm): x x = 0.00 KGs
Custom Value: Pounds Sterling
Shipment Terms: Select One
Customer Ref. #1:
☐ Use receiver's customer ref.
Customer Ref. #2:
Origin of Goods: UNITED KINGDOM
Reason for Export:

Delivery Notes:

Notes:

Shipment Options:
☐ Assign To Manifest
Despatch Date: 22/04/2010
Run ID: 1
☐ Book A Pick-up (Change Collection details)
☐ Ship After Saving Record

Reset Continue

- The sender address fields will be populated automatically
- If you have created a new shipper, please select 'Save sender to' and add a unique reference for future lookup in the 'AS REF' field

Home Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information **Bill To:** Test

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone 1: Phone 2:

Email: ☐ Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up (Change Collection details)

☐ Ship After Saving Record

Reset Continue

- The same applies for the receiver/consignee information
- If you have previously saved any receiver/consignee addresses select a recipient under '**Ref. Code**'
- If you need to save a recipient, enter all required data
- Select '**Alert**' only if a valid email address has been provided – this enables tracking data to be sent to the receiver
- Select '**Save receiver to**' and provide a reference for future use in the '**AS REF**' field

Home Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information **Bill To:** **Test**

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE **Postcode:** POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name: TestReceiver

Country: UNITED STATES

Address: FIRSTLINEADDR
SECONDLINEADDR

City/Town: New York

State: New York **Postcode:** 5555555

Contact: TEST

Phone 1: 999899898 **Phone 2:**

Email: vestreceiver@email.com ☒ Alert

☒ Save receiver to address book AS REF TestUSA1

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up (Change Collection details)

☐ Ship After Saving Record

Reset **Continue**

- Select the '**Service**' or type of shipment (ie. Documents, parcels)
- Ensure that the '**Shipment Information**' is completed correctly
- Add a '**Customer Reference**' if required , **do not enter any data in the 'Shipment Options' area**

Home > Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Bill To: Test

Receiver Information

Ref. Code: Select One

Name: TestReceiver

Country: UNITED STATES

Address: FIRSTLINEADDR
SECONDLINEADDR

City/Town: New York

State: New York **Postcode:** 555555

Contact: TEST

Phone 1: 989899898 **Phone 2:**

Email: testreceiver@email.com ☒ Alert

☒ Save receiver to address book AS REF TestUSA1

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up [\(Change Collection details\)](#)

☐ Ship After Saving Record

Reset **Continue**

- Ensure that '**Assign to Manifest**' has been selected with the correct date for your collection
- Ensure that the shipment is on the **CORRECT RUNID** manifest for the collection required

The screenshot shows a web form for creating a shipment manifest. It is divided into several sections:

- Shipment #:** [System Auto Generated]
- Sender Information:** Includes fields for Ref. Code (TestUser - Test), Name (Test), Country (UNITED KINGDOM), Address (FIRSTLINEADDR, SECONDLINEADDR, THIRDLINEADDR), City/Town (London), State, Postcode (POSTCODE), Contact (FirstName LastName), Phone (Phonenumber), and Email (email@email.com). There is an 'Alert' checkbox and a 'Save sender to address book AS REF' checkbox.
- Receiver Information:** Includes fields for Ref. Code (TestUSA1 - TestReceiver), Name (TestReceiver), Country (UNITED STATES), Address (ReceiverAddr), City/Town (TOWN), State, Postcode (5454545), Contact (TESTRECEIVER), Phone 1 (454654654), Phone 2, and Email (testemail@testemail.com). There is an 'Alert' checkbox and a 'Save receiver to address book AS REF' checkbox.
- Shipment Information:** Includes Service (Export Documents), Security Value, Insurance Value, No. of Items (1), Description (Docs), Weight (0.5 KGs), Cubic (L x W x H) (cm), Custom Value, Shipment Terms (DDU), Customer Ref. #1, Customer Ref. #2, Origin of Goods (UNITED KINGDOM), Reason for Export, Delivery Notes, and Notes.
- Shipment Options:** Includes a checked checkbox for 'Assign To Manifest', a 'Despatch Date' dropdown (26/04/2010), a 'Run ID' dropdown (1), and checkboxes for 'Book A Pick-up' (with a link to 'Change Collection details') and 'Ship After Saving Record'.

At the bottom right, there are two green buttons: 'Reset' and 'Continue'. Red arrows from the instructions point to the 'Assign To Manifest' checkbox and the 'Run ID' dropdown.

- Select the next '**RunID**' if **more than one** collection time is required on that day/or a collection from a **different location** is required
- Select '**Continue**' once all required data has been entered

- The following screen will appear
- Please ensure that **ALL** shipment data is correct, if it is then select '**Save**'
- If changes are required, select '**Edit**'

Shipment #: [System Auto Generated]

Sender Information Ref. Code: TestUser Name: Test Address: FIRSTLINEADDR SECONDLINEADDR THIRDLINEADDR Place: London State: STATE Country: UNITED KINGDOM Contact: FirstName LastName Phone: Phonenumber Email: email@email.com		Bill To: Test Postcode: POSTCODE Alert: No	Shipment Information Service: Export Documents Security Value: GBP 0.00 Insurance Value: GBP 0.00 No. of Items: 1 Description: Docs Weight: 0.5 KGs Cubic (L x W x H) (cm): 0 x 0 x 0 = 0 KGs Custom Value: GBP 0.00 Shipment Terms: Customer Ref. #1: Customer Ref. #2: Origin of Goods: UNITED KINGDOM Reason for Export: Delivery Notes: Notes: Shipment Options:
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Receiver Information Ref. Code: TestUSA1 Name: TestReceiver Address: ReceiverAddr ReceiverAddr Place: TOWN State: STATE Country: UNITED STATES Contact: TESTRECEIVER Phone 1: 454654654 Email: testemail@testemail.com		Postcode: 5454545 Phone 2: Alert: No	Assign to Manifest: Yes Despatch Date: 27/04/2010 Run ID: 4 Book a Pickup: No (View Collection details) Ship Now: No <input type="checkbox"/> Retain shipment details for my next shipment.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- A pop window will open up with the connote label for printing
- **Print from your browser window and attach to the parcel**
- Two labels are printed on each A4 sheet
- Close the label printing window once printing is complete

Connote Label - Windows Internet Explorer


https://www.ffdx.net/v3/printdoc/docConnoteStyle1

File Edit View Favorites Tools Help

LogMeIn - Remote Access a... LogMeIn - Remote Access a... Free Hotmail Suggested Sites TEAM Global

Connote Label

Deltec House, Lawrence Estate, Lawrence Road,
Hounslow TW4 6DR
PHONE: 020 8569 6767 Fax: 020 8572 9926

1 ACCOUNT NUMBER Test		LON		096470001078		CUSTOMER REFERENCE TEST	
S TEST H FIRSTLINEADDR I SECONDLINEADDR THIRDLINEADDR P LONDON POSTCODE P UNITED KINGDOM E FIRSTNAME LASTNAME R PHONE: Phonenumber		2 TESTRECEIVER C RECEIVERADDR O RECEIVERADDR T TOWN 5454545 S TESTRECEIVER I PHONE: 4545454 G N E E (I)		4 SERVICE TYPE EXPRESS DOCUMENTS IMPORTANT: ATTACH ORIGINAL FIVE COPIES OF COMMERCIAL INVOICES WITH PACKAGE FOR CUSTOMS PURPOSES FULL DESCRIPTION OF CONTENTS :- DOCS SPECIAL INSTRUCTIONS :-		5 SIZE & WEIGHT NO. OF PIECES 1 WEIGHT 0.5 KGS DIMENSION IN CM LXWXH X X VOLUMETRIC/CHARGED WEIGHT	
3 SENDER'S AUTHORISATION AND SIGNATURE I/WE AGREE THAT THE CARRIER STANDARD TERMS AND CONDITIONS APPLY TO THIS SHIPMENT AND LIMIT THE CARRIERS LIABILITY. THE WARSAW CONVENTION MAY ALSO APPLY. TERMS AND CONDITIONS AVAILABLE AT : SENDER'S SIGNATURE DATE / / TIME AM/PM		CUSTOMS DUTIES/TAXES PAYABLE BY CONSIGNEE		DECLARED VALUE FOR CUSTOMS AND CURRENCY		NO. OF PIECES 1 WEIGHT 0.5 KGS DIMENSION IN CM LXWXH X X VOLUMETRIC/CHARGED WEIGHT	
PROOF OF DELIVERY (POD) RECEIVER'S SIGNATURE DATE / /							

Done

Internet 100%

- The '**New Shipment**' window will still be open, ready for the next shipment
- Please note that the previous shipment's connote number is verified here in **red**
- Continue with the next shipment

Home > Shipping

New Shipment Shipment List

Contact named TESTRECEIVER (Ref: TestUSA1) has been added to the address book.
Your shipment 096470001078 has been added successfully.

Shipment #: [System Auto Generated]

<p>Sender Information</p> <p>Ref. Code: [TestUser - Test]</p> <p>Name: [Test]</p> <p>Country: [UNITED KINGDOM]</p> <p>Address: [FIRSTLINEADDR] [SECONDLINEADDR] [THIRDLINADDR]</p> <p>City/Town: [London]</p> <p>State: [STATE] Postcode: [POSTCODE]</p> <p>Contact: [FirstName LastName]</p> <p>Phone: [Phonenumber]</p> <p>Email: [email@email.com] <input type="checkbox"/> Alert</p> <p><input type="checkbox"/> Save sender to address book AS REF []</p>	<p>Bill To: Test</p>	<p>Shipment Information</p> <p>Service: [Export Documents]</p> <p>Security Value: [] Pounds Sterling</p> <p>Insurance Value: [] Pounds Sterling</p> <p>No. of Items: [1]</p> <p>Description: [Docs]</p> <p>Weight: [0.5] KGs</p> <p>Cubic (L x W x H) (cm): [] x [] x [] = [] KGs</p> <p>Custom Value: [] Pounds Sterling</p> <p>Shipment Terms: [DDU]</p> <p>Customer Ref. #1: []</p> <p><input type="checkbox"/> Use receiver's customer ref.</p> <p>Customer Ref. #2: []</p> <p>Origin of Goods: [UNITED KINGDOM]</p> <p>Reason for Export: []</p> <p>Delivery Notes: []</p> <p>Notes: []</p> <p>Shipment Options:</p> <p><input type="checkbox"/> Assign To Manifest</p> <p>Despatch Date: [23/04/2010]</p> <p>Run ID: [2]</p> <p><input type="checkbox"/> Book A Pick-up (Change Collection details)</p> <p><input type="checkbox"/> Ship After Saving Record</p> <p>Reset Continue</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Receiver Information

Ref. Code: [Select One]

Name: []

Country: [Select One]

Address: []
[]

City/Town: []

State: [] Postcode: []

Contact: []

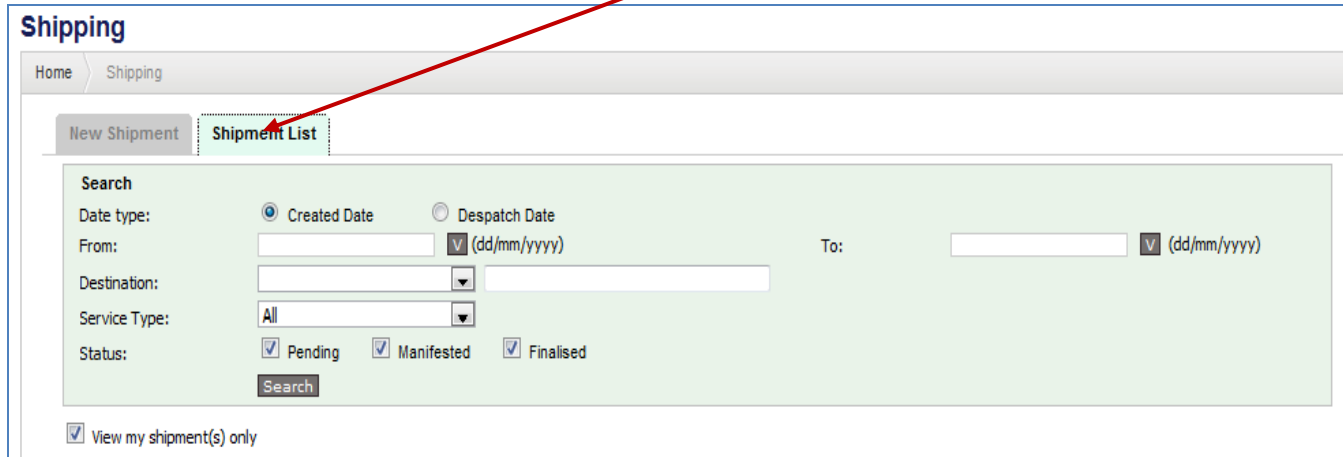
Phone 1: [] Phone 2: []

Email: [] ☐ Alert

☐ Save receiver to address book AS REF []

2. Booking a Collection

- To view the shipments already created please select the '**Shipment List**' tab
- Shipment data will be listed, select the connote number to view the details if required



The screenshot displays the 'Shipping' section of a web application. At the top, there is a breadcrumb trail with 'Home' and 'Shipping'. Below this, two tabs are visible: 'New Shipment' and 'Shipment List'. The 'Shipment List' tab is currently selected, highlighted with a green border, and a red arrow points to it from the text in the instructions above. The main content area is a search filter box with a light green background. It contains the following fields and options:

- Search** section:
- Date type:** Two radio buttons, 'Created Date' (selected) and 'Despatch Date'.
- From:** A text input field followed by a date selector icon and '(dd/mm/yyyy)'.
- To:** A text input field followed by a date selector icon and '(dd/mm/yyyy)'.
- Destination:** A dropdown menu and a text input field.
- Service Type:** A dropdown menu with 'All' selected.
- Status:** Three checkboxes: 'Pending' (checked), 'Manifested' (checked), and 'Finalised' (checked).
- A **Search** button at the bottom of the filter box.

Below the search filter box, there is a checkbox labeled 'View my shipment(s) only' which is also checked.

- Next ensure that your shipments are scheduled for a collection by selecting the shipments **PER RUNID/MANIFEST** to be finalised
- If you have more than one collection requirement for the day then you need to 'close' each **RUNID/MANIFEST** created
- Select '**Ship Now**'
- The message '**Do you want to book a pickup?**' will appear
- Select '**OK**' and ensure that you complete the **correct date/time** for the pickup otherwise the **default** will be used

	Run ID	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date	Collection
<input checked="" type="checkbox"/>	4	TestUser	26-Apr-2010 20:11:00	098470001107	ED	TestReceiver	TOWN	UNITED STATES		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4	TestUser	26-Apr-2010 20:37:00	098470001108	ED	TestReceiver	TOWN	UNITED STATES		<input checked="" type="checkbox"/>

Pending Manifested Finalised

Options:

☐ Connote Label (Style 1)

☐ Commercial Invoice

☐ Sticks Label

☐ Assign To Manifest

Despatch Date: 26/04/2010

Run ID: 1

☐ Delete Shipment

☒ Delete Manifest

☒ Ship Now

☐ Schedule Booking

Select a date and time you would like your package(s) picked up. Shipment ready time and pickup time must be at least 2 hours apart.

Collection Date: 26/04/2010

Ready Time: 16 : 00

Closing Time: 17 : 30

Collection Address: If it differs from sender's address, please specify.

Pickup Location: Reception (Others please specify)

Van

What vehicle does your shipment require?: eg. Larger than 28cmx24cmx4cm (LxWxH) or more than 3kg book by van.

Special Instructions:

The page at https://www.ffdx.net says:

Do you want to book a pick-up?

OK Cancel

- If you select '**Cancel**' no collection will be booked

3. Deleting a shipment

- A shipment may be deleted by selecting the shipment and '**delete shipment**' (please note that there is no way to retrieve this data if deleted in error!)

Home > Shipping

New Shipment Shipment List

Search

Date type: ☒ Created Date ☐ Despatch Date

From: (dd/mm/yyyy) To: (dd/mm/yyyy)

Destination:

Service Type:

Status: ☒ Pending ☒ Manifested ☒ Finalised

☒ View my shipment(s) only

	No.	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date
<input checked="" type="checkbox"/>	1	TestUser	23-Apr-2010 12:52:00	096470001078	ED	TestReceiver	TOWN	UNITED STATES	

Options:

☐ Connote Label (Style 1)

☐ Commercial Invoice

☐ Sticker Label

☐ Assign To Manifest

Despatch Date:

Run ID:

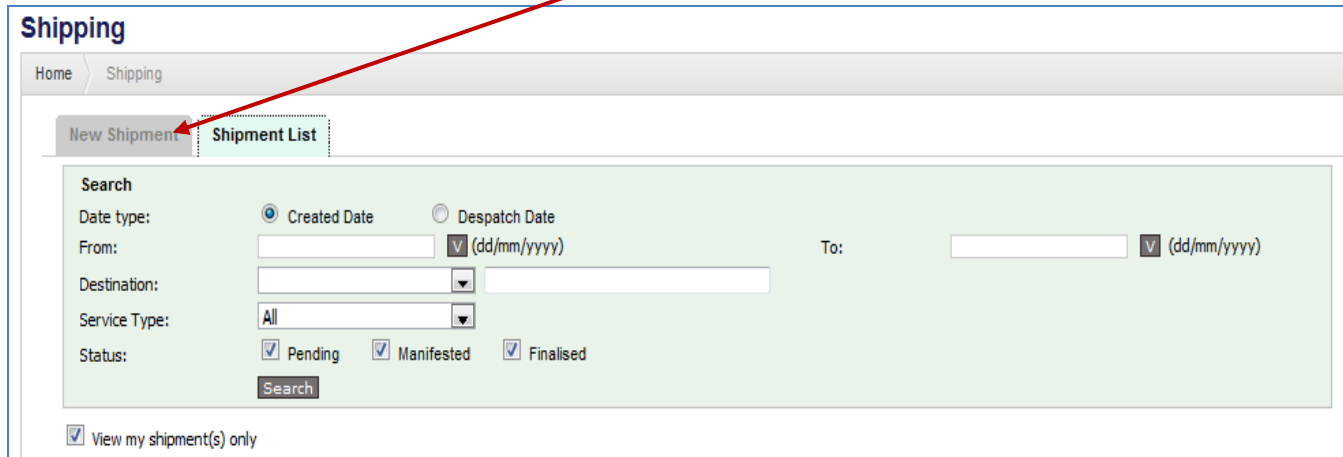
☒ Delete Shipment

☐ Delete Manifest

☐ Ship Now

☐ Schedule Booking

- To return to the shipment creation page, select the '**New Shipment**' tab



The screenshot displays the 'Shipping' module interface. At the top, there is a breadcrumb trail: 'Home > Shipping'. Below this, there are two tabs: 'New Shipment' and 'Shipment List'. A red arrow originates from the 'New Shipment' tab and points towards the text in the list above. The 'Shipment List' tab is currently active, showing a search form. The search form includes a 'Search' section with the following fields: 'Date type:' with radio buttons for 'Created Date' (selected) and 'Despatch Date'; 'From:' with a text input and a date selector '(dd/mm/yyyy)'; 'To:' with a text input and a date selector '(dd/mm/yyyy)'; 'Destination:' with a dropdown menu; 'Service Type:' with a dropdown menu showing 'All'; and 'Status:' with checkboxes for 'Pending', 'Manifested', and 'Finalised'. A 'Search' button is located below the status checkboxes. At the bottom of the form, there is a checkbox labeled 'View my shipment(s) only' which is checked.

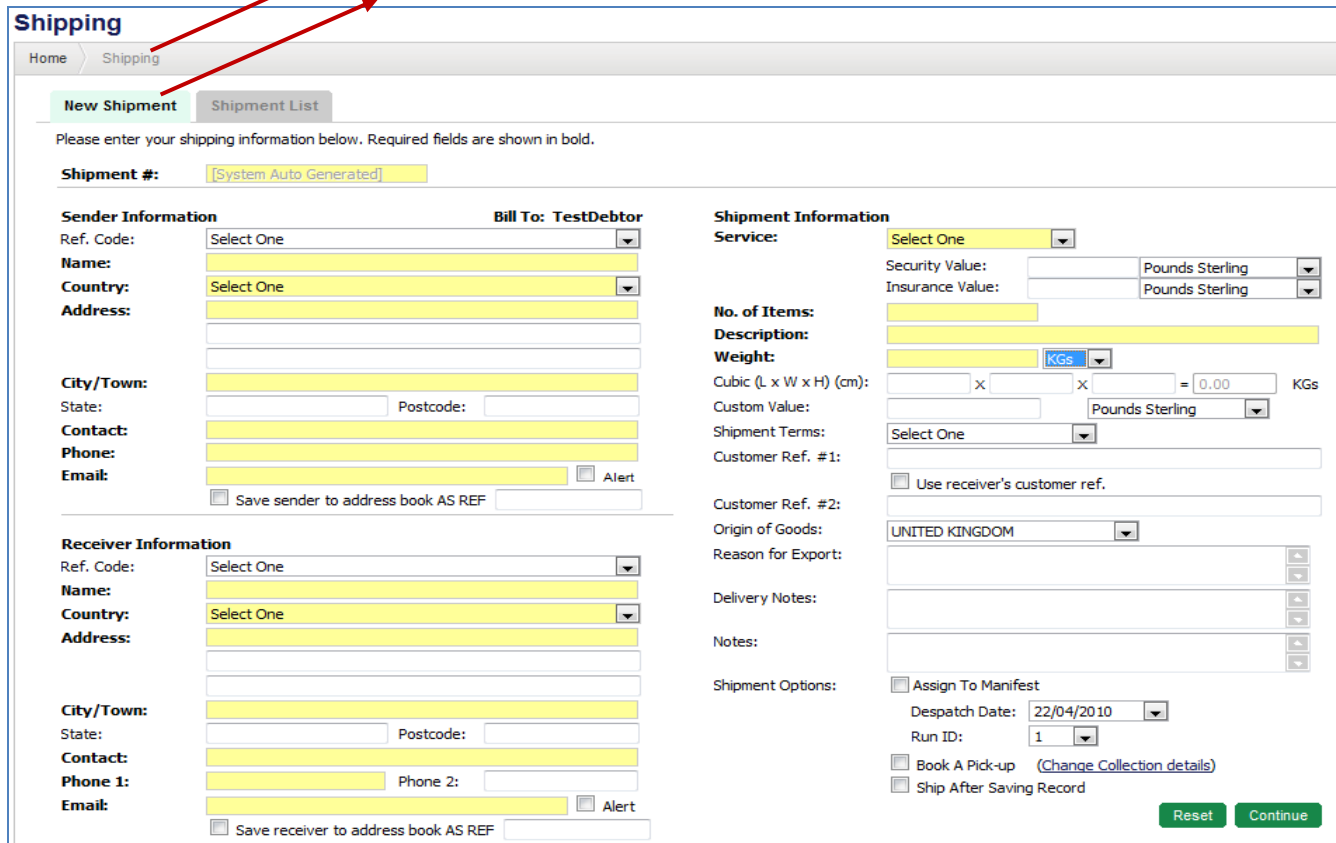
- See **section 8 'Reporting'** for more detail

4.4 Scheduled/Advance Bookings

This section pertains to customers who book shipments in **ADVANCE for a future collection date.**

1. Creating a Shipment

- Select the **'Shipping'**
- Select the **'New Shipment'** tab, the below shipment screen will appear



Shipping

Home > Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information **Bill To: TestDebtor**

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone:

Email: Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone 1: Phone 2:

Email: Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Select One

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items:

Description:

Weight: KGs

Cubic (L x W x H) (cm): x x = 0.00 KGs

Custom Value: Pounds Sterling

Shipment Terms: Select One

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 22/04/2010

Run ID: 1

☐ Book A Pick-up [\(Change Collection details\)](#)

☐ Ship After Saving Record

Reset Continue

- Select the sender under '**Ref. Code**', the original account details are set as default
- If additional sender addresses have been saved while creating previous shipments, they may be selected instead

Shipping

Home

Shipping

New Shipment

Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone:

Email: ☐ Alert

☐ Save sender to address book AS REF

Bill To: TestDebtor

Receiver Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone 1: **Phone 2:**

Email: ☐ Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Select One

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items:

Description:

Weight: KGs

Cubic (L x W x H) (cm): x x = 0.00 KGs

Custom Value: Pounds Sterling

Shipment Terms: Select One

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 22/04/2010

Run ID: 1

☐ Book A Pick-up [\(Change Collection details\)](#)

☐ Ship After Saving Record

Reset Continue

- The sender address fields will be populated automatically
- If you have created a new shipper, please select '**Save sender to**' and add a unique reference for future lookup in the '**AS REF**' field

Home Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information **Bill To:** Test

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone 1: Phone 2:

Email: ☐ Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up (Change Collection details)

☐ Ship After Saving Record

Reset Continue

- The same applies for the receiver/consignee information

- If you have previously saved any receiver/consignee addresses select a recipient under '**Ref. Code**'
- If you need to save a recipient, enter all required data
- Select '**Alert**' only if a valid email address has been provided – this enables tracking data to be sent to the receiver
- Select '**Save receiver to**' and provide a reference for future use in the '**AS REF**' field

Home > Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information **Bill To:** Test

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINEADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name: TestReceiver

Country: UNITED STATES

Address: FIRSTLINEADDR
SECONDLINEADDR

City/Town: New York

State: New York Postcode: 5555555

Contact: TEST

Phone 1: 999899898 Phone 2:

Email: testreceiver@email.com ☒ Alert

☒ Save receiver to address book AS REF TestUSA1

Shipment Information **Service:** Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up (Change Collection details)

☐ Ship After Saving Record

Reset Continue

- Select the '**Service**' or type of shipment (ie. Documents, parcels)
- Ensure that the '**Shipment Information**' is completed correctly
- Add a '**Customer Reference**' if required , **do not enter any data in the 'Shipment Options' area**

Home > Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR

City/Town: London

State: STATE Postcode: POSTCODE

Contact: FirstName LastName

Phone: Phonenumber

Email: email@email.com ☐ Alert

☐ Save sender to address book AS REF

Bill To: Test

Receiver Information

Ref. Code: Select One

Name: TestReceiver

Country: UNITED STATES

Address: FIRSTLINEADDR
SECONDLINEADDR

City/Town: New York

State: New York Postcode: 555555

Contact: TEST

Phone 1: 98989898 Phone 2:

Email: testreceiver@email.com ☒ Alert

☒ Save receiver to address book AS REF TestUSA1

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 0.5 KGs

Cubic (L x W x H) (cm): x x = KGs

Custom Value: Pounds Sterling

Shipment Terms: DDU

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 23/04/2010

Run ID: 2

☐ Book A Pick-up [\(Change Collection details\)](#)

☐ Ship After Saving Record

Reset Continue

- Ensure that 'Assign to Manifest' has been selected with the **FUTURE DATE** for your collection selected
- Select 'Continue' once all required data has been entered

Shipment #: [System Auto Generated]

Sender Information

Bill To: Test

Ref. Code: TestUser - Test
Name: Test
Country: UNITED KINGDOM
Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINADDR
City/Town: London
State: STATE Postcode: POSTCODE
Contact: FirstName LastName
Phone: Phonenumber
Email: email@email.com ☐ Alert
☐ Save sender to address book AS REF

Receiver Information

Ref. Code: TestUSA1 - TestReceiver
Name: TestReceiver
Country: UNITED STATES
Address: ReceiverAddr
ReceiverAddr
City/Town: TOWN
State: STATE Postcode: 5454545
Contact: TESTRECEIVER
Phone 1: 454654654 Phone 2:
Email: testemail@testemail.com ☐ Alert
☐ Save receiver to address book AS REF

Shipment Information

Service: Export Documents
Security Value: Pounds Sterling
Insurance Value: Pounds Sterling
No. of Items: 1
Description: Docs
Weight: 0.5 KGs
Cubic (L x W x H) (cm): x x = KGs
Custom Value: Pounds Sterling
Shipment Terms: DDU
Customer Ref. #1:
☐ Use receiver's customer ref.
Customer Ref. #2:
Origin of Goods: UNITED KINGDOM
Reason for Export:
Delivery Notes:
Notes:
Shipment Options: ☒ Assign To Manifest
Despatch Date: 26/04/2010
Run ID: 1
☐ Book A Pick-up (Change Collection details)
☐ Ship After Saving Record

Reset Continue

- The following screen will appear
- Please ensure that **ALL** shipment data is correct
- Ensure that the '**Assign to Manifest**' despatch date is your FUTURE collection date
- If all is correct then select '**Save**'
- If changes are required, select '**Edit**'

Shipment #: [System Auto Generated]

Sender Information		Bill To: Test	Shipment Information
Ref. Code:	TestUser		Service: Export Documents
Name:	Test		Security Value: GBP 0.00
Address:	FIRSTLINEADDR SECONDLINEADDR THIRDLINEADDR		Insurance Value: GBP 0.00
Place:	London		No. of Items: 1
State:	STATE	Postcode: POSTCODE	Description: Docs
Country:	UNITED KINGDOM		Weight: 0.5 KGs
Contact:	FirstName LastName		Cubic (L x W x H) (cm): 0 x 0 x 0 = 0 KGs
Phone:	Phonenumber		Custom Value: GBP 0.00
Email:	email@email.com	Alert: No	Shipment Terms:
			Customer Ref. #1:
			Customer Ref. #2:
			Origin of Goods: UNITED KINGDOM
			Reason for Export:
			Delivery Notes:
			Notes:
			Shipment Options:
			Assign to Manifest: Yes
			Despatch Date: 27/04/2010
			Run ID: 4
			Book a Pickup: No (View Collection details)
			Ship Now: No
			<input type="checkbox"/> Retain shipment details for my next shipment.
			Edit Save

- A pop window will open up with the connote label for printing
- **Print from your browser window and attach to the parcel**
- Two labels are printed on each A4 sheet
- Close the label printing window once printing is complete

Connote Label - Windows Internet Explorer

https://www.ffdx.net/v3/printdoc/docConnoteStyle1

File Edit View Favorites Tools Help

LogMeIn - Remote Access a... LogMeIn - Remote Access a... Free Hotmail Suggested Sites TEAM Global

Connote Label

Deltec House, Lawrence Estate, Lawrence Road,
Hounslow TW4 6DR
PHONE: 020 8569 6767 Fax: 020 8572 9926

1 ACCOUNT NUMBER Test		LON		096470001078		CUSTOMER REFERENCE TEST	
S TEST H FIRSTLINEADDR I SECONDLINEADDR THIRDLINEADDR P LONDON POSTCODE P UNITED KINGDOM E FIRSTNAME LASTNAME R PHONE: Phonenumber		2 TESTRECEIVER C RECEIVERADDR O RECEIVERADDR N TOWN 5454545 S TESTRECEIVER I PHONE: 4545454 G N E E (I)		4 SERVICE TYPE EXPRESS DOCUMENTS IMPORTANT: ATTACH ORIGINAL FIVE COPIES OF COMMERCIAL INVOICES WITH PACKAGE FOR CUSTOMS PURPOSES FULL DESCRIPTION OF CONTENTS :- DOCS SPECIAL INSTRUCTIONS :-		5 SIZE & WEIGHT NO. OF PIECES 1 WEIGHT 0.5 KGS DIMENSION IN CM LXWXH X X VOLUMETRIC/CHARGED WEIGHT	
3 SENDER'S AUTHORISATION AND SIGNATURE I/WE AGREE THAT THE CARRIER STANDARD TERMS AND CONDITIONS APPLY TO THIS SHIPMENT AND LIMIT THE CARRIERS LIABILITY. THE WARSAW CONVENTION MAY ALSO APPLY. TERMS AND CONDITIONS AVAILABLE AT : SENDER'S SIGNATURE DATE / / TIME AM/PM		CUSTOMS DUTIES/TAXES PAYABLE BY CONSIGNEE		DECLARED VALUE FOR CUSTOMS AND CURRENCY		PROOF OF DELIVERY (POD) RECEIVER'S SIGNATURE DATE / /	

Done

Internet 100%

- The '**New Shipment**' window will still be open, ready for the next shipment
- Please note that the previous shipment's connote number is verified here in **red**
- Continue with the next shipment being careful to ensure that you are adding it to the correct '**Despatch Date**'

Home > Shipping

New Shipment Shipment List

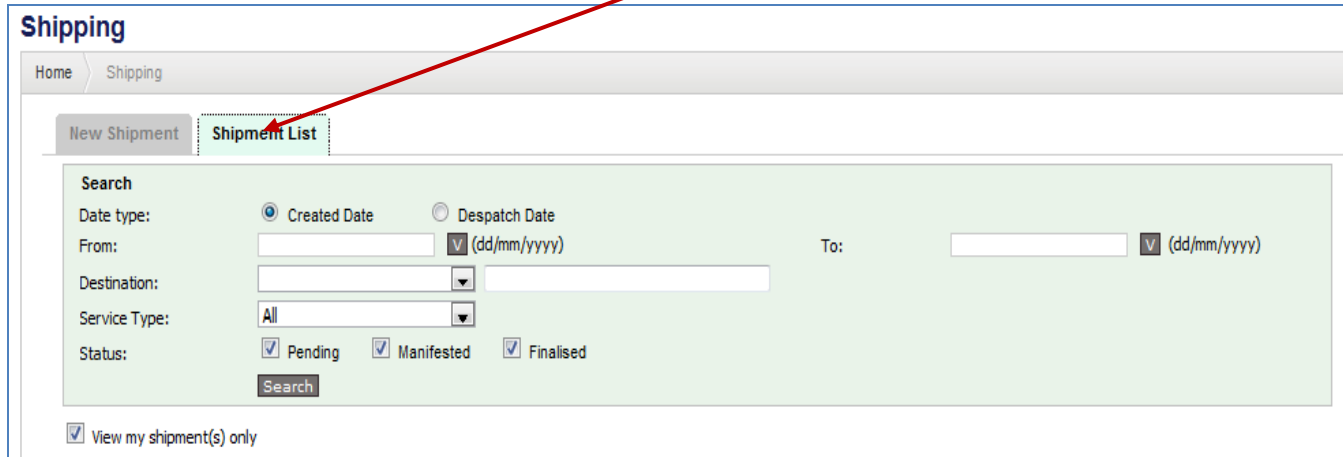
Contact named TESTRECEIVER (Ref: TestUSA1) has been added to the address book.
Your shipment 096470001078 has been added successfully.

Shipment #: [System Auto Generated]

<p>Sender Information</p> <p>Ref. Code: [TestUser - Test]</p> <p>Name: [Test]</p> <p>Country: [UNITED KINGDOM]</p> <p>Address: [FIRSTLINEADDR] [SECONDLINEADDR] [THIRDLINADDR]</p> <p>City/Town: [London]</p> <p>State: [STATE] Postcode: [POSTCODE]</p> <p>Contact: [FirstName LastName]</p> <p>Phone: [Phonenumber]</p> <p>Email: [email@email.com] <input type="checkbox"/> Alert</p> <p><input type="checkbox"/> Save sender to address book AS REF []</p>	<p>Bill To: Test</p>	<p>Shipment Information</p> <p>Service: [Export Documents]</p> <p>Security Value: [] Pounds Sterling</p> <p>Insurance Value: [] Pounds Sterling</p> <p>No. of Items: [1]</p> <p>Description: [Docs]</p> <p>Weight: [0.5] KGs</p> <p>Cubic (L x W x H) (cm): [] x [] x [] = [] KGs</p> <p>Custom Value: [] Pounds Sterling</p> <p>Shipment Terms: [DDU]</p> <p>Customer Ref. #1: []</p> <p><input type="checkbox"/> Use receiver's customer ref.</p> <p>Customer Ref. #2: []</p> <p>Origin of Goods: [UNITED KINGDOM]</p> <p>Reason for Export: []</p> <p>Delivery Notes: []</p> <p>Notes: []</p> <p>Shipment Options:</p> <p><input type="checkbox"/> Assign To Manifest</p> <p>Despatch Date: [23/04/2010]</p> <p>Run ID: [2]</p> <p><input type="checkbox"/> Book A Pick-up (Change Collection details)</p> <p><input type="checkbox"/> Ship After Saving Record</p> <p>Reset Continue</p>
<p>Receiver Information</p> <p>Ref. Code: [Select One]</p> <p>Name: []</p> <p>Country: [Select One]</p> <p>Address: [] []</p> <p>City/Town: []</p> <p>State: [] Postcode: []</p> <p>Contact: []</p> <p>Phone 1: [] Phone 2: []</p> <p>Email: [] <input type="checkbox"/> Alert</p> <p><input type="checkbox"/> Save receiver to address book AS REF []</p>		

4. Booking a Collection

- To view the shipments already created please select the '**Shipment List**' tab
- Shipment data will be listed, select the connote number to view the details if required



The screenshot displays the 'Shipping' application interface. At the top, there is a navigation bar with 'Home' and 'Shipping' links. Below this, a tabbed interface shows 'New Shipment' and 'Shipment List' tabs. The 'Shipment List' tab is active and highlighted in green. A red arrow points from the text in the instructions above to this tab. Below the tabs is a search section with the following fields and options:

- Search**
- Date type:** Radio buttons for 'Created Date' (selected) and 'Despatch Date'.
- From:** A text input field followed by a date selector icon and '(dd/mm/yyyy)'.
- To:** A text input field followed by a date selector icon and '(dd/mm/yyyy)'.
- Destination:** A dropdown menu and a text input field.
- Service Type:** A dropdown menu with 'All' selected.
- Status:** Checkboxes for 'Pending', 'Manifested', and 'Finalised', all of which are checked.
- Search** button.

At the bottom of the search section, there is a checkbox labeled 'View my shipment(s) only' which is also checked.

- Next ensure that your shipments are scheduled for a collection by selecting the shipments to be finalised
- Select '**Ship Now**'
- The message '**Do you want to book a pickup?**' will appear
- Select '**OK**' and ensure that you complete the correct date/time for the pickup otherwise the default will be used

	Run ID	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date	Collection
<input checked="" type="checkbox"/>	4 27-Apr-10	TestUser	26-Apr-2010 20:01:00	098470001107	ED	TestReceiver	TOWN	UNITED STATES		
<input checked="" type="checkbox"/>	4 27-Apr-10	TestUser	26-Apr-2010 20:37:00	098470001108	ED	TestReceiver	TOWN	UNITED STATES		

Pending Manifested Finalised

Options:

☐ Connote Label (Style 1)

☐ Commercial Invoice

☐ Sticker Label

☐ Assign To Manifest

Despatch Date: 26/04/2010

Run ID: 1

☐ Delete Shipment

☐ Delete Manifest

☒ Ship Now

☐ Schedule Booking

Select a date and time you would like your package(s) picked up. Shipment ready time and pickup time must be at least 2 hours apart.

Collection Date: 26/04/2010

Ready Time: 16 : 00

Closing Time: 17 : 30

Collection Address: If it different from sender's address, please specify.

Pickup Location: Reception (Others please specify) Van

What vehicle does your shipment require?: eg. Larger than 28cmx24cmx4cm (LxWxH) or more than 3kg book by van.

Special Instructions:

The page at https://www.ffdx.net says:

Do you want to book a pick-up?

OK Cancel

- If you select '**Cancel**' no collection will be booked

5. Deleting a shipment

- A shipment may be deleted by selecting the shipment and '**delete shipment**' (please note that there is no way to retrieve this data if deleted in error!)

Home > Shipping

New Shipment Shipment List

Search

Date type: ☒ Created Date ☐ Despatch Date


From: (dd/mm/yyyy) To: (dd/mm/yyyy)

Destination:

Service Type:

Status: ☒ Pending ☒ Manifested ☒ Finalised

☒ View my shipment(s) only

	No.	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date
<input checked="" type="checkbox"/>	 1	TestUser	23-Apr-2010 12:52:00	<u>096470001078</u>	ED	TestReceiver	TOWN	UNITED STATES	

Options:

☐ Connote Label (Style 1)

☐ Commercial Invoice

☐ Sticker Label

☐ Assign To Manifest

Despatch Date:

Run ID:

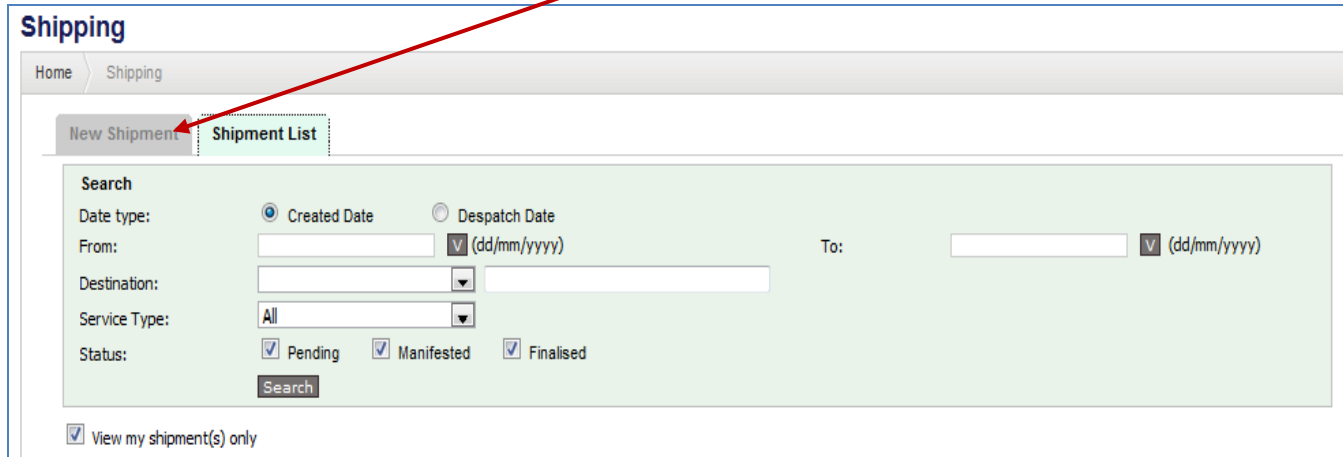
☒ Delete Shipment

☐ Delete Manifest

☐ Ship Now

☐ Schedule Booking

- To return to the shipment creation page, select the '**New Shipment**' tab



The screenshot displays the 'Shipping' application interface. At the top, there is a breadcrumb trail: 'Home' > 'Shipping'. Below this, there are two tabs: 'New Shipment' and 'Shipment List'. A red arrow points from the 'New Shipment' tab to the text 'New Shipment' in the list item above it. The 'Shipment List' tab is currently active, showing a search form. The search form includes the following fields and options:

- Date type:** Radio buttons for 'Created Date' (selected) and 'Despatch Date'.
- From:** Text input field with a date picker icon and '(dd/mm/yyyy)' format.
- To:** Text input field with a date picker icon and '(dd/mm/yyyy)' format.
- Destination:** Dropdown menu.
- Service Type:** Dropdown menu with 'All' selected.
- Status:** Checkboxes for 'Pending', 'Manifested', and 'Finalised', all of which are checked.
- Search:** A button to execute the search.

At the bottom of the search form, there is a checkbox labeled 'View my shipment(s) only' which is also checked.

- See **section 8 'Reporting'** for more detail

5. Manifest List/Shipment List

New Shipment **Shipment List**

Search

Date type: ☒ Created Date ☐ Despatch Date

From: (dd/mm/yyyy) To: (dd/mm/yyyy)

Destination:

Service Type:

Status: ☒ Pending ☒ Manifested ☒ Finalised

☒ View my shipment(s) only

<input type="checkbox"/>	No.	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date
<input type="checkbox"/>	1	TestUser	23-Apr-2010 16:04:00	096470001088	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	2	TestUser	23-Apr-2010 16:14:00	096470001089	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	3	TestUser	23-Apr-2010 12:52:00	096470001078	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	4	TestUser	23-Apr-2010 14:15:00	096470001079	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	5	TestUser	23-Apr-2010 14:17:00	096470001080	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	6	TestUser	23-Apr-2010 14:37:00	096470001081	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	7	TestUser	23-Apr-2010 14:45:00	096470001082	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	8	TestUser	23-Apr-2010 16:03:00	096470001087	ED	TestReceiver	TOWN	UNITED STATES	

Options:

☐ Connote Label (Style 1)

☐ Commercial Invoice

☐ Sticker Label

☐ Assign To Manifest

Despatch Date:

Run ID:

☐ Delete Shipment

☐ Delete Manifest

☐ Ship Now

☐ Schedule Booking

The '**Shipment List**' allows you to:

- View the status of your shipments depending on various criteria such as date, destination, status, etc.
- Assign your shipments to a manifest
- Book a collection date/time
- Delete shipments – only shipments with the status of '**pending**' can be deleted
- Delete manifests – will delete the manifest only, shipments will need to be reassigned to another manifest for collection
- Print/Reprint labels and Commercial invoices
- If '**ship now**' is selected all manifested shipments will be finalised
- '**View My shipment(s) only**' option allows the user to see his **own** shipments only, if this option is not ticked the user will be able to see all shipments booked by any user/username, under the same account number

5.1 Booking collections/Closing Manifests

- Select the shipments to be finalised/collected
- Select '**Ship Now**', if additional unmarked shipments exist on that manifest you will be prompted to add them to the booking
- The message '**Do you want to book a pickup?**' will appear
- Select '**OK**' and ensure that you complete the correct date/time for the pickup otherwise the default will be used

	Run ID	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date	Collection
<input checked="" type="checkbox"/>	4	TestUser	26-Apr-10 20:01:00	098470001107	ED	TestReceiver	TOWN	UNITED STATES		
<input checked="" type="checkbox"/>	4	TestUser	26-Apr-10 20:37:00	098470001108	ED	TestReceiver	TOWN	UNITED STATES		

Pending Manifested Finalised

Options:

- ☐ Connote Label (Style 1)
- ☐ Commercial Invoice
- ☐ Sticker Label
- ☐ Assign To Manifest
- Despatch Date: 26/04/2010
- Run ID: 1
- ☐ Delete Shipment
- ☐ Delete Manifest
- ☒ Ship Now
- ☐ Schedule Booking

Select a date and time you would like your package(s) picked up. Shipment ready time and pickup time must be at least 2 hours apart.

Collection Date: 26/04/2010

Ready Time: 16 : 00

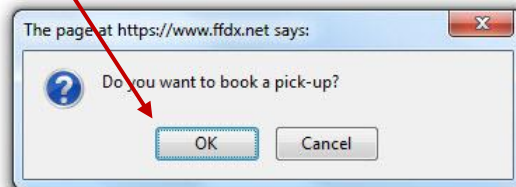
Closing Time: 17 : 30

Collection Address: If it different from sender's address, please specify.

Pickup Location: Reception (Others please specify) Van

What vehicle does your shipment require?: eg. Larger than 28cmx24cmx4cm (LxWxH) or more than 3kg book by van.

Special Instructions:



- If you select '**Cancel**' no collection will be booked

5.2 Schedule an Advance Booking

- Select the shipments required for the booking
- Select the shipments to be finalised/collected
- Select '**Ship Now**', if additional unmarked shipments exist on that manifest you will be prompted to add them to the booking
- The message '**Do you want to book a pickup?**' will appear
- Select '**OK**' and ensure that you complete the **ADVANCE/FUTURE booking date/time** for the pickup otherwise the **default** will be used

5.3 Shipment List view options

- Select /deselect to view shipments by their status: '**Pending**', '**Manifested**' or '**Finalised**'

The screenshot shows the 'Shipping' section of a web application. It features a 'Shipment List' tab and a search form. The search form includes fields for 'Date type' (radio buttons for 'Created Date' and 'Despatch Date'), 'From' (text input with a date picker), 'To' (text input with a date picker), 'Destination' (dropdown), 'Service Type' (dropdown), and 'Status' (checkboxes for 'Pending', 'Manifested', and 'Finalised'). A 'Search' button is located below the status checkboxes. Red arrows point from the text in the list above to the 'Pending', 'Manifested', and 'Finalised' checkboxes. At the bottom left, there is a checkbox labeled 'View my shipment(s) only'.

5.4 Shipment Status Legend

'**P**' = **pending**, these shipments have been created, but have not been assigned to a manifest, booked for a collection or 'shipped'. These shipments **will NOT be collected.**

'**M**' = **manifested**, these shipments have been created and assigned to a manifest, but these shipments **will NOT be collected.**

'**F**' = **finalised**, these shipments have been created, assigned to a manifest and shipped/booked for a collection on the stipulated date/time. These shipments **WILL be collected.**

6. Printing Consignmnet Notes

1. Printing the connote


- A pop window will open up with the connote label for printing after a shipment has been saved
- **Print from your browser window, to an A4 printer and attach to the parcel**
- Two labels are printed on each A4 sheet
- Close the label printing window once printing is complete
- See 10.1 for an example

2. Setting printing options

- Once logged in select '**Profile**'



- Select 'Edit my Shipment Settings'



[Change my profile photo](#)

User Code: Darwish

Entity: Deltec HQ

Station Name: Deltec International Ltd

Station UTC OffSet: 0

Cust Code: TestDebtor

Company or Name: Darwish

Title:

First Name: TestDebtor

Last Name:

Address: Lawrence Road
Hounslow

City/Place: London

State: Middx

Postcode: TW46DR

Country: UNITED KINGDOM

Residential Address: No

Phone: 02085696767

Mobile:

Fax:

Email: darwish.fawaz@deltec-international.com

Department Code: IT

Login ID: TestDebtor

Login Password: *****

[Edit My Profile](#) [Back](#)

Preferences

Shipment Settings

Type: Shipper

Customer Reference: TEST REF DF

Reference always required: Yes

Default Currency: Pounds Sterling (GBP)

Default Service: Export Documents

Default No. of Items: 1

Default Weight: 1

Default Weight Measurement: KGs

Default Shipment Term: DDU

Default Goods Description: TEST Shipment

Default Origin of Goods: UNITED KINGDOM

Default Print Layout: -

Default Assign Manifest: Yes

Default Book A Pick-up: No

Default Ship After Saving Record:: No

Collection Settings

Default Collection Ready Time: 09:00AM

Default Collection Place Closing Time: 05:30PM

Location of Collection: Reception

Special Instructions: Special Inst.

Address Book Setting

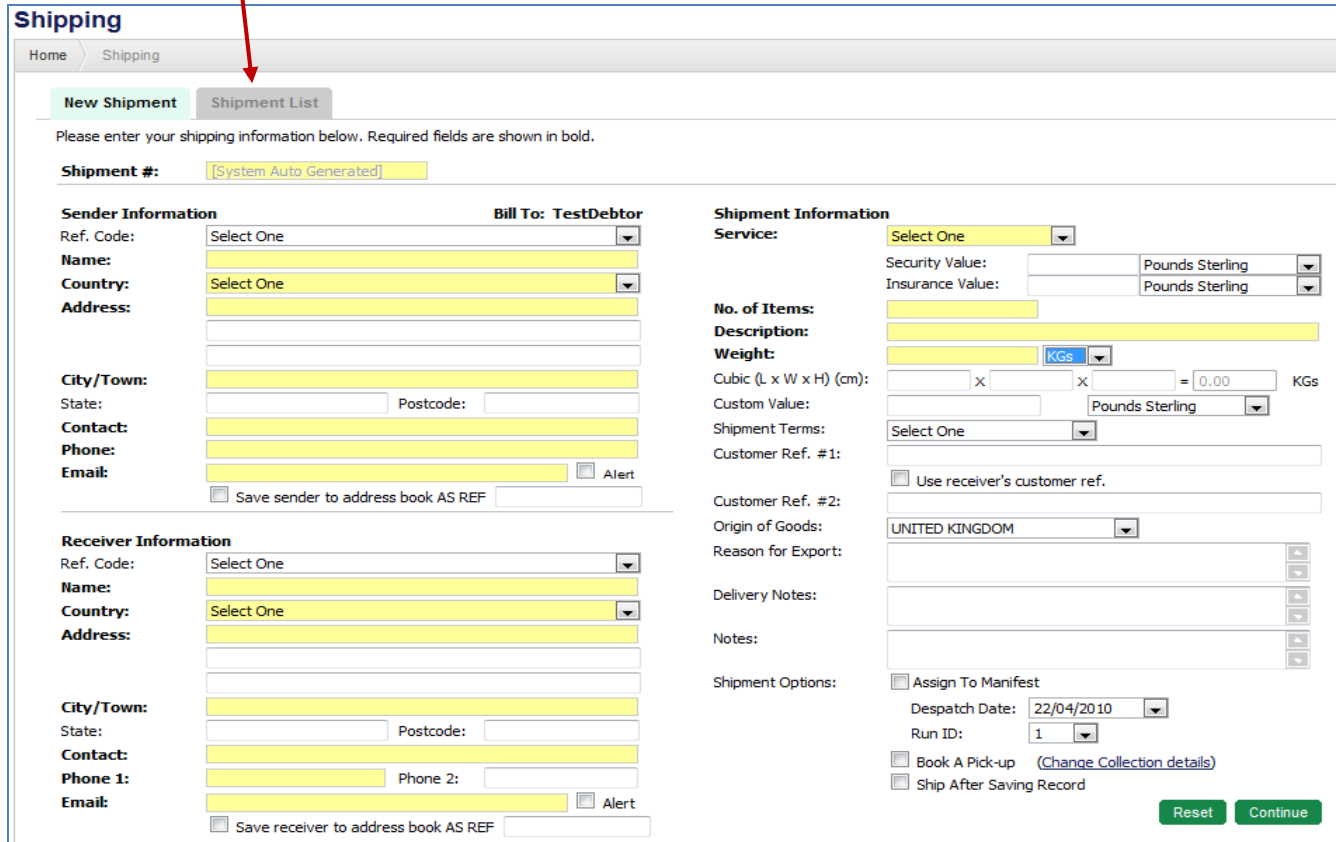
Address Book Sorting Order: By Contact References ID

[Edit My Shipment Setting](#)

- Select the required printout options

7. Creating a Commercial Invoice

- Select 'Shipment List'



The screenshot shows a web application interface for creating a commercial invoice. At the top, there is a navigation bar with 'Home' and 'Shipping' links. Below this, there are two tabs: 'New Shipment' and 'Shipment List'. A red arrow points to the 'Shipment List' tab. The main form area is titled 'Shipping' and contains several sections for entering information.

Shipping

Home Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information **Bill To: TestDebtor**

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone:

Email: Alert

☐ Save sender to address book AS REF

Receiver Information

Ref. Code: Select One

Name:

Country: Select One

Address:

City/Town:

State: Postcode:

Contact:

Phone 1: Phone 2:

Email: Alert

☐ Save receiver to address book AS REF

Shipment Information

Service: Select One

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items:

Description:

Weight: KGs

Cubic (L x W x H) (cm): x x = 0.00 KGs

Custom Value: Pounds Sterling

Shipment Terms: Select One

Customer Ref. #1:

☐ Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options:

☐ Assign To Manifest

Despatch Date: 22/04/2010

Run ID: 1

☐ Book A Pick-up [\(Change Collection details\)](#)

☐ Ship After Saving Record

Reset Continue

- Select which shipments require a commercial invoice by clicking in the block

New Shipment **Shipment List**

Search

Date type: ☒ Created Date ☐ Despatch Date

From: (dd/mm/yyyy) To: (dd/mm/yyyy)

Destination:

Service Type:

Status: ☒ Pending ☒ Manifested ☒ Finalised

☒ View my shipment(s) only

<input type="checkbox"/>	No.	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date
<input type="checkbox"/>	1	TestUser	23-Apr-2010 16:04:00	096470001088	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	2	TestUser	23-Apr-2010 16:14:00	096470001089	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	3	TestUser	23-Apr-2010 12:52:00	096470001078	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	4	TestUser	23-Apr-2010 14:15:00	096470001079	ED	TestReceiver	TOWN	UNITED STATES	
<input checked="" type="checkbox"/>	5	TestUser	23-Apr-2010 14:17:00	096470001080	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	6	TestUser	23-Apr-2010 14:37:00	096470001081	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	7	TestUser	23-Apr-2010 14:45:00	096470001082	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	8	TestUser	23-Apr-2010 16:03:00	096470001087	ED	TestReceiver	TOWN	UNITED STATES	

Options:

☐ Connote Label (Style 1)

☐ Commercial Invoice

☐ Sticker Label

☐ Assign To Manifest

Despatch Date:

Run ID:

☐ Delete Shipment

☐ Delete Manifest

☐ Ship Now

☐ Schedule Booking

- Select 'Commercial Invoice' from the 'options'

- Select 'Submit'

<input checked="" type="checkbox"/>	F	6	TestUser	23-Apr-2010 14:37:00	096470001081	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	F	7	TestUser	23-Apr-2010 14:45:00	096470001082	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	F	8	TestUser	23-Apr-2010 16:03:00	096470001087	ED	TestReceiver	TOWN	UNITED STATES	

Options:

- ☐ Connote Label (Style 1)
☒ Commercial Invoice
☐ Sticker Label
☐ Assign To Manifest
☐ Despatch Date:
☐ Run ID:
☐ Delete Shipment
☐ Delete Manifest
☐ Ship Now
☐ Schedule Booking

Despatch Date: 26/04/2010

Run ID: 2

Select a date and time you would like your package(s) picked up. Shipment ready time and pickup time must be at least 2 hours apart.

Collection Date: 26/04/2010

Ready Time: 16 : 00

Closing Time: 17 : 30

Collection Address: If it differs from sender's address, please specify.

Pickup Location: Reception (Others please specify)


What vehicle does your shipment require?: Van

eg. Larger than 28cmx24cmx4cm (LxWxH) or more than 3kg book by van.

Special Instructions:

Submit

- A popup window will appear
- Print from your browser

Commercial Invoice			
Date :		23/04/2010	
		 *096470001081*	
SHIPPER		CONSIGNEE	
Company Name :	Test	Company Name :	TestReceiver
Address :	FIRSTLINEADDR	Address :	ReceiverAddr
	SECONDLINEADDR		ReceiverAddr
	THIRDLINEADDR	Town/Area Code :	TOWN/5454545
Town/Area Code :	London/POSTCODE	State/Country :	STATE/UNITED STATES
State/Country :	STATE/UNITED KINGDOM	Contact Name :	TESTRECEIVER
Contact Name :	FirstName LastName	Phone/Fax No :	454654654
Phone/Fax No :	Phonenumber		
Consignment Note No.:		096470001081	
No. of Pieces :	1		
Total Weight :	0.5 KGs		
Dimensions (L xWxH) :	0x0x0		

8. Reporting

- Select '**Reporting**'

Shipping Tracking **Reporting**

Home > Shipping

New Shipment Shipment List

Please enter your shipping information below. Required fields are shown in bold.

Shipment #: [System Auto Generated]

Sender Information Bill To: Test

Ref. Code: TestUser - Test

Name: Test

Country: UNITED KINGDOM

Shipment Information

Service: Export Documents

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

- Select '**Shipment History Report**'

Shipping Tracking **Reporting**

Home > Reporting

Shipment History Report

GETOnline 0.9c □ Frontier Force Technology 2010

Privacy Policy | About | Our Services | Terms and Conditions

- Complete the information required to run your choice of report
- **'Output to'** allows you to preview the data on screen or select to download a file to **' .csv'** or **' .xls'** format for your convenience

Shipment History Report

Home > Reporting > Shipment History Report

Fill in criteria for your shipment history search.

From Date: (dd/mm/yyyy)

To Date: (dd/mm/yyyy)

(maximum range are 90 days)

From: Location ALL

Country ALL

To: Location ALL

Country ALL

Services: ALL

Status: ☒ With POD ☒ No POD

Sort by: Select a value

Select a value

Select a value

Select a value

Select a value

Date Format: dd/MM/yyyy hh:mm (01/01/2009 12:00)

Output to: Preview

- Select **'Submit'** and the details will be displayed below the window if **'Preview'** was selected
- If downloading to a file in **' .csv'** or **' .xls'** format was selected, a popup window will alert you to the download being completed

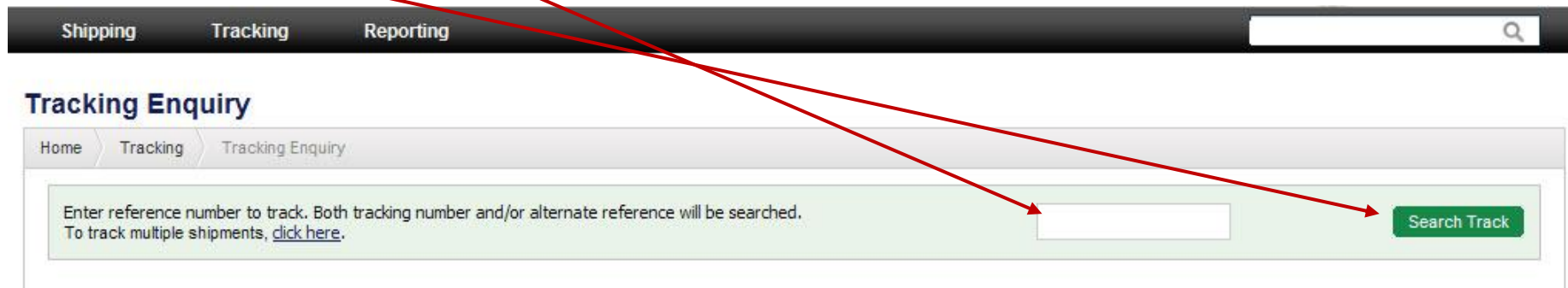
9. Tracking

- If logged in select '**Tracking**'



The screenshot shows the top navigation bar with 'Shipping', 'Tracking', and 'Reporting' tabs. The 'Tracking' tab is highlighted with a red arrow. Below the navigation bar, the 'Shipping' section is active, showing a breadcrumb trail 'Home > Shipping'. There are two buttons: 'New Shipment' and 'Shipment List'. Below these buttons, a text prompt says 'Please enter your shipping information below. Required fields are shown in bold.' A form field labeled 'Shipment #:' contains the text '[System Auto Generated]'.

- It will take you to the tracking enquiry screen
- Add your connote number or your reference
- Select '**Search Track**'



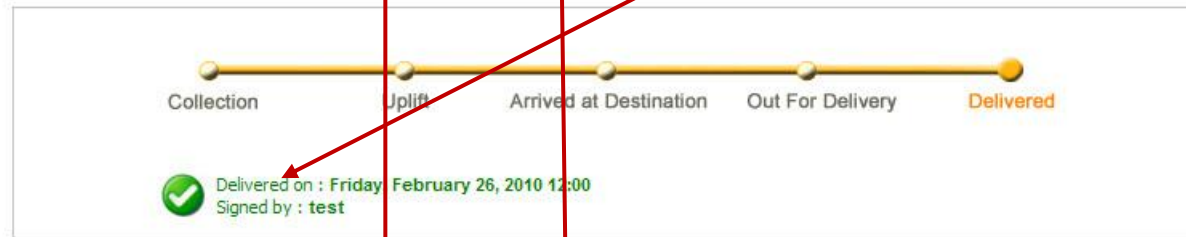
The screenshot shows the top navigation bar with 'Shipping', 'Tracking', and 'Reporting' tabs. The 'Tracking' tab is highlighted with a red arrow. Below the navigation bar, the 'Tracking Enquiry' section is active, showing a breadcrumb trail 'Home > Tracking > Tracking Enquiry'. A text prompt says 'Enter reference number to track. Both tracking number and/or alternate reference will be searched. To track multiple shipments, [click here](#).' There is a text input field and a green button labeled 'Search Track'. A red arrow points from the 'Search Track' button in the previous screenshot to this button.

- The results will appear as follows: (for instance the hub arrival, delivery issues and POD details will be displayed)

Connote # : 006400000001

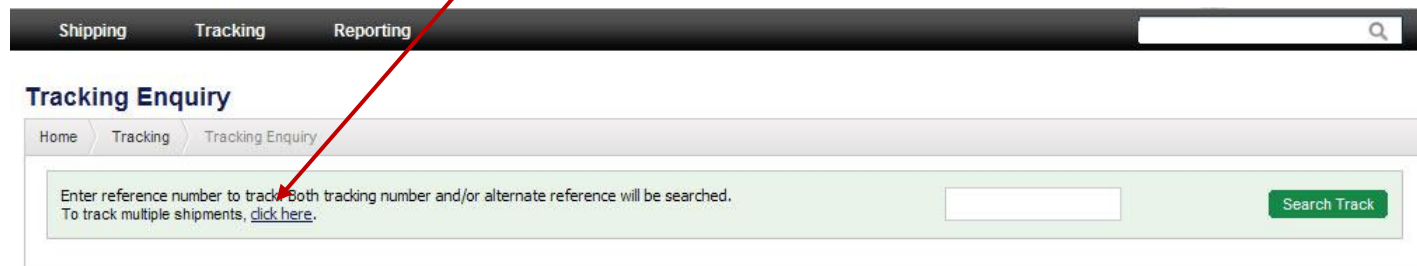
Destination : TBA

Status : Delivered



Date	Time	Location/Supplied via	Activity
21 Apr 10	11:34	New York - UNITED STATES	Arrived Hub
20 Apr 10	15:11	London - UNITED KINGDOM	Arrived Hub
13 Apr 10	11:04	London - UNITED KINGDOM	Arrived Hub
12 Apr 10	22:24	United Kingdom Other - UNITED KINGDOM	Arrived Hub
12 Apr 10	13:58	United Kingdom Other - UNITED KINGDOM	Arrived Hub
12 Apr 10	12:03	United Kingdom Other - UNITED KINGDOM	Arrived Hub
12 Apr 10	11:41	United Kingdom Other - UNITED KINGDOM	Arrived Hub
12 Apr 10	11:41	United Kingdom Other - UNITED KINGDOM	Arrived Hub
08 Apr 10	14:26		Arrived Hub
06 Apr 10	09:24	London - UNITED KINGDOM	Arrived Hub
31 Mar 10	12:52	London - UNITED KINGDOM	Arrived Hub
29 Mar 10	13:42	London - UNITED KINGDOM	Arrived Hub
29 Mar 10	13:41	London - UNITED KINGDOM	Arrived Hub
24 Mar 10	14:52	London - UNITED KINGDOM	Arrived Hub
24 Mar 10	13:30	London - UNITED KINGDOM	Delivery Attempted - Inaccurate/Incomplete Address
24 Mar 10	13:00	London - UNITED KINGDOM	Delivery Attempted - Inaccurate/Incomplete Address
24 Mar 10	00:00	London - UNITED KINGDOM	Customs Held
24 Mar 10	00:00	London - UNITED KINGDOM	Delivery Attempted - Inaccurate/Incomplete Address
24 Mar 10	00:00	London - UNITED KINGDOM	Delivery Attempted - No One Available/Home
17 Mar 10	17:28	United Kingdom Other - UNITED KINGDOM	Arrived Hub
15 Mar 10	18:08	London - UNITED KINGDOM	Arrived Hub
11 Mar 10	16:46	London - UNITED KINGDOM	Arrived Hub
09 Mar 10	13:58	London - UNITED KINGDOM	Arrived Hub
02 Mar 10	17:13	London - UNITED KINGDOM	Arrived Hub

- For multiple shipment tracking select '**click here**'



The screenshot shows the top navigation bar with 'Shipping', 'Tracking', and 'Reporting' tabs. Below is the 'Tracking Enquiry' section with a breadcrumb trail 'Home > Tracking > Tracking Enquiry'. The main area contains a text input field and a green 'Search Track' button. A red arrow points from the text 'click here' in the instructions to the input field.

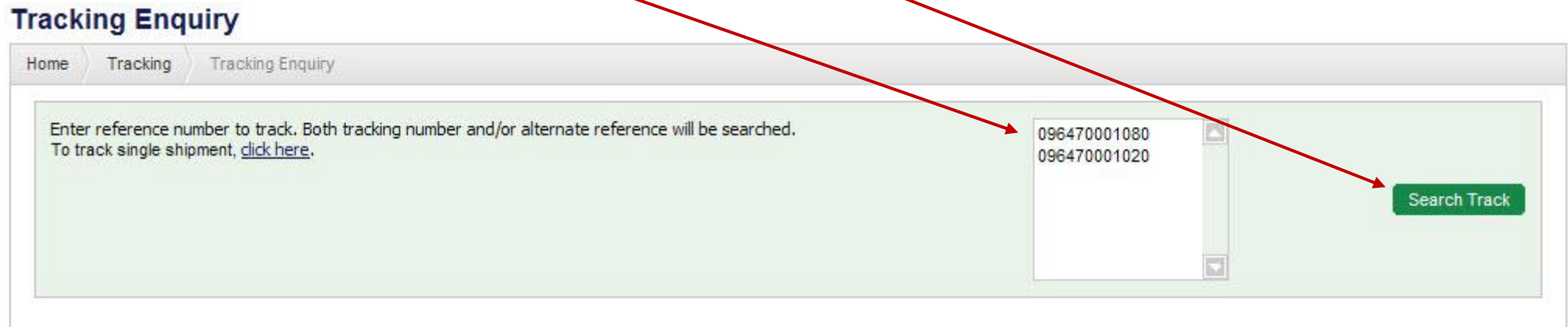
Shipping Tracking Reporting

Tracking Enquiry

Home Tracking Tracking Enquiry

Enter reference number to track. Both tracking number and/or alternate reference will be searched.
To track multiple shipments, [click here](#).

- Add the connote or reference numbers in the box provided and select '**Search Track**'



This screenshot shows the same 'Tracking Enquiry' page, but the text input field now contains two tracking numbers: '096470001080' and '096470001020'. A red arrow points from the 'Search Track' button in the previous screenshot to this button. Another red arrow points from the 'Add the connote or reference numbers' instruction to the input field.

Tracking Enquiry

Home Tracking Tracking Enquiry

Enter reference number to track. Both tracking number and/or alternate reference will be searched.
To track single shipment, [click here](#).

096470001080
096470001020

- If no tracking exists, as yet, for a particular shipment the following option to receive notification of tracking data will appear

Date	Time	Location/Supplied via	Activity
No tracking information exists for this consignment. Please contact our customer service department for further details.			

No delivery information is currently available for this shipment. If you would like to be notified when delivery details become available please supply your email address below.

Yes, I would like be notified when details become available. My email is:

e.g lee@domain.com; tan@domain.com


Tracking results provided by GET Online: 26/04/2010 18:38:09 (Singapore)
26/04/2010 10:38:09 (GMT)

- Add your email address in the '**My email is:**' block and select '**Submit**'
- Any updated tracking will be forwarded to you via email
- If the Receiver needs to track a shipment or you need to track a shipment without being logged, in there is a tracking link on the homepage

10. Appendix


10.1 Example of Connote/Consignment Note

Connote Label (Style 1): Prints a connote label style 1

		Deltec House, Lawrence Estate, Lawrence Road, Hounslow TW4 6DR PHONE: 020 8569 6767 Fax: 020 8572 9926	
		LON	096470001077
1 ACCOUNT NUMBER TestDebtor		2 DELTEC TEST DEBTOR LAWRENCE ROAD HOUNSLOW LONDON TW46DR DARWISH FAWAZ PHONE: 02085696767	
3 SENDER'S AUTHORISATION AND SIGNATURE I/WE AGREE THAT THE CARRIER STANDARD TERMS AND CONDITIONS APPLY TO THIS SHIPMENT AND LIMIT THE CARRIERS LIABILITY. THE WARSAW CONVENTION MAY ALSO APPLY. TERMS AND CONDITIONS AVAILABLE AT . SENDER'S SIGNATURE _____ DATE ____ / ____ / ____ TIME ____ AM/PM		4 SERVICE TYPE EXPRESS DOCUMENTS IMPORTANT: ATTACH ORIGINAL FIVE COPIES OF COMMERCIAL INVOICES WITH PACKAGE FOR CUSTOMS PURPOSES FULL DESCRIPTION OF CONTENTS :- 1 SPECIAL INSTRUCTIONS :-	
PROOF OF DELIVERY (POD) RECEIVER'S SIGNATURE _____ DATE ____ / ____ / ____ PRINT NAME (CAPITAL LETTERS VERY IMPORTANT) _____ TIME ____ AM/PM		5 SIZE & WEIGHT NO. OF PIECES 1 WEIGHT 1 KGS DIMENSION IN CM LXWXH X X VOLUMETRIC/CHARGED WEIGHT 0.00 KGS	

10.2 Example of Commercial Invoice

Commercial Invoice: Prints a commercial Invoice

Commercial Invoice									
Date : 22/04/2010		 *096470001077*							
SHIPPER		CONSIGNEE							
Company Name :	Deltec Test Debtor	Company Name :	Deltec Test Debtor						
Address :	Lawrence Road Hounslow	Address :	Lawrence Road Hounslow						
Town/Area Code :	London/TW46DR	Town/Area Code :	London/TW46DR						
State/Country :	Middx/UNITED KINGDOM	State/Country :	Middx/UNITED KINGDOM						
Contact Name :	Darwish Fawaz	Contact Name :	Darwish Fawaz						
Phone/Fax No :	02085696767	Phone/Fax No :	02085696767						
Consignment Note No.: 096470001077									
No. of Pieces : 1									
Total Weight : 1 KGs									
Dimensions (LxWxH) : 0x0x0									
Shipment Terms :									
<table border="1"><thead><tr><th>DESCRIPTION</th><th>CURRENCY CODE</th><th>CUSTOMS VALUE</th></tr></thead><tbody><tr><td>1</td><td>GBP</td><td>0.00</td></tr></tbody></table>		DESCRIPTION	CURRENCY CODE	CUSTOMS VALUE	1	GBP	0.00		
DESCRIPTION	CURRENCY CODE	CUSTOMS VALUE							
1	GBP	0.00							
Total invoice Value		GBP 0.00							
Reason For Export									

10.3 Example of Manifest Printout


Manifest Print: Prints Manifest Style with Barcodes

Manifest

Consigned From: 0422_1_TestDeb  Date: 22/04/2010 Run ID: 1



Cons: 0 Pieces: 0 Weight: 0 Kgs

Connote From #	Receiver	Serv	Goods Desc	Pcs	Weight	Dest	Cust. Val	Curr.	Info
096470001077 	Deltec Test Debtor Lawrence Road Hounslow London Middx TW46DR UNITED KINGDOM Attn: Darwish Fawaz Ph: 02085696767	Express Documents	1	1	1	London	0.0000	GBP	

Drivers Signature: _____

Collected date/time: _____

11. **NOTES**

Volumetrics

Please add volumetric measurements of your items as required on the 'new shipment' form.

What is a 'RunID'?

The 'RunID' is the collection number for the day. If a user has only one driver collection on that day, all of the shipments will be saved to 'RunID 1'. This means that the driver will only collect once. 'RunID2', etc would be used for each additional collection required. Each 'RunID' may have only 1 or 10 shipments. There are 5 RunID's available per day.

Address/Contact book

Two types of addresses/contacts exist:

- Global: Global contacts are shared among all users under the same account
- Personal: Personal contacts are only visible to the user who created the contacts

Shipment status legend

'P' = **pending**, these shipments have been created, but have not been assigned to a manifest, booked for a collection or 'shipped'. These shipments **will NOT be collected.**

'M' = **manifested**, these shipments have been created and assigned to a manifest, but these shipments **will NOT be collected.**

'F' = **finalised**, these shipments have been created, assigned to a manifest and shipped/booked for a collection on the stipulated date/time. These shipments **WILL be collected.**

Default Printing

Your A4 label will pop up for printing by default. If you would like to print your commercial invoice by default please set these within the user profile.