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Booking Request
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Customer Website Guide



Anything in Red Bold is a required field at the point of booking.

Account address will default as collection address on left hand side of page.

Enter Destination Country

Complete Delivery address

Pieces and weight summary

Detailed breakdown of pieces weight and dimensions

Pieces and Weight Number of pieces Total Weight (all pieces) Dimensions (Click Here to Hide) Pieces Weight Length (cm) Width (cm) Height (cm) Volume on Row

Select the required service Express / Economy / Next Day

Terms of export duty payment DDP / DAP?

Reason for export: Exhibition goods / Personal Effects etc.

International Details

Service	National Service ▼	-	
Product	Express ▼		
Terms of Export	DDP (Delivery Duty Paid)		
Reason for Export	Exhibition Goods		

Collection point reception / loading bay

Date and Time when the goods are ready

Collection Details Collection Point Loading Bay Ready Now Date Tues 19, May 2015 Time (24hr) 14:00

Description of what you are sending

Value of what you are sending

Is insurance required? If ticked as required enter insurance value

Goods Description Exhibition Stand Goods Value 500 Insurance Value 500

Consignment number this will be HAWB number will auto generate if left blank

Purchase order Customer reference for tracking / invoicing

Ref 2 Customer reference for invoicing

Invoice note Customer reference for invoicing

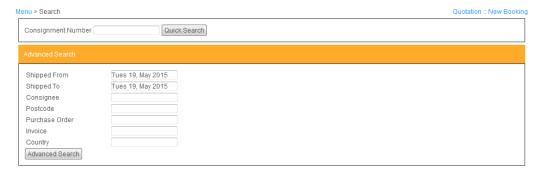
Third Party Email will sending all tracking emails to the email entered

Notification email will sending a booking confirmation email with no further tracking emails or correspondence.



This will show you all bookings made on your account for that day.

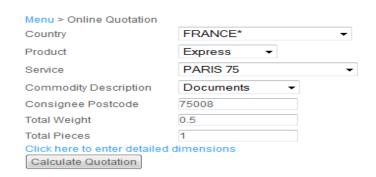




Search facility for all jobs on your account, you can search by consignment number.

Alternatively you can do an advance search using a date range, consignee name, post code, purchase order, invoice number or country.





Online quoting facility.

Enter destination, service required, commodity, pieces and weight to obtain a quotation. This will also offer comparison quotations for alternative services which may be available.



Salact the date range in	which the consignments wh	here collected		
	, May 2015	iore concetta.		
To: Tues 19	, May 2015			
	ou wish to see on your repor his case the XLS format is p Time Booked By Inv Note Shipper Ref Consignee		on many columns will result if SP instructions Ref 2 Country Service Pcs	n very small text as the system tries to fit everything you Quote Ref 3 Shipper Description Product
Output Format Select the file format:	PDF ▼ Save str	raight to file		
Report Title:	Work Report	raight to file		

Allows the user to run reports on their work for all things from PODs to job prices by selecting which columns they wish to see.



This will print a PDF of all the work for the customer that day that the driver can sign on collection for receipt of all goods.



View all invoices against your account.



View all Credit Notes against your account.