

# INDEX

**Booking Request**

**View Booking Requests**

**Search jobs archive**

**Calculate a quote**

**Generate a work report**

**Download a driver runsheet**

**View Invoices**

**View Credit Notes**

# Customer Website Guide



Booking  
Request

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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

Product

Terms of Export

Reason for Export

Collection point reception / loading bay

**Date and Time when the goods are ready**

**Collection Details**

Collection Point	<input type="text" value="Loading Bay"/>
Ready Now	<input type="checkbox"/>
Date	<input type="text" value="Tues 19, May 2015"/>
Time (24hr)	<input type="text" value="14:00"/>

Description of what you are sending

Value of what you are sending

Is insurance required? **If ticked as required enter insurance value**

**Commodity**

Goods Description	<input type="text" value="Exhibition Stand"/>
Goods Value	<input type="text" value="500"/>
Insurance	<input checked="" type="checkbox"/> Value <input type="text" 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.



View Booking Requests

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



Search Jobs Archive

Menu > Search Quotation :: New Booking

Consignment Number

**Advanced Search**

Shipped From

Shipped To

Consignee

Postcode

Purchase Order

Invoice

Country

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.



Calculate a Quote

Menu > Online Quotation

Country

Product

Service

Commodity Description

Consignee Postcode

Total Weight

Total Pieces

[Click here to enter detailed dimensions](#)

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.



Generate a work report

Menu > Online Reports

**Date Range**

Select the date range in which the consignments were collected.

From: Tues 19, May 2015  
To: Tues 19, May 2015

**Column Options**

Select the information you wish to see on your report. Note that on the PDF format too many columns will result in very small text as the system tries to fit everything you require on the page, in this case the XLS format is preferable.

<input type="checkbox"/> POD	<input type="checkbox"/> Time	<input type="checkbox"/> Destination	<input type="checkbox"/> SP Instructions	<input type="checkbox"/> Quote
<input type="checkbox"/> Wgt	<input type="checkbox"/> Booked By	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Ref 2	<input type="checkbox"/> Ref 3
<input type="checkbox"/> Ref 4	<input type="checkbox"/> Inv Note	<input type="checkbox"/> Collect PC	<input type="checkbox"/> Country	<input type="checkbox"/> Shipper
<input type="checkbox"/> Delivery	<input type="checkbox"/> Shipper Ref	<input type="checkbox"/> Signature	<input type="checkbox"/> Service	<input type="checkbox"/> Description
<input type="checkbox"/> Manifest	<input type="checkbox"/> Consignee	<input type="checkbox"/> Address	<input type="checkbox"/> Pcs	<input type="checkbox"/> Product
<input type="checkbox"/> Value	<input type="checkbox"/> Collection			

**Output Format**

Select the file format: PDF  Save straight to file

Report Title: Work Report

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.



Download a Driver Runsheet

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 Invoices

View all invoices against your account.



View Creditnotes

View all Credit Notes against your account.