

New Deltec Courier Website (Replacing Deltrak)

Deltec Get Online – Agent Guide

www.deltec-courier.com



Please Note:

***Shipments received on any number other than an '0964' must be recreated on an '0964', adding the old/original number into 'Customer Ref1' or 'Customer Ref2' field

If a shipment is being sent with a 3rd party agent, such as DHL, please ensure that you add the 3rd Agent connote number in the 'Alt. Ref' field. If this is not done, TRACKING WILL NOT be received for this shipment.

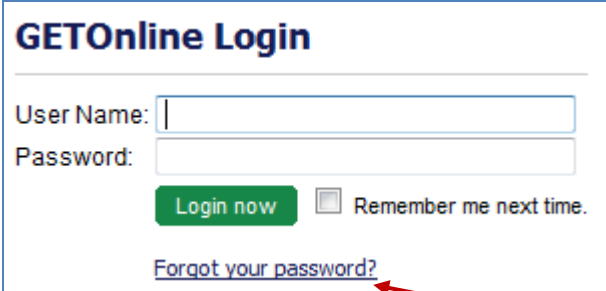
Inbound shipments to your branch need to be scanned in to the office and onto a driver's sheet

Outbound shipments need to be scanned out to branches***

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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 the username and password provided to your branch (in the coming weeks individual user names and passwords will be created)
- Please note that the password **I**s 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

2. Contacts

The contacts menu allows you to manage your address book.

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



- You 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 <input type="button" value="v"/>
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 <input type="button" value="v"/>		
State/Province:	<input type="text"/>		
Postcode:	<input type="text"/>		
Country:	Select One <input type="button" value="v"/>		
Residential Address:	<input type="checkbox"/>		
Phone:	<input type="text"/>		
Mobile:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		

- Select **Contact Type**

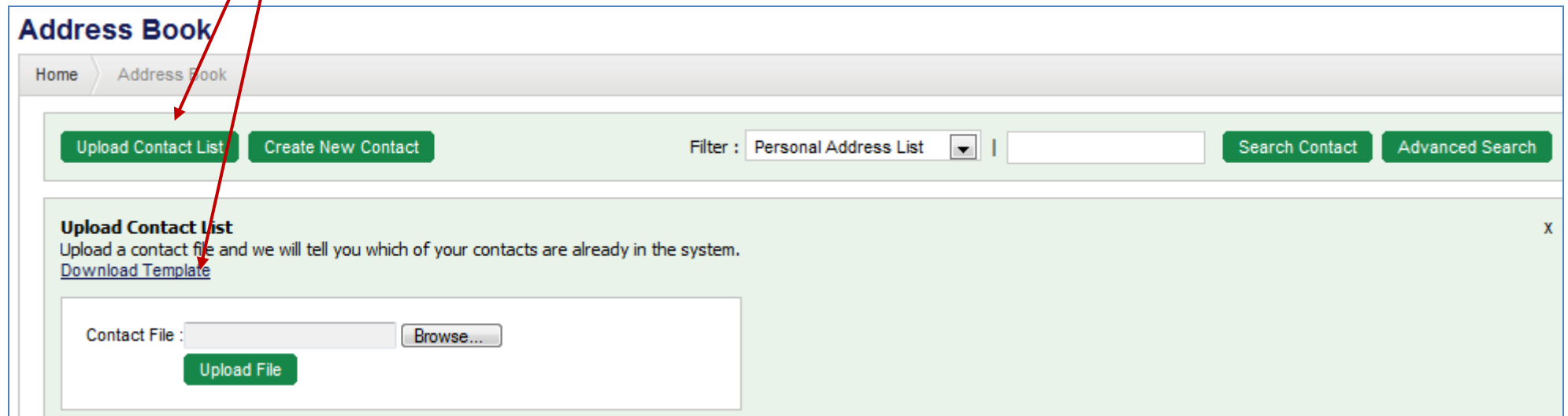
- Select **Address Type**

- **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



The screenshot displays the 'Address Book' interface. At the top, there are navigation tabs for 'Home' and 'Address Book'. Below this, a green bar contains the 'Upload Contact List' and 'Create New Contact' buttons. To the right of these buttons is a filter dropdown menu set to 'Personal Address List', followed by a search input field and 'Search Contact' and 'Advanced Search' buttons. Below the green bar, a section titled 'Upload Contact list' contains the text 'Upload a contact file and we will tell you which of your contacts are already in the system.' and a blue underlined link for 'Download Template'. Below this text is a form with a 'Contact File' label, an input field, and a 'Browse...' button. A green 'Upload File' button is positioned below the input field. Two red arrows originate from the text in the list above: one points to the 'Upload Contact List' button, and the other points to the 'Download Template' link.

- 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

4. Creating contacts while adding shipments

- 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

- 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 [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 [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 need to save a recipient, enter all required data
- 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

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

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: 989899898 Phone 2:

Email: testreceiver@email.com Alert

Save receiver to address book AS REF [TestUSA1]

Reset **Continue**

3. Shipping

3.1 Adding/manifesting shipments created ONLINE by customers to a Branch or via trunk to London

- Select the 'Shipping' from the menu, 'New Shipment' tab will open with a connote form
- Enter/scan the connote number ('0964' prefix) in the field 'Shipment #'

The screenshot shows the 'Shipping' section of a web application. At the top, a navigation bar contains 'Home', 'Shipping', 'Tracking', and 'Customer Service'. Below this, the 'Shipping' page has a sub-header with 'Home' and 'Shipping'. Two tabs are visible: 'New Shipment' (active) and 'Shipment List'. A message reads: 'Please enter your shipping information below. Required fields are shown in bold.' The form is divided into several sections:

- Shipment #:** A text input field with a 'Retrieve' button next to it. A red arrow points to this field from the text above.
- Alt. Ref.:** A text input field.
- Sender Information:** Includes 'Bill To: GB0006', 'Ref. Code: BristolOps - Deltec International', 'Name: Deltec International', 'Country: UNITED KINGDOM', 'Address: Unit2, St Catherine Industrial Estate, White Lane, Bedminster', 'City/Town: Bristol', 'State: [blank]', 'Postcode: BS3 4DJ', 'Contact: Bristol Ops', 'Phone: 01179668899', 'Email: bristolops@deltec-international.com', and a checkbox for 'Alert'. A checkbox 'Save sender to address book AS REF' is also present.
- Receiver Information:** Includes 'Ref. Code: BristolOps - Deltec International', 'Name: [blank]', 'Country: Select One', 'Address: [blank]', 'City/Town: [blank]', 'State: [blank]', 'Postcode: [blank]', 'Contact: [blank]', 'Phone 1: [blank]', 'Phone 2: [blank]', 'Email: [blank]', and a checkbox for 'Alert'. A checkbox 'Save receiver to address book AS REF' is also present.
- Shipment Information:** Includes 'Service: Domestic Next Day', 'Security Value: [blank]', 'Insurance Value: [blank]', 'No. of Items: 1', 'Description: [blank]', 'Weight: [blank] KGs', 'Cubic (L x W x H) (cm): [blank] x [blank] x [blank] = [blank] KGs', 'Custom Value: [blank]', 'Shipment Terms: DDU', 'Customer Ref. #1: [blank]', 'Customer Ref. #2: [blank]', 'Origin of Goods: UNITED KINGDOM', 'Reason for Export: [blank]', 'Delivery Notes: [blank]', 'Notes: [blank]', and 'Shipment Options: Assign To Manifest (checked)'. Below this are fields for 'Uplift Date: Select a Date', 'Receiver: AIRCITY (CHINA) CO LTD: CN582', 'Docket #: [blank]', 'Flight #: [blank]', and 'Carrier: TBA'.

At the bottom right, there are 'Reset' and 'Continue' buttons. A red arrow points from the 'Shipping' menu item in the top navigation bar to the 'New Shipment' tab. Another red arrow points from the 'Shipment #' field to the text 'Enter/scan the connote number ('0964' prefix) in the field 'Shipment #' above.

- Select 'retrieve', the data captured by the customer will auto-fill the fields
- Ensure that the correct service has been selected and details, such as weight, are correct

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 #: 096490001075 Retrieve Alt. Ref:

Sender Information Bill To: bri123

Ref. Code: Select One

Name: Bristol test

Country: UNITED KINGDOM

Address: Bristol

City/Town: United Kingdom Other

State: Postcode: br879733

Contact: Bristol Customer

Phone: 98798987

Email: Alert

Save sender to address book AS REF BristolCust

Receiver Information

Ref. Code: Select One

Name: testing to london

Country: UNITED KINGDOM

Address: 44 Church road

City/Town: Richmond

State: Postcode: TW10 6ln

Contact: test

Phone 1: 97987987 Phone 2:

Email: Alert

Save receiver to address book AS REF richmond

Shipment Information Service: Domestic Next Day

Security Value: 0.00 Pounds Sterling

Insurance Value: 0.00 Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 2 KGs

Cubic (L x W x H) (cm): 0 x 0 x 0 = 0 KGs

Custom Value: 0.00 Pounds Sterling Hi Value

Shipment Terms: DDU

Customer Ref. #1: testing

Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options: Assign To Manifest

Uplift Date: 01/05/2010 Route

Receiver: Deltec International Ltd: GB351

Docket #: 20100501_-152

Flight #: TRUNK

Carrier: TBA

Reset Continue

- Select 'Assign to manifest', ensure the correct date is selected
- Select 'Route' – this will allow auto-route to a Deltec office or allow selection of a 3rd party

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 #: 096490001075 Retrieve Alt. Ref.:

Sender Information Bill To: bri123

Ref. Code: Select One
 Name: Bristol test
 Country: UNITED KINGDOM
 Address: Bristol
 City/Town: United Kingdom Other
 State: Postcode: br879733
 Contact: Bristol Customer
 Phone: 98798987
 Email: Alert
 Save sender to address book AS REF BristolCust

Receiver Information

Ref. Code: Select One
 Name: testing to london
 Country: UNITED KINGDOM
 Address: 44 Church road
 City/Town: Richmond
 State: Postcode: TW10 6ln
 Contact: test
 Phone 1: 97987987 Phone 2:
 Email: Alert
 Save receiver to address book AS REF richmond

Shipment Information Service: Domestic Next Day

Security Value: 0.00 Pounds Sterling
 Insurance Value: 0.00 Pounds Sterling

No. of Items: 1
 Description: Docs
 Weight: 2 KGs
 Cubic (L x W x H) (cm): 0 x 0 x 0 = 0 KGs
 Custom Value: 0.00 Pounds Sterling Hi Value
 Shipment Terms: DDU
 Customer Ref. #1: testing
 Use receiver's customer ref.
 Customer Ref. #2:
 Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

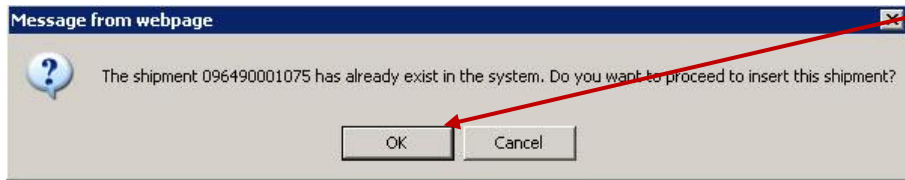
Shipment Options: Assign To Manifest

Uplift Date: 01/05/2010 Route
 Receiver: Deltec International Ltd: GB351
 Docket #: 20100501_-152
 Flight #: TRUNK
 Carrier: TBA

Reset Continue

- The routing will only work if the first part of the consignee postcode are correct
- 'Deltec International Ltd: GB351' = Deltec London/Hounslow
- Select 'Continue'

- The following prompt will appear to alert you that this shipment already exists, select 'OK'



- Select 'Save'

Home Shipping Tracking Customer Service

Shipping

Home > Shipping

New Shipment Shipment List

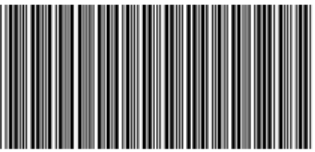
Please verify your collection request information at the following. To confirm the shipment details, click Save. To edit details, click Edit to go back to the shipping form.

Shipment #: 096470001080 **Alt. Ref.:**

<p>Sender Information</p> <p>Ref. Code: -</p> <p>Name: Test</p> <p>Address: FIRSTLINEADDR SECONDLINEADDR THIRDLINEADDR</p> <p>Place: London</p> <p>State: STATE</p> <p>Country: UNITED KINGDOM</p> <p>Contact: FirstName LastName</p> <p>Phone: Phonenumber</p> <p>Email: email@email.com</p> <p>Alert: No</p> <p>Save sender contact's details AS REF TestUser</p>	<p>Bill To: Test</p> <p>Postcode: POSTCODE</p>	<p>Shipment Information</p> <p>Service: Domestic Next Day</p> <p>Security Value: GBP 0.00</p> <p>Insurance Value: GBP 0.00</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): 0 x 0 x 0 = 0.00 KGs</p> <p>Custom Value: GBP 0.00 Hi Value: No</p> <p>Shipment Terms:</p> <p>Customer Ref. #1: 0964bristol</p> <p>Use receiver's customer ref.: No</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>Assign to Manifest: Yes</p> <p>Uplift Date: 01/05/2010</p> <p>Docket #: auto-generated</p> <p>Flight #: TRUNK</p> <p>Carrier: TBA</p> <p>Receiver: Deltec International Ltd</p> <p>Ship Now: No</p> <p><input type="checkbox"/> Retain shipment details for my next shipment.</p>
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- The connote can be printed from the popup window, but if one already exists on the shipment then another is not necessary
- If required, print from the browser
- If not required, close the window at the 'x'

Unit 2, St Catherines Industrial Estate, Whitehouse Lane, Bedminster, Bristol BS3 4DJ
PHONE: 0117 966 8899 Fax: 0117 953 7804

1 ACCOUNT NUMBER bri123	LON	096490001075	CUSTOMER REFERENCE TESTING
S BRISTOL TEST H BRISTOL I UNITED KINGDOM OTHER br879733 U NITED KINGDOM P BRISTOL CUSTOMER E PHONE: 98798987 R	2 TESTING TO LONDON 44 CHURCH ROAD RICHMOND TW10 6ln C O N TEST S PHONE: 97987987 I G N E E ()	4 SERVICE TYPE DOMESTIC OVERNIGHT 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	CUSTOMS DUTIES/TAXES PAYABLE BY CONSIGNEE	DECLARED VALUE FOR CUSTOMS AND CURRENCY	5 SIZE & WEIGHT NO. OF PIECES 1 WEIGHT 2 KGS DIMENSION IN CM LXWXH X X VOLUMETRIC/CHARGED WEIGHT
PROOF OF DELIVERY (POD) RECEIVER'S SIGNATURE DATE / /			

- The 'new shipment' form will reappear with a notification that the previous shipment was saved and added to the 'Docket ID' (manifest)

The screenshot shows a web interface for shipping management. At the top, there is a breadcrumb trail: 'Home > Shipping'. Below this, there are two buttons: 'New Shipment' and 'Shipment List'. A red notification message is displayed, stating: 'The contact profile named Bristol Customer (Ref: BristolCust) has been updated as per request. The contact profile named test (Ref: richmond) has been updated as per request. Shipment details of reference # 096490001075 has been updated as requested. 096490001075 has been assigned to Docket ID : 20100501_-152.' A red arrow points from the text 'Docket ID : 20100501_-152' to the 'Docket ID' mentioned in the bullet point above. Below the notification, there is a form with two input fields. The first field is labeled 'Shipment #' and contains a yellow highlight. To its right is a 'Retrieve' button. The second field is labeled 'Alt. Ref.' and is empty.

- Continue adding shipments, ensuring that the correct 'Docket ID' is selected for each one
- Once all shipments have been added the manifests need to be closed and submitted for transmission to Deltec London (see point on page)
- Branches you have manifested to will be able prealerted via email and can view the inbound manifest data online

3.2 Adding/manifesting shipments created ONLINE by customers to an International destination

- Select the 'Shipping' from the menu, 'New Shipment' tab will open with a connote form
- Enter/scan the connote number ('0964' prefix) in the field 'Shipment #'

Shipping

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 #: 096490001064 [Retrieve](#) **Alt. Ref.:**

Sender Information **Bill To:** bri123

Ref. Code:

Name: Bristol test

Country: UNITED KINGDOM

Address: Bristol

City/Town: United Kingdom Other

State: **Postcode:** br879733

Contact: Bristol Customer

Phone: 98798987

Email: Alert

Save sender to address book AS REF

Shipment Information

Service: Express Documents - Intl

Security Value: 0.00 Pounds Sterling

Insurance Value: 0.00 Pounds Sterling

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: 0.00 Pounds Sterling Hi Value

Shipment Terms: DDU

Customer Ref. #1: 123456789

Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options: Assign To Manifest

Uplift Date: [Route](#)

Receiver: AIRCITY (CHINA) CO LTD: CN582

Docket #:

Flight #:

Carrier: TBA

Receiver Information

Ref. Code:

Name: TEST RECEIVER

Country: SOUTH AFRICA

Address: 58 Hedgerow Drive

City/Town: Cape Town

State: **Postcode:** 7570

Contact: testing

Phone 1: 9879879879 Phone 2:

Email: testing@testing.com Alert

Save receiver to address book AS REF

- Select 'retrieve', the data captured by the customer will auto-fill the fields
- Ensure that the correct service has been selected and details, such as weight, are correct
- Ensure that 'Reason for Export' has been completed

Shipping

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 #: 096490001064 [Retrieve](#) Alt. Ref.:

Sender Information Bill To: bri123

Ref. Code: Select One
 Name: Bristol test
 Country: UNITED KINGDOM
 Address: Bristol
 City/Town: United Kingdom Other
 State: Postcode: br879733
 Contact: Bristol Customer
 Phone: 98798987
 Email: Alert
 Save sender to address book AS REF BristolCust

Receiver Information

Ref. Code: Select One
 Name: TEST RECEIVER
 Country: SOUTH AFRICA
 Address: 58 Hedgerow Drive
 City/Town: Cape Town
 State: Postcode: 7570
 Contact: testing
 Phone 1: 9879879879 Phone 2:
 Email: testing@testing.com Alert
 Save receiver to address book AS REF DEF

Shipment Information Service: Express Documents - Intl

Security Value: 0.00 Pounds Sterling
 Insurance Value: 0.00 Pounds Sterling

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: 0.00 Pounds Sterling Hi Value
 Shipment Terms: DDU
 Customer Ref. #1: 123456789
 Use receiver's customer ref.
 Customer Ref. #2:
 Origin of Goods: UNITED KINGDOM
 Reason for Export:
 Delivery Notes:
 Notes:
 Shipment Options: Assign To Manifest
 Uplift Date: Select a Date [Route](#)
 Receiver: AIRCITY (CHINA) CO LTD: CN582
 Docket #:
 Flight #:
 Carrier: TBA

[Reset](#) [Continue](#)

- Select 'Assign to manifest', ensure the correct date is selected
- Select 'Receiver' – please select 'Deltec International Ltd GB351' unless you do not route your internationals through London

Shipping

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 #: 096490001064 [Retrieve](#) Alt. Ref.:

Sender Information Bill To: bri123

Ref. Code:

Name:

Country:

Address:

City/Town:

State: Postcode:

Contact:

Phone:

Email: Alert

Save sender to address book AS REF

Receiver Information

Ref. Code:

Name:

Country:

Address:

City/Town:

State: Postcode:

Contact:

Phone 1: Phone 2:

Email: Alert

Save receiver to address book AS REF

Shipment Information

Service:

Security Value:

Insurance Value:

No. of Items:

Description:

Weight:

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

Custom Value:

Shipment Terms:

Customer Ref. #1:

Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods:

Reason for Export:

Delivery Notes:

Notes:

Shipment Options: Assign To Manifest

Uplift Date:

Receiver:

Docket #:

Flight #:

Carrier:

- Create/add the 'Docket ID' (manifest number)
- Add 'TRUNK' in the 'Flight #' field
- Select 'TBA' in under 'Carrier'

Shipping

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 #: 096490001064 [Retrieve](#) Alt. Ref.:

Sender Information Bill To: br123

Ref. Code: Select One
 Name: Bristol test
 Country: UNITED KINGDOM
 Address: Bristol
 City/Town: United Kingdom Other
 State: Postcode: br879733
 Contact: Bristol Customer
 Phone: 98798987
 Email: Alert
 Save sender to address book AS REF BristolCust

Receiver Information

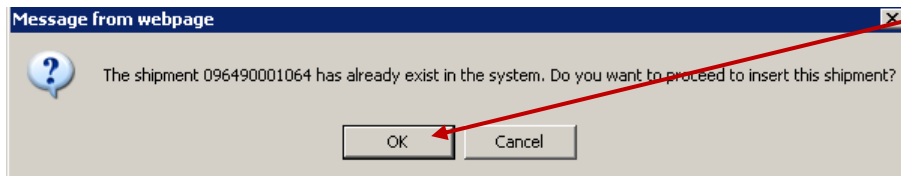
Ref. Code: Select One
 Name: TEST RECEIVER
 Country: SOUTH AFRICA
 Address: 58 Hedgerow Drive
 City/Town: Cape Town
 State: Postcode: 7570
 Contact: testing
 Phone 1: 9879879879 Phone 2:
 Email: testing@testing.com Alert
 Save receiver to address book AS REF DEF

Shipment Information

Service: Express Documents - Intl
 Security Value: 0.00 Pounds Sterling
 Insurance Value: 0.00 Pounds Sterling
 No. of Items: 1
 Description: Docs
 Weight: 2.5 KGs
 Cubic (L x W x H) (cm): 0 x 0 x 0 = 0 KGs
 Custom Value: 0.00 Pounds Sterling Hi Value
 Shipment Terms: DDU
 Customer Ref. #1: 123456789
 Use receiver's customer ref.
 Customer Ref. #2:
 Origin of Goods: UNITED KINGDOM
 Reason for Export:
 Delivery Notes:
 Notes:
 Shipment Options: Assign To Manifest
 Uplift Date: 01/05/2010 [Route](#)
 Receiver: Deltec International Ltd: GB351
 Docket #: 224
 Flight #: TRUNK
 Carrier: TBA

- Ensure that all details are correct and select 'Continue'

- The following prompt will appear to alert you that this shipment already exists, select 'OK'



- Select 'Save'

Shipping

Home > Shipping

New Shipment | Shipment List

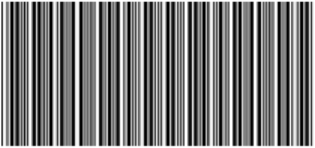
Please verify your collection request information at the following. To confirm the shipment details, click Save. To edit details, click Edit to go back to the shipping form.

Shipment #: 096490001064 **Alt. Ref.:**

Sender Information Ref. Code: - Name: Bristol test Address: Bristol Place: United Kingdom Other State: Country: UNITED KINGDOM Contact: Bristol Customer Phone: 98798987 Email: Alert: No Save sender contact's details AS REF BristolCust	Bill To: bri123 Postcode: br879733	Shipment Information Service: Express Documents - Intl Security Value: GBP 0.00 Insurance Value: GBP 0.00 No. of Items: 1 Description: Docs Weight: 2.5 KGs Cubic (L x W x H) (cm): 0 x 0 x 0 = 0 KGs Custom Value: GBP 0.00 Hi Value: No Shipment Terms: Customer Ref. #1: 123456789 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: Yes Uplift Date: 01/05/2010 Docket #: 224 Flight #: TRUNK Carrier: TBA Receiver: Deltec International Ltd Ship Now: No <input type="checkbox"/> Retain shipment details for my next shipment.
---	---	--

- The connote can be printed from the popup window, but if one already exists on the shipment then another is not necessary
- If required, print from the browser
- If not required, close the window at the 'x'

Unit 2, St Catherines Industrial Estate, Whitehouse Lane, Bedminster,
Bristol BS3 4DJ
PHONE: 0117 966 6899 Fax: 0117 953 7804

1 ACCOUNT NUMBER bri123	LON 096490001064	CUSTOMER REFERENCE 123456789
S H I P P E R CUSTOMER BRISOL TESTING BRISTOL 9878986 UNITED KINGDOM TEST PHONE: 97979870979	C O N S I G N E E () TEST RECEIVER 58 HEDGEROW DRIVE CAPE TOWN 7570 TESTING PHONE: 9879879879	4 SERVICE TYPE EXPRESS DOCUMENTS IMPORTANT: ATTACH ORIGINAL FIVE COPIES OF COMMERCIAL INVOICES WITH PACKAGE FOR CUSTOMS PURPOSES FULL DESCRIPTION OF CONTENTS :- DOCS
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 VIENNA 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	SPECIAL INSTRUCTIONS :-
PROOF OF DELIVERY (POD) RECEIVER'S SIGNATURE DATE / /		5 SIZE & WEIGHT NO. OF PIECES 1 WEIGHT 2.5 KGS DIMENSION IN CM LXWXH X X VOLUMETRIC/CHARGED WEIGHT

- The 'new shipment' form will reappear with a notification that the previous shipment was saved and added to the 'Docket ID' (manifest)

The screenshot shows a web interface for shipping management. At the top, there is a breadcrumb trail: Home > Shipping. Below this, there are two buttons: 'New Shipment' (highlighted in green) and 'Shipment List'. A red notification message is displayed, stating: 'The contact profile named test (Ref: BristolCust) has been updated as per request. The contact profile named testing (Ref: DEF) has been updated as per request. Shipment details of reference # 096490001064 has been updated as requested. 096490001064 has been assigned to Docket ID : 224.' A red arrow points from the text 'Docket ID : 224' to the 'Docket ID' mentioned in the bullet point above. Below the notification, there is a form with two input fields. The first field is labeled 'Shipment #' and contains a yellowed-out value. To its right is a 'Retrieve' link. The second field is labeled 'Alt. Ref.' and is empty.

- Continue adding shipments, ensuring that the correct 'Docket ID' is selected for each one
- Once all shipments have been added the manifests need to be closed and submitted for transmission to Deltec London (see point on page)

3.3 Adding/manifesting shipments received on paper/pre-printed connotes

- Select the 'Shipping' from the menu, 'New Shipment' tab will open with a connote form
- Enter/scan the connote number ('0964' prefix) in the field 'Shipment #'

Home Shipping Tracking Customer Service

Shipping

Home Shipping

New Shipment Shipment List

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

Shipment #: [Retrieve](#) Alt. Ref.:

Sender Information **Bill To:** GB0006

Ref. Code: BristolOps - Deltec International

Name: Deltec International

Country: UNITED KINGDOM

Address: Unit2, St Catherine Industrial Estate
White Lane
Bedminster

City/Town: Bristol

State: Postcode: BS3 4DJ

Contact: Bristol Ops

Phone: 01179668899

Email: bristolops@deltec-international.com Alert

Save sender to address book AS REF

Receiver Information

Ref. Code: BristolOps - Deltec International

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: Domestic Next Day

Security Value: Pounds Sterling

Insurance Value: Pounds Sterling

No. of Items: 1

Description:

Weight: KGs

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

Custom Value: Pounds Sterling Hi Value

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

Uplift Date: Select a Date [Route](#)

Receiver: AIRCITY (CHINA) CO LTD: CN582

Docket #:

Flight #:

Carrier: TBA

- Ensure that the **correct service** has been selected and all details added

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 #: 096490001075 [Retrieve](#) Alt. Ref.:

Sender Information Bill To: bri123

Ref. Code: Select One

Name: Bristol test

Country: UNITED KINGDOM

Address: Bristol

City/Town: United Kingdom Other

State: Postcode: br879733

Contact: Bristol Customer

Phone: 98798987

Email: Alert

Save sender to address book AS REF BristolCust

Shipment Information

Service: Domestic Next Day

Security Value: 0.00 Pounds Sterling

Insurance Value: 0.00 Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 2 KGs

Cubic (L x W x H) (cm): 0 x 0 x 0 = 0 KGs

Custom Value: 0.00 Pounds Sterling Hi Value

Shipment Terms: DDU

Customer Ref. #1: testing

Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options: Assign To Manifest

Uplift Date: 01/05/2010 [Route](#)

Receiver: Deltec International Ltd: GB351

Docket #: 20100501_-152

Flight #: TRUNK

Carrier: TBA

Receiver Information

Ref. Code: Select One

Name: testing to london

Country: UNITED KINGDOM

Address: 44 Church road

City/Town: Richmond

State: Postcode: TW10 6ln

Contact: test

Phone 1: 97987987 Phone 2:

Email: Alert

Save receiver to address book AS REF richmond

- Select 'Assign to manifest', ensure the correct date is selected
- Select 'Route' – this will allow auto-route to a Deltec office or allow selection of a 3rd party
- If the shipment is international complete as per instructions under point 3.2

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 #: 096490001075 Retrieve Alt. Ref.:

Sender Information Bill To: bri123

Ref. Code: Select One

Name: Bristol test

Country: UNITED KINGDOM

Address: Bristol

City/Town: United Kingdom Other

State: Postcode: br879733

Contact: Bristol Customer

Phone: 98798987

Email: Alert

Save sender to address book AS REF BristolCust

Receiver Information

Ref. Code: Select One

Name: testing to london

Country: UNITED KINGDOM

Address: 44 Church road

City/Town: Richmond

State: Postcode: TW10 6ln

Contact: test

Phone 1: 97987987 Phone 2:

Email: Alert

Save receiver to address book AS REF richmond

Shipment Information Service: Domestic Next Day

Security Value: 0.00 Pounds Sterling

Insurance Value: 0.00 Pounds Sterling

No. of Items: 1

Description: Docs

Weight: 2 KGs

Cubic (L x W x H) (cm): 0 x 0 x 0 = 0 KGs

Custom Value: 0.00 Pounds Sterling Hi Value

Shipment Terms: DDU

Customer Ref. #1: testing

Use receiver's customer ref.

Customer Ref. #2:

Origin of Goods: UNITED KINGDOM

Reason for Export:

Delivery Notes:

Notes:

Shipment Options: Assign To Manifest

Uplift Date: 01/05/2010 Route

Receiver: Deltec International Ltd: GB351

Docket #: 20100501_-152

Flight #: TRUNK

Carrier: TBA

- Select 'Continue'

- Select 'Save'

Home Shipping Tracking Customer Service

Shipping

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 #: 096470001080 **Alt. Ref.:**

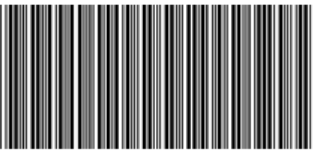
Sender Information		Bill To: Test	Shipment Information	
Ref. Code:	-		Service:	Domestic Next Day
Name:	Test		Security Value:	GBP 0.00
Address:	FIRSTLINEADDR SECONDLINEADDR THIRDLINEADDR		Insurance Value:	GBP 0.00
Place:	London		No. of Items:	1
State:	STATE	Postcode: POSTCODE	Description:	Docs
Country:	UNITED KINGDOM		Weight:	0.5 KGs
Contact:	FirstName LastName		Cubic (L x W x H) (cm):	0 x 0 x 0 = 0.00 KGs
Phone:	Phonenumber		Custom Value:	GBP 0.00 Hi Value: No
Email:	email@email.com	Alert: No	Shipment Terms:	
	Save sender contact's details AS REF TestUser		Customer Ref. #1:	0964bristol
			Customer Ref. #2:	Use receiver's customer ref.: No
Receiver Information			Origin of Goods:	UNITED KINGDOM
Ref. Code:	-		Reason for Export:	
Name:	TestReceiver		Delivery Notes:	
Address:	ReceiverAddr ReceiverAddr		Notes:	
Place:	London	Postcode: tw10	Shipment Options:	Assign to Manifest: Yes Uplift Date: 01/05/2010 Docket #: auto-generated Flight #: TRUNK Carrier: TBA Receiver: Deltec International Ltd Ship Now: No
State:	STATE			<input type="checkbox"/> Retain shipment details for my next shipment.
Country:	UNITED STATES			
Contact:	TESTRECEIVER	Phone 2:		
Phone 1:	454654654	Alert: No		
Email:	testemail@testemail.com			

[Edit](#) [Save](#)

- The connote can be printed from the popup window, but if one already exists on the shipment then another is not necessary
- If required, print from the browser
- If not required, close the window at the 'x'

The screenshot shows a web browser window titled "Connote Label - Windows Internet Explorer". The address bar shows the URL: <https://www.ffdx.net/v3/printdoc/docConnoteStyle1>. The browser displays a shipping label form with the following details:

Unit 2, St Catherines Industrial Estate, Whitehouse Lane, Bedminster, Bristol BS3 4DJ
PHONE: 0117 966 8899 Fax: 0117 953 7804

1 ACCOUNT NUMBER bri123	LON 096490001075	CUSTOMER REFERENCE TESTING
S H I P P E R BRISTOL TEST BRISTOL UNITED KINGDOM OTHER br879733 UNITED KINGDOM BRISTOL CUSTOMER PHONE: 98798987	2 TESTING TO LONDON 44 CHURCH ROAD RICHMOND TW10 6ln TEST PHONE: 97987987	4 SERVICE TYPE DOMESTIC OVERNIGHT
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	IMPORTANT: ATTACH ORIGINAL FIVE COPIES OF COMMERCIAL INVOICES WITH PACKAGE FOR CUSTOMS PURPOSES FULL DESCRIPTION OF CONTENTS :- DOCS SPECIAL INSTRUCTIONS :-
PROOF OF DELIVERY (POD) RECEIVER'S SIGNATURE DATE / /		5 SIZE & WEIGHT NO. OF PIECES 1 WEIGHT 2 KGS DIMENSION IN CM LXWXH X X VOLUMETRIC/CHARGED WEIGHT

The browser's status bar at the bottom shows "Done" and "Internet" with a zoom level of 100%.

- The 'new shipment' form will reappear with a notification that the previous shipment was saved and added to the 'Docket ID' (manifest)

The screenshot shows a web interface for shipping management. At the top, there is a breadcrumb trail: 'Home > Shipping'. Below this, there are two buttons: 'New Shipment' and 'Shipment List'. A red notification message is displayed, stating: 'The contact profile named Bristol Customer (Ref: BristolCust) has been updated as per request. The contact profile named test (Ref: richmond) has been updated as per request. Shipment details of reference # 096490001075 has been updated as requested. 096490001075 has been assigned to Docket ID : 20100501_-152.' A red arrow points from the text 'Docket ID : 20100501_-152' to the 'Docket ID' mentioned in the bullet point above. Below the notification, there is a form with two input fields. The first field is labeled 'Shipment #' and contains a yellow highlight. To its right is a 'Retrieve' button. The second field is labeled 'Alt. Ref.' and is empty.

- Continue adding shipments, ensuring that the correct 'Docket ID' is selected for each one
- Once all shipments have been added the manifests need to be closed and submitted for transmission to Deltec London (see point on page)
- Branches you have manifested to will be able prealerted via email and can view the inbound manifest data online

4. Shipment List/Closing Manifests

- Select '**Shipping**'



- Select '**Shipment list**' tab
- Select dates to/from of shipments

Home Shipping

New Shipment Shipment List

Search

Date type: Created Date Despatch Date







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




Destination:

Service Type: All

Status: Pending Manifested Finalised

- Select the shipments to be finalised

<input type="checkbox"/>	Run ID	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date	Collection
<input type="checkbox"/>		BristolOps	01-May-2010 00:23:00	11111111	DS	Deltec IT	London	UNITED KINGDOM		
<input checked="" type="checkbox"/>		bristolcust	01-May-2010 10:31:00	096490001064	ED	TEST RECEIVER	Cape Town	SOUTH AFRICA		
<input checked="" type="checkbox"/>		bristolcust	01-May-2010 10:33:00	096490001075	DN	testing to london	Richmond	UNITED KINGDOM		

 Pending  Manifested  Finalised

Options:

Connote Label (Style 1)
 Commercial Invoice
 Manifest Print
 Sticker Label
 Assign To Manifest
 Uplift Date:
 Docket #:
 Flight #:
 Carrier:
 Receiver:
 Delete Shipment
 Delete Manifest
 Ship Now
 Remarks:

Submit

- Select 'Ship now'
- Select 'Submit'
- The data has now been transmitted

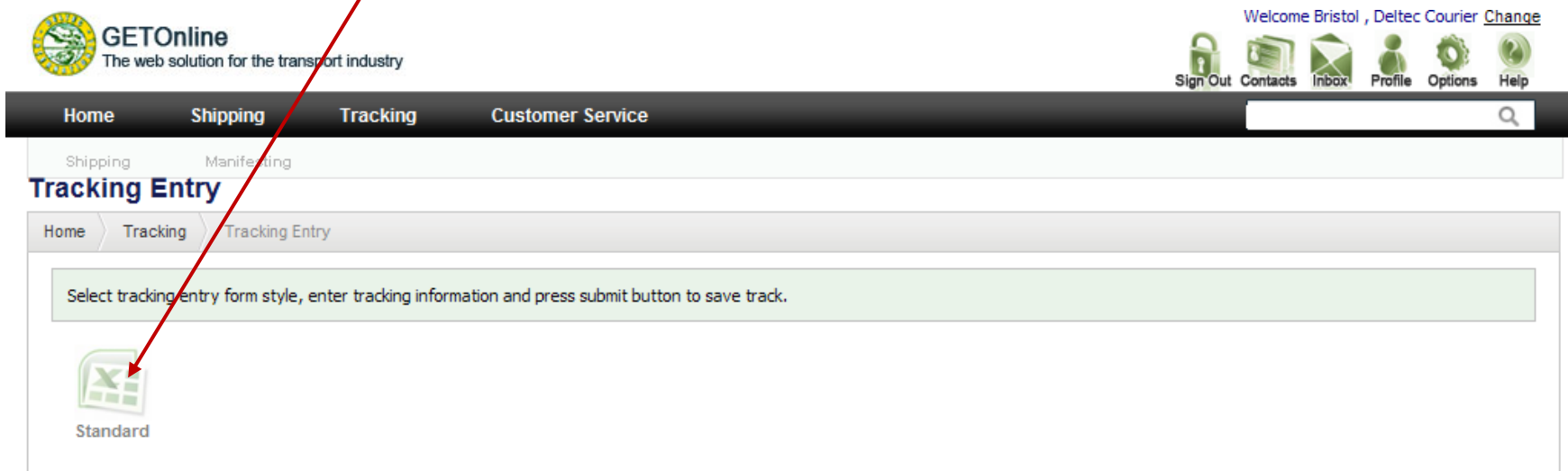
5. Tracking

1. Tracking Entry

- Select '**Tracking**'
- Select '**Tracking Entry**'



- Select the Excel sheet '**Standard**'



- 'Date' and 'Time' of track will be filled automatically
- Select 'Location' (YOUR BRANCH)
- Select 'Event' (this is the track type)

Tracking Entry

Home > Tracking > Tracking Entry

Date : 01/05/2010 (dd/mm/yyyy)

Time : 11:41 (HH:mm 24 hours format)

Location : Bristol (GB)

Event : Arrived Hub

Docket #:

Assign to : Auto GB351 - Deltec International Ltd
 Manual

Notes : Arrived hub

Connote : 09641111111111
09645555555555
0964559999999999

Entered by : Bristol

- Scan or type in the connote numbers (as per the example these are being scanned into the branch)
- Select 'Submit' to save

- You will receive a confirmation **'Process completed'**

Tracking Entry

Home > Tracking > Tracking Entry

Process completed.

Date : (dd/mm/yyyy)

Time : (HH:mm 24 hours format)

Location :

Event :

Run Info:

Assign to : Auto **GB351 - Deltec International Ltd**
 Manual

2. Adding a POD

- When selecting '**Event: Proof of Delivery**' /when adding a POD ensure that **YOU change/add the correct date/time** for the POD
- Add the POD signature/name in the '**Notes**' field

Tracking Entry

Home > Tracking > Tracking Entry

Date : (dd/mm/yyyy)

Time : (HH:mm 24 hours format)

Location :

Event :

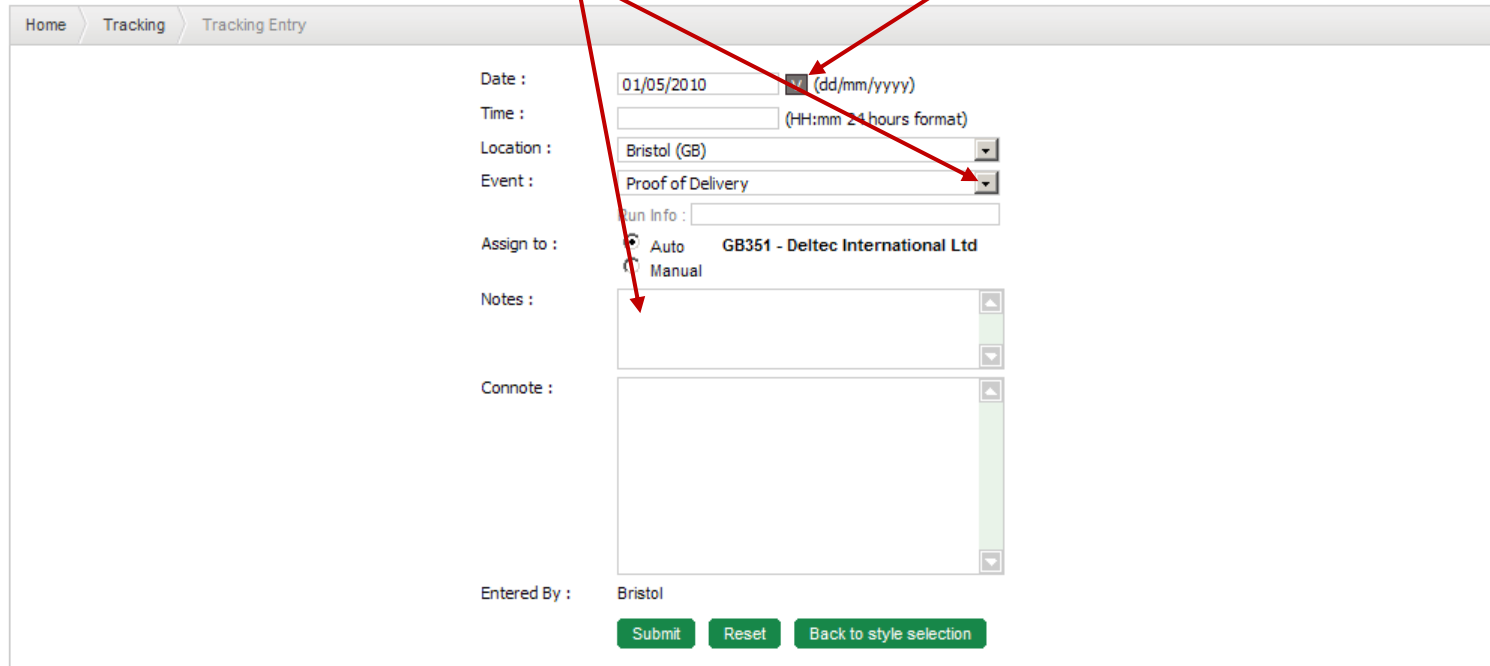
Run Info :

Assign to : Auto **GB351 - Deltec International Ltd**
 Manual

Notes :

Connote :

Entered By : Bristol

The screenshot shows a web form titled 'Tracking Entry'. It has a breadcrumb trail 'Home > Tracking > Tracking Entry'. The form contains several input fields: 'Date' with a date picker showing '01/05/2010' and a format '(dd/mm/yyyy)'; 'Time' with a time input field and format '(HH:mm 24 hours format)'; 'Location' with a dropdown menu showing 'Bristol (GB)'; 'Event' with a dropdown menu showing 'Proof of Delivery'; 'Run Info' with a text input field; 'Assign to' with radio buttons for 'Auto' (selected) and 'Manual', and the text 'GB351 - Deltec International Ltd'; 'Notes' with a text area; and 'Connote' with a text area. At the bottom, there is an 'Entered By' field with the value 'Bristol' and three buttons: 'Submit', 'Reset', and 'Back to style selection'. Three red arrows originate from the text above: one points to the date field, one points to the event dropdown, and one points to the notes text area.

3. Tracking Enquiry

- Select '**Tracking**'
- Select '**Tracking Enquiry**'

The screenshot shows a web interface for tracking enquiries. At the top is a dark navigation bar with links for 'Home', 'Shipping', 'Tracking', and 'Customer Service', and a search box on the right. Below this is a breadcrumb trail: 'Home > Tracking > Tracking Enquiry'. The main content area has a light green background with the text: 'Enter reference number to track. Both tracking number and/or alternate reference will be searched. To track multiple shipments, [click here](#).' To the right of this text is an input field and two buttons: 'Search Track' and 'Tracking Entry'. Red arrows point from the instructions to the 'Tracking' link in the navigation bar, the 'Tracking Enquiry' link in the breadcrumb, the input field, and the 'Search Track' button.

- Type/scan in the required connote number
- Select '**Search Track**'

- Tracking is displayed as below

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](#).



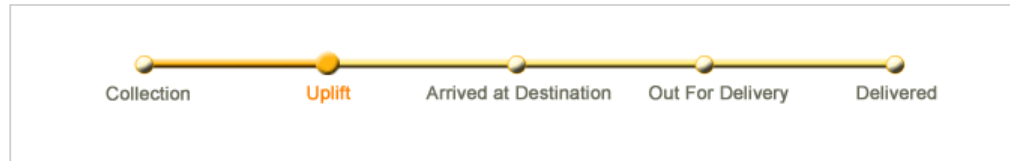
View [?] : [Agent View](#) | [Customer View](#)

Connote # : 096490001064

Shipped on : 01 May 10 00:00
: TBA

Destination : TBA

Status : In Transit to Destination



Select time zone:

Select time format: [12H](#) | [24H](#)

Date	Time	Location/Supplied via	Activity	Notes	Entered By	Received	Sent
01 May 10	19:19	UNITED KINGDOM	In Transit to Destination	Departed to London	BristolOps (web)	01 May 10 19:19	
01 May 10	11:30	London - UNITED KINGDOM	Weight Variation	Bristol: Weight Variation	Bristol	01 May 10 19:30	

Manifest Information :

Date	Docket No	Sender	Receiver	From	To	Flight	Carrier	Type	# of Cons	Received	Sent
01 May 10 00:00	224	Deltec Bristol	Deltec International Ltd		London	TRUNK	TBA	B	1	01 May 10 19:19	01 May 10 19:28

Sender Information

customer bristol
testing, bristol,9876966, UNITED KINGDOM
test
Sender Reference : 123456789

Receiver Information

TEST RECEIVER
58 Hedgerow Drive, Cape Town,7570, SOUTH AFRICA
testing
9879879879
testing@testing.com

Shipment Information

Type	: ED	Good Desc.	: Docs
No. of Items	: 1	Weight	: 2500g
Cubic Weight	: 0	Dead Weight	:
COD Amount	: 0	Alt. Ref.	:
Custom Value	: GBPO		
Location	: TBA , 01	Clearance Ref	:

6. Inbound Manifests/Shipments

- Select '**Shipping**'
- Select '**Manifesting**', select the dates to/from for the incoming manifests
- Shipments on the manifest can be viewed by using the '+'

Manifesting

Home > Manifesting

Enquiry NZ Customs File AU Customs File

Enter Date for MAWB listings.

From Date : 01/04/2010 (dd/mm/yyyy)

To Date : 01/05/2010 (dd/mm/yyyy)

Origin : All










Destination : GB0006 Deltec Bristol

Parcel Type : Document Non-Document

Status : Open Closed

Search Mawb

Document Non Document Open Manifest Closed Manifest

	Date	Docket No	Sender	Receiver	From	To	Flight	Carrier	# of Cons	Received	Sent	
<input type="checkbox"/>	20-Apr-10	docket1234	Deltec International Ltd	Deltec Bristol	London	United Kingdom Other	flight1	Aer Lingus	1	21-Apr 22:11		  
<input type="checkbox"/>	14-Apr-10	DOCKETNo	Deltec International Ltd	Deltec Bristol	London	United Kingdom Other	FLIGHT1	British Airways	1	15-Apr 20:50		  
<input type="checkbox"/>	30-Apr-10	Test123	Deltec International Ltd	Deltec Bristol	London	Bristol	Test	TBA	1	30-Apr 21:06		  

Close Docket Delete Export to Excel Print

- The list will be expanded to display the attached shipments, as below

Document Non Document Open Manifest Closed Manifest

	Date	Docket No	Sender	Receiver	From	To	Flight	Carrier	# of Cons	Received	Sent	
<input type="checkbox"/>	01-May-10	20100501 - 150	Deltec Bristol	Deltec International Ltd		London	TRUNK	TBA	1	01-May 13:47	01-May 13:48	
<input checked="" type="checkbox"/>	01-May-10	20100501 - 152	Deltec Bristol	Deltec International Ltd		London	TRUNK	TBA	2	01-May 19:19		
	Connote #	Sender	Receiver	Serv.	Goods Desc	Pcs	Weight	Location	Country	Customs Value	Alt / Senders Ref	
<input checked="" type="checkbox"/>	096470001080	Test FIRSTLINEADDR, SECONDLINEADDR, THIRDLINEADDR, London,POSTCODE, STATE,UNITED KINGDOM Contact : FirstName LastName	TestReceiver ReceiverAddr, ReceiverAddr, London,tw 10, STATE,UNITED STATES Contact : TESTRECEIVER Ph : 454654654 Email : testemail@testemail.com	DN	Docs	1	500	TBA	01	GBP0.00	0964bristol	
<input checked="" type="checkbox"/>	096490001075	Bristol test Bristol, United Kingdom Other,br879733, UNITED KINGDOM Contact : Bristol Customer	testing to london 44 Church road, Richmond,TW10 6ln, UNITED KINGDOM Contact : test Ph : 97987987	DN	Docs	1	2000	TBA	01	GBP0.00	testing	
<input checked="" type="checkbox"/>	01-May-10		Deltec Bristol	Deltec International Ltd		London	TRUNK	TBA	1	01-May 19:19		
	Connote #	Sender	Receiver	Serv.	Goods Desc	Pcs	Weight	Location	Country	Customs Value	Alt / Senders Ref	
<input checked="" type="checkbox"/>	096490001064	customer bristol testing, bristol,9876966, UNITED KINGDOM Contact : test	TEST RECEIVER 58 Hedgerow Drive, Cape Town,7570, SOUTH AFRICA Contact : testing Ph : 9879879879 Email : testing@testing.com	ED	Docs	1	2500	TBA	01	GBP0.00	123456789	

Close Docket Delete Export to Excel Print

- Select manifest/s for to be printed
- Select 'print'

7. Shipment List

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
- 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, Stickers, 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 in the branch

1. Shipment List view options

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

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', with 'Shipment List' being the active tab. The main content area is a search form with the following fields and options:

- Date type:** Radio buttons for 'Created Date' (selected) and 'Despatch Date'.
- From:** A text input field followed by a date selector dropdown set to '(dd/mm/yyyy)'.
- To:** A text input field followed by a date selector dropdown set to '(dd/mm/yyyy)'.
- Destination:** A dropdown menu.
- Service Type:** A dropdown menu currently set to 'All'.
- Status:** Three checkboxes: 'Pending' (checked), 'Manifested' (checked), and 'Finalised' (checked).
- A 'Search' button is located below the status checkboxes.

At the bottom left of the form, there is a checkbox labeled 'View my shipment(s) only' which is also checked. Three red arrows originate from the text above and point to the 'Pending', 'Manifested', and 'Finalised' checkboxes respectively.

2. 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.**

8. Printing Consignmnet Notes/Labels

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. Printing Sticky Labels


- Will print to a label printer if installed and selected
- A pop window will open up with the connote label for printing after a shipment has been saved
- **Print from your browser window and attach to the parcel**
- See 10.2 for an example

3. Setting printing options

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



- Select 'Edit my Shipment Settings'

 <p>Change my profile photo</p>		<h3>Preferences</h3> <h4><u>Shipment Settings</u></h4> <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</p> <h4><u>Collection Settings</u></h4> <p>Default Collection Ready Time: 09:00AM Default Collection Place Closing Time: 05:30PM Location of Collection: Reception Special Instructions: Special Inst.</p> <h4><u>Address Book Setting</u></h4> <p>Address Book Sorting Order: By Contact References ID</p> <p>Edit My Shipment Setting</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 Mobile: Fax: Email: darwish.fawaz@deltec-international.com Department Code: IT Login ID: TestDebtor Login Password: *****</p> <p>Edit My Profile Back</p>	<p>Address Book Sorting Order: By Contact References ID</p> <p>Edit My Shipment Setting</p>		

- Select the required printout options

9. Creating a Commercial Invoice

- Select 'Shipment List'

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"/> Pounds Sterling
Country: <input type="text" value="Select One"/>		Insurance Value: <input type="text"/> Pounds Sterling
Address: <input type="text"/>		No. of Items: <input type="text"/>
<input type="text"/>		Description: <input type="text"/>
City/Town: <input type="text"/>		Weight: <input type="text"/> KGs
State: <input type="text"/> Postcode: <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
Contact: <input type="text"/>		Custom Value: <input type="text"/> Pounds Sterling
Phone: <input type="text"/>		Shipment Terms: <input type="text" value="Select One"/>
Email: <input type="text"/> <input type="checkbox"/> Alert		Customer Ref. #1: <input type="text"/>
<input type="checkbox"/> Save sender to address book AS REF <input type="text"/>		<input type="checkbox"/> Use receiver's customer ref.
		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"/>
City/Town: <input type="text"/>		<input type="text"/>
State: <input type="text"/> Postcode: <input type="text"/>		Shipment Options: <input type="checkbox"/> Assign To Manifest
Contact: <input type="text"/>		Despatch Date: <input type="text" value="22/04/2010"/>
Phone 1: <input type="text"/> Phone 2: <input type="text"/>		Run ID: <input type="text" value="1"/>
Email: <input type="text"/> <input type="checkbox"/> Alert		<input type="checkbox"/> Book A Pick-up (Change Collection details)
<input type="checkbox"/> Save receiver to address book AS REF <input type="text"/>		<input type="checkbox"/> Ship After Saving Record

- 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"/>	P 1	TestUser	23-Apr-2010 16:04:00	096470001088	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	P 2	TestUser	23-Apr-2010 16:14:00	096470001089	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	F 3	TestUser	23-Apr-2010 12:52:00	096470001078	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	F 4	TestUser	23-Apr-2010 14:15:00	096470001079	ED	TestReceiver	TOWN	UNITED STATES	
<input type="checkbox"/>	F 5	TestUser	23-Apr-2010 14:17:00	096470001080	ED	TestReceiver	TOWN	UNITED STATES	
<input 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

- 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
- Delete Shipment
- Delete Manifest
- Ship Now
- Schedule Booking

Despatch Date:

Run ID:

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:

Ready Time: :

Closing Time: :

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

Pickup Location: (Others please specify)

What vehicle does your shipment require?:

Special Instructions:


- A popup window will appear
- Print from your browser

GETOnline - Commercial Invoice

Home RSS Mail Print Page Safety Tools ?

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





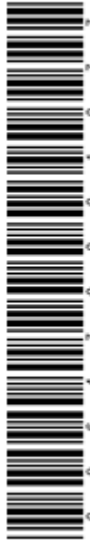

No. of Pieces : 1

Total Weight : 0.5 KGs

Dimensions (L xWxH) : 0x0x0

10.2 Example of Sticker Label version of Connote

Sticker Label: Prints a sticker label if there is label printer

		TEL: 020 8569 6767 FAX: 020 8572 9926		 0 9 6 4 7 0 0 0 1 0 7 7		
		Shipper Deltec Test Debtor Lawrence Road Hounslow	ORIGIN LON			Date 22 Apr 2010
		Consignee Deltec Test Debtor Lawrence Road Hounslow Attn: Darwish Fawaz Tel: 02085696767		 0 9 6 4 7 0 0 0 1 0 7 7		
Description: 1		Destination: TBA1		Deltec Test Debtor Lawrence Road Hounslow Attn: Darwish Fawaz Tel: 02085696767		Date: 22 Apr 2010 Svc: Express Documents Wt: 1Kg Pcs: 1 Acct: Si/Ref: A/Ref:
Svc: ED	Val: 0.0000	Pcs: 1		Deltec Test Debtor Lawrence Road Hounslow Attn: Darwish Fawaz Tel: 02085696767		Date: 22 Apr 2010 Svc: Express Documents Wt: 1Kg Pcs: 1 Acct: Si/Ref: A/Ref:
Wt: 1 Kg	Dim Wt:				Deltec Test Debtor Lawrence Road Hounslow Attn: Darwish Fawaz Tel: 02085696767	Date: 22 Apr 2010 Svc: Express Documents Wt: 1Kg Pcs: 1 Acct: Si/Ref: A/Ref:
Special Instr:						 0 9 6 4 7 0 0 0 1 0 7 7

Frontier Force Technology www.frontierforce.com

10.3 Example of Commercial Invoice

Commercial Invoice: Prints a commercial Invoice

Commercial Invoice

Date : 22/04/2010



096470001077

SHIPPER

Company Name : Deltec Test Debtor
Address : Lawrence Road
Hounslow
Town/Area Code : London/TW46DR
State/Country : Middx/UNITED KINGDOM
Contact Name : Darwish Fawaz
Phone/Fax No : 02085696767

CONSIGNEE

Company Name : Deltec Test Debtor
Address : Lawrence Road
Hounslow
Town/Area Code : London/TW46DR
State/Country : Middx/UNITED KINGDOM
Contact Name : Darwish Fawaz
Phone/Fax No : 02085696767

Consignment Note No.: 096470001077
No. of Pieces : 1
Total Weight : 1 KGs
Dimensions (LxWxH) : 0x0x0
Shipment Terms :

DESCRIPTION	CURRENCY CODE	CUSTOMS VALUE
1	GBP	0.00

Total invoice Value GBP 0.00

Reason For Export

11. NOTES

Volumetrics

In the case of multi parcel shipments, the customer must provide the total weight/Cubic Weight of all parcels together. This option will be enhanced later to allow customers to add weight & dimensions for each individual parcel. In the case of multi parcel shipments, the customer must provide the total weight/Cubic Weight of all parcels together.

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 sticky label and commercial invoice by default please set these within the user profile.