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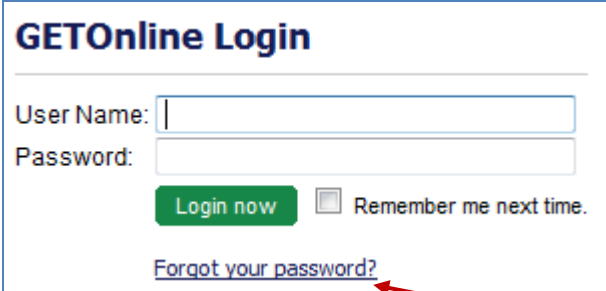
Inbound shipments to your branch need to be scanned in to the office and onto a driver's sheet

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

Content: Page:

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 **IS** case sensitive

GETOnline Login

User Name: |
Password:

Login now   ☐ 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)

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:

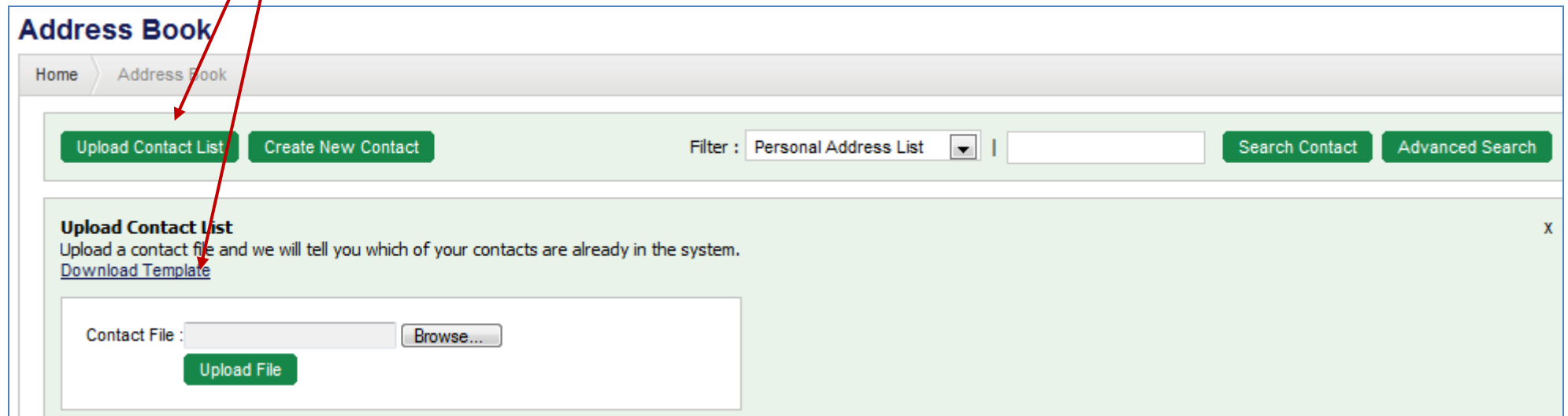|				
Contact Code:		**Account Code:**	TestDebtor	
Company/Name:		Contact Type:	GLOBAL ▼	
Active:	☑	Department:		
Salutation:		**Type:**	☐ Shipper	☑ Receiver
First Name:				
Last Name:				
Address:				
City/Place:	Select One ▼			
State/Province:				
Postcode:				
Country:	Select One ▼			
Residential Address:	☐			
Phone:				
Mobile:				
Fax:				
Email:				

Save   Cancel

- Select **Contact Type**

- Select **Address Type**

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

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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

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

- 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

- 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

3. <u>Shipping</u>

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 #**'

- 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

- 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**'

Message from webpage

The shipment 096490001075 has already exist in the system. Do you want to proceed to insert this shipment?

OK   Cancel

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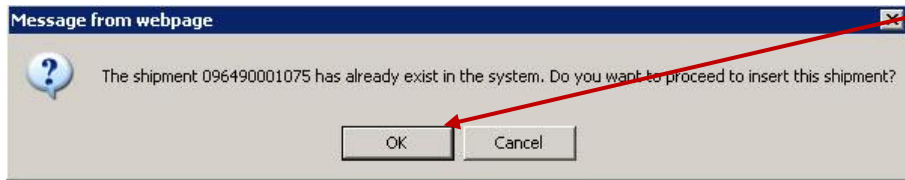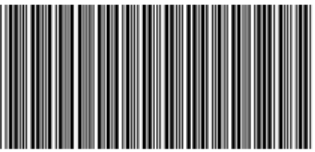**Address:**   ReceiverAddr   Shipment Options: Assign to Manifest: Yes
                  ReceiverAddr   Uplift Date: 01/05/2010
Place: London   Docket #: auto-generated
State: STATE   **Postcode:**   tw10   Flight #: TRUNK
Country: UNITED STATES   Carrier: TBA
Contact: TESTRECEIVER   Receiver: Deltec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

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

- 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 #**'

- 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

- 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

- 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   **Shipment Information**
                                Bill To: br123   **Service:** Express Documents - Intl
Ref. Code: Select One
Name: Bristol test   **Security Value:** 0.00   Pounds Sterling
Country: UNITED KINGDOM   **Insurance Value:** 0.00   Pounds Sterling
Address: Bristol
                                                          No. of Items: 1
                                                          Description: Docs
City/Town: United Kingdom Other   **Weight:** 2.5   KGs
State: **Postcode:** br879733   **Cubic (L x W x H) (cm):** 0 x 0 x 0 = 0   KGs
Contact: Bristol Customer   **Custom Value:** 0.00   Pounds Sterling   Hi Value
Phone: 98798987   **Shipment Terms:** DDU
Email: Alert   **Customer Ref. #1:** 123456789
☑ Save sender to address book AS REF BristolCust   ☐ Use receiver's customer ref.

                                                          Customer Ref. #2:
Receiver Information   **Origin of Goods:** UNITED KINGDOM
Ref. Code: Select One   **Reason for Export:**
Name: TEST RECEIVER
Country: SOUTH AFRICA   **Delivery Notes:**
Address: 58 Hedgerow Drive
                                                          Notes:
City/Town: Cape Town
State: **Postcode:** 7570   **Shipment Options:** ☑ Assign To Manifest
Contact: testing   **Uplift Date:** 01/05/2010   Route
Phone 1: 9879879879   Phone 2:   **Receiver:** Deltec International Ltd: GB351
Email: testing@testing.com   Alert   **Docket #:** 224
☑ Save receiver to address book AS REF DEF   **Flight #:** TRUNK
                                                             Carrier: TBA

                                                                    Reset   Continue

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

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

Message from webpage

The shipment 096490001064 has already exist in the system. Do you want to proceed to insert this shipment?

OK   Cancel
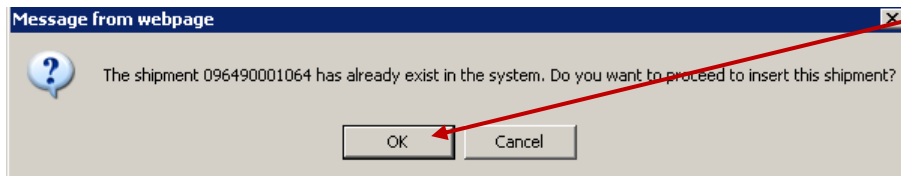
- Select '**Save**'

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   **Bill To:**   **bri123**   **Shipment Information**
Ref. Code: -   **Service:**   Express Documents - Intl
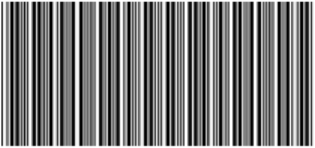**Name:**   Bristol test   Security Value: GBP 0.00
Address: Bristol   Insurance Value: GBP 0.00
Place: United Kingdom Other   **No. of Items:**   1
State: **Postcode:**   br879733   **Description:**   Docs
Country: UNITED KINGDOM   **Weight:**   2.5 KGs
Contact: Bristol Customer   Cubic (L x W x H) (cm):   0 x 0 x 0 = 0 KGs
Phone: 98798987   Custom Value: GBP 0.00   Hi Value: No
Email: Alert: No   Shipment Terms:
            Save sender contact's details AS REF BristolCust   Customer Ref. #1:   123456789
                                            Use receiver's customer ref.: No
Receiver Information   Customer Ref. #2:
Ref. Code: -   Origin of Goods: UNITED KINGDOM
Name: TEST RECEIVER   Reason for Export:
Address: 58 Hedgerow Drive   Delivery Notes:
Place: Cape Town   Notes:
State: **Postcode:**   7570   Shipment Options: Assign to Manifest: Yes
Country: SOUTH AFRICA   Uplift Date: 01/05/2010
Contact: testing   Docket #: 224
Phone 1:   9879879879   Phone 2:   Flight #: TRUNK
Email: testing@testing.com   Alert: No   Carrier: TBA
            Save sender contact's details AS REF DEF   Receiver: Deltec International Ltd
                                            Ship Now: No

☐ Retain shipment details for my next shipment.

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

Home   Shipping

New Shipment   Shipment List

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.

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

- 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 #**'

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

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
- If the shipment is international complete as per instructions under point 3.2

- Select '**Continue**'

- 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.

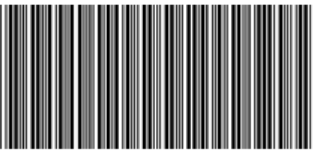**Shipment #:** 0964700 1080

Alt. Ref.:

Sender Information   **Bill To:**   **Test**
Ref. Code: -
Name: Test
Address: FIRSTLINEADDR
SECONDLINEADDR
THIRDLINEADDR
Place: London
State: STATE   **Postcode:** POSTCODE
Country: UNITED KINGDOM
Contact: FirstName LastName
Phone: Phonenumber
Email: email@email.com   Alert: No
Save sender contact's details AS REF TestUser

Receiver Information
Ref. Code: -
Name: TestReceiver
Address: ReceiverAddr
ReceiverAddr
Place: London
State: STATE   **Postcode:** tw10
Country: UNITED STATES
Contact: TESTRECEIVER
Phone 1:   454654654   Phone 2:
Email: testemail@testemail.com   Alert: No

Shipment Information
Service: Domestic Next Day
   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 = 0.00 KGs
Custom Value: GBP 0.00   Hi Value: No
Shipment Terms:
Customer Ref. #1:   0964bristol
   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 #: auto-generated
   Flight #: TRUNK
   Carrier: TBA
   Receiver: Deltec International Ltd
Ship Now: No

☐ Retain shipment details for my next shipment.

[Edit] [Save]

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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'

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

- 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

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- Select the shipments to be finalised

		Run ID.	Created By	Created Date	Shipment #	Serv.	Recipient	Location	Country	Print Date	Collection
☐											
☐	P		BristolOps	01-May-2010 00:23:00	11111111	DS	Deltec IT	London	UNITED KINGDOM		❌
☑	M	224 01-May-10	bristolcust	01-May-2010 10:31:00	096490001064	ED	TEST RECEIVER	Cape Town	SOUTH AFRICA		✅
☑	M	-152 01-May-10	bristolcust	01-May-2010 10:33:00	096490001075	DN	testing to london	Richmond	UNITED KINGDOM		❌

P Pending   M Manifested   F Finalised

Options:
- ☐ Connote Label (Style 1)
- ☐ Commercial Invoice
- ☐ Manifest Print
- ☐ Sticker Label
- ☐ Assign To Manifest
  - Uplift Date: Select a Date ▾
  - Docket #: _____
  - Flight #: _____
  - Carrier: Aer Lingus ▾
  - Receiver: AIRCITY (CHINA) CO LTD: CN582 ▾
- ☐ 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**'
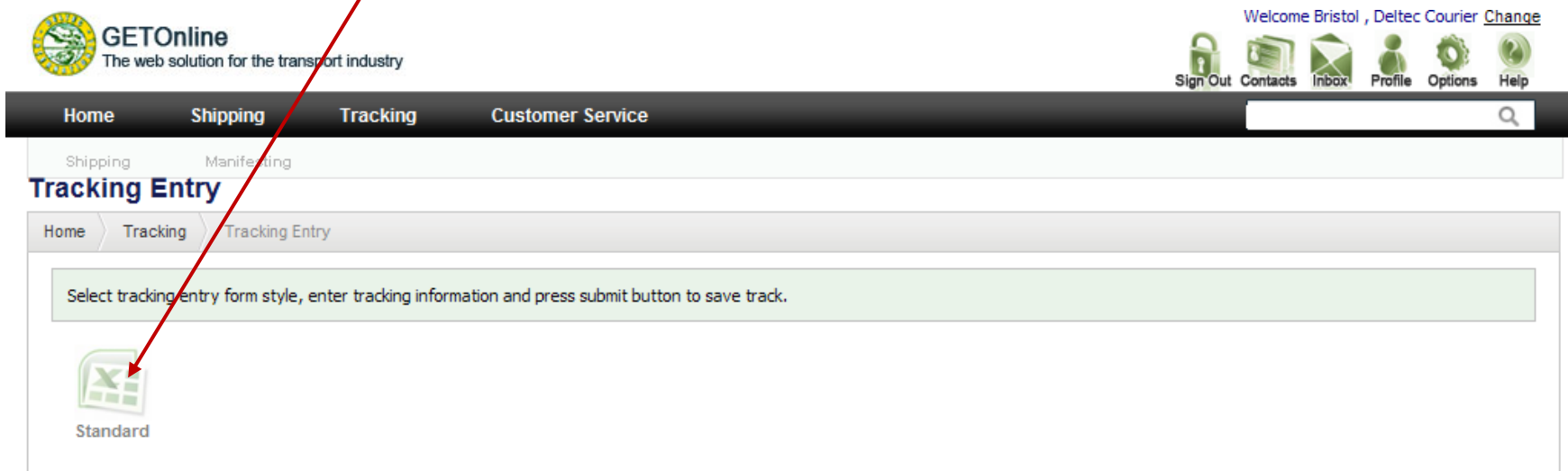
- '**Date**' and '**Time**' of track will be filled automatically
- Select '**Location**' (YOUR BRANCH)
- Select '**Event**' (this is the track type)

Tracking Entry

Home > Tracking > Tracking Entry

Date :	01/05/2010 V (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 096455555555 0964555999999999
Entered By :	Bristol

[Submit] [Reset] [Back to style selection]

- 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 : [ ] V (dd/mm/yyyy)

Time : [ ] (HH:mm 24 hours format)

Location : Bristol (GB)

Event : Amendment

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 :   01/05/2010   ∨ (dd/mm/yyyy)

Time :   (HH:mm 24 hours format)

Location :   Bristol (GB)   ∨

Event :   Proof of Delivery   ∨
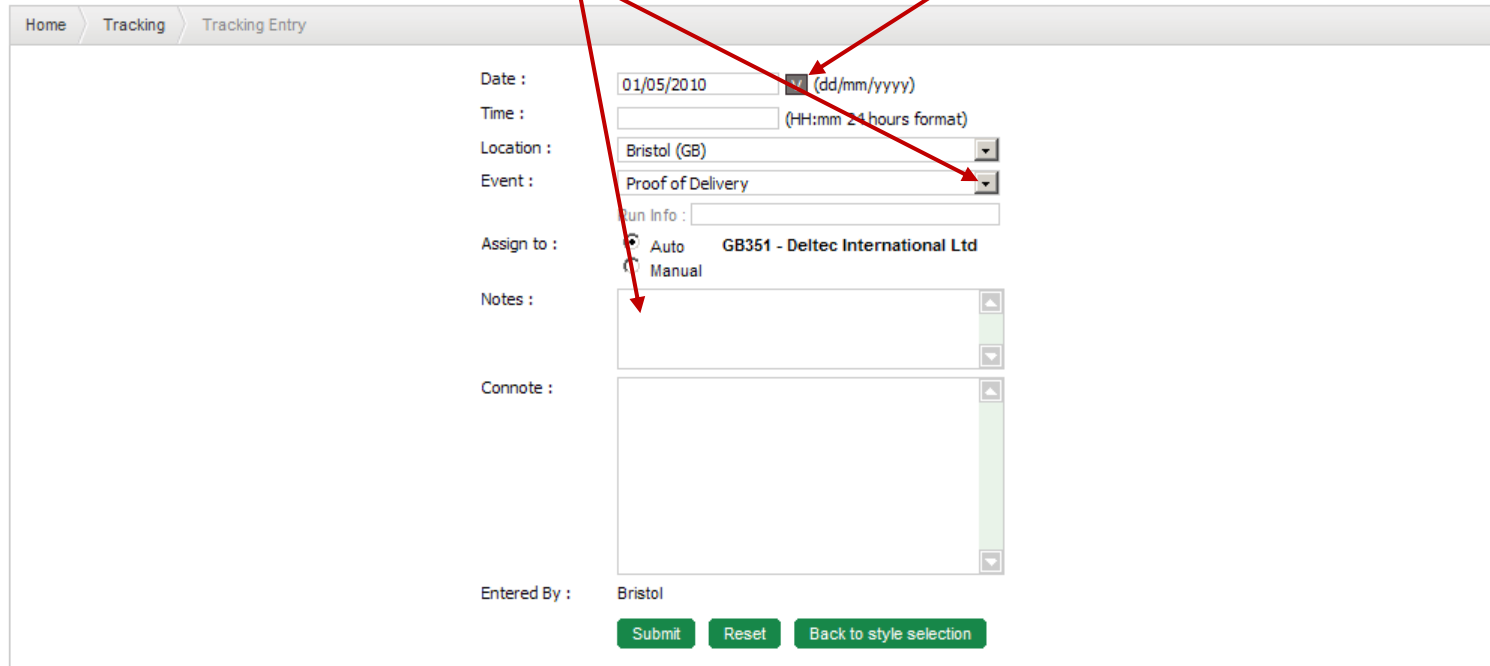
Run Info :

Assign to :   ⦿ Auto   GB351 - Deltec International Ltd
              ○ Manual

Notes :

Connote :

Entered By :   Bristol

[Submit] [Reset] [Back to style selection]

3. Tracking Enquiry

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

- 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.
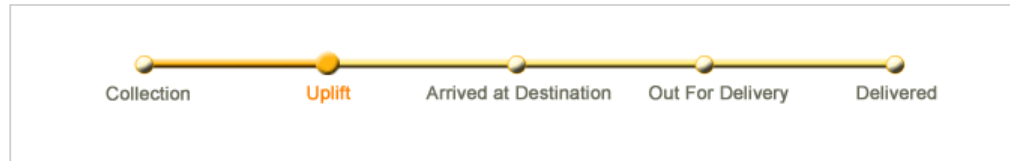To track multiple shipments, click here.

096490001064   [Search Track] [Tracking Entry]

View ?   : Agent View | Customer View

Connote # : 096490001064

Shipped on : 01 May 10 00:00
TBA

Destination : TBA

Status : In Transit to Destination

Collection — Uplift — Arrived at Destination — Out For Delivery — Delivered

Select time zone: Select ▼   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 brisol
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	:	GBP0			
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 '**+**'

Created by IT Support @ Deltec Courier International, April 2010, Get_Online_AgentsV4.doc

- 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	
☐	01-May-10	20100501 - 150	Deltec Bristol	Deltec International Ltd		London	TRUNK	TBA	1	01-May 13:47	01-May 13:48	
☑	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
☑	096470001080	Test FIRSTLINEADDR, SECONDLINEADDR, THIRDLINEADDR, London,POSTCODE, STATE,UNITED KINGDOM Contact : FirstName LastName	TestReceiver ReceiverAddr, ReceiverAddr, London,tw10, STATE,UNITED STATES Contact : TESTRECEIVER Ph : 454654654 Email : testemail@testemail.com	DN	Docs	1	500	TBA	01	GBP0.00	0964bristol
☑	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

	Date	Docket No	Sender	Receiver	From	To	Flight	Carrier	# of Cons	Received	Sent	
☑	01-May-10	224	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
☑	096490001064	customer brisol 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**'

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 <u>after a shipment has been saved</u>
   - **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 <u>shipment has been saved</u>
   - **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**'

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

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

- Select the required printout options

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9. Creating a Commercial Invoice

- Select '**Shipment List**'

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

- Select '**Commercial Invoice**' from the '**options**'

- Select '**Submit**'

☑	�F	6	TestUser	23-Apr-2010 14:37:00	096470001081	ED	TestReceiver	TOWN	UNITED STATES	
☐	�F	7	TestUser	23-Apr-2010 14:45:00	096470001082	ED	TestReceiver	TOWN	UNITED STATES	
☐	�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: 26/04/2010 ▼

Run ID: 2 ▼

☐ 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)

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

GETOnline - Commercial Invoice

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 (LxWxH) : 0x0x0
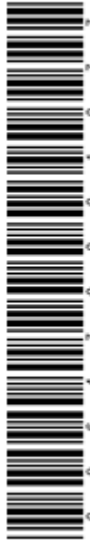
10. Appendix

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

1 ACCOUNT NUMBER **TestDebtor**	**LON** 096470001077

SHIPPER
DELTEC TEST DEBTOR
LAWRENCE ROAD
HOUNSLOW
LONDON TW46DR
UNITED KINGDOM

DARWISH FAWAZ
PHONE: 02085696767

2 CONSIGNEE ()
DELTEC TEST DEBTOR
LAWRENCE ROAD
HOUNSLOW
LONDON TW46DR

DARWISH FAWAZ
PHONE: 02085696767

CUSTOMER REFERENCE

4 SERVICE TYPE

EXPRESS DOCUMENTS

IMPORTANT:
ATTACH ORIGINAL FIVE COPIES OF
COMMERCIAL INVOICES WITH PACKAGE
FORCUSTOMS PURPOSES

FULL DESCRIPTION OF CONTENTS :-
1

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

SPECIAL INSTRUCTIONS :-

PROOF OF DELIVERY (POD)

RECEIVER'S SIGNATURE

DATE   /   /

PRINT NAME
(CAPITAL LETTERS VERY IMPORTANT)   TIME   AM/PM

096470001077

5 SIZE & WEIGHT

NO.OF PIECES	1
WEIGHT	1 KGS
DIMENSION IN CM	LXWXH
	X X
VOLUMETRIC/CHARGED WEIGHT	
0.00	KGS

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10.2 Example of Sticker Label version of Connote

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

10.3   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	Address :	Lawrence Road
	Hounslow		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 :

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.