



How to use our web portal

This document will help guide you through our new web portal. If you require any further assistance, please do not hesitate to contact your Sales Account Manager.

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Booking Request

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

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

Enter Destination Country

Complete Delivery address

Pickup Address

Consignor

Wycombe

Address Line 1

York Way Cressex Business Park

Address Line 2

Address Line 3

Town

High Wycombe

Country

GB UNITED KINGDOM

Postcode

HP12 3PY

Contact

Telephone

01494 464499

Delivery Address

ADDRESS BOOK

Consignee

London

Address Line 1

Unit 734

Address Line 2

Tudor Estate

Address Line 3

Abbey Rd

Town

London

Postcode

NW10 7UN

Contact

Delivery Contact Name

Telephone

02089630400

Consignee Email

london@deadline.co.uk

Pieces and Weight

Number of pieces

Number of pieces

Total Weight (all pieces)

Weight of all pieces

CLICK TO HIDE DIMENSIONS

Pieces	Weight	Length (cm)	Width (cm)	Height (cm)	Volume on Row
Volume Dimensions					

Domestic Details

Domestic Service

Overnight: Next Day

Collection Details

Collection Point

Collection Point

Ready Now

Date / Time

Date

Time

Collection Vehicle

Collection

Wait and Return

Sameday: Small Van

Overnight: Next Day

Overnight: Next Day 09:00

Overnight: Next Day 10:00

Overnight: Next Day 12:00

Overnight: Saturday 09:00

Overnight: Saturday 12:00

Sameday: Bike

Sameday: Luton

Sameday: Luton Curtain Sider

Sameday: Small Van

Sameday: Transit Fridge

Sameday: Transit LWB

Sameday: Transit SWB

Commodity

Goods Description

Description of the goods

Goods Value

Value of the goods

Fragile

Security Option

Non-Convey Option

Remote Collection

Insurance

ADD COMMODITY DETAIL

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International Details

Service

Product

Terms of Export

Reason for Export

Collection Details

Collection Point

Ready Now

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

Collection Vehicle

Wait and Return

Select the required service Express / Economy / Next Day

Terms of export duty payment DDP / DAP?

Reason for export: Exhibition goods / Personal Effects etc.

Commodity

Goods Description

Goods Value

Insurance

 Value

Description of what you are sending

Value of what you are sending

Is insurance required? If ticked as required enter insurance value

Purchase order Customer reference for tracking / invoicing

Ref 2 Customer reference for invoicing

Invoice note Customer reference for invoicing

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

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



View Booking Requests

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



Search Jobs Archive

Menu > Search Quotation :: New Booking

Consignment Number

Advanced Search

Shipped From	<input type="text" value="Tues 19, May 2015"/>
Shipped To	<input type="text" value="Tues 19, May 2015"/>
Consignee	<input type="text"/>
Postcode	<input type="text"/>
Purchase Order	<input type="text"/>
Invoice	<input type="text"/>
Country	<input type="text"/>

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

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



Calculate a Quote

Menu > Online Quotation

Country	<input type="text" value="FRANCE*"/>
Product	<input type="text" value="Express"/>
Service	<input type="text" value="PARIS 75"/>
Commodity Description	<input type="text" value="Documents"/>
Consignee Postcode	<input type="text" value="75008"/>
Total Weight	<input type="text" value="0.5"/>
Total Pieces	<input type="text" value="1"/>

[Click here to enter detailed dimensions](#)

Online quoting facility.

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

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Generate a
work report

Menu > Online Reports

Date Range	
Select the date range in which the consignments were collected.	
From:	Tues 19, May 2015
To:	Tues 19, May 2015

Column Options				
Select the information you wish to see on your report. Note that on the PDF format too many columns will result in very small text as the system tries to fit everything you require on the page, in this case the XLS format is preferable.				
<input type="checkbox"/> POD	<input type="checkbox"/> Time	<input type="checkbox"/> Destination	<input type="checkbox"/> SP Instructions	<input type="checkbox"/> Quote
<input type="checkbox"/> Wgt	<input type="checkbox"/> Booked By	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Ref 2	<input type="checkbox"/> Ref 3
<input type="checkbox"/> Ref 4	<input type="checkbox"/> Inv Note	<input type="checkbox"/> Collect PC	<input type="checkbox"/> Country	<input type="checkbox"/> Shipper
<input type="checkbox"/> Delivery	<input type="checkbox"/> Shipper Ref	<input type="checkbox"/> Signature	<input type="checkbox"/> Service	<input type="checkbox"/> Description
<input type="checkbox"/> Manifest	<input type="checkbox"/> Consignee	<input type="checkbox"/> Address	<input type="checkbox"/> Pcs	<input type="checkbox"/> Product
<input type="checkbox"/> Value	<input type="checkbox"/> Collection			

Output Format	
Select the file format:	PDF <input type="checkbox"/> Save straight to file
Report Title:	Work Report

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



Download a
Driver Runsheet

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



View
Invoices

View all invoices against your account.



View
Creditnotes

View all Credit Notes against your account.