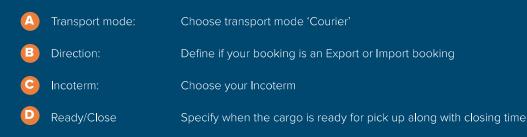
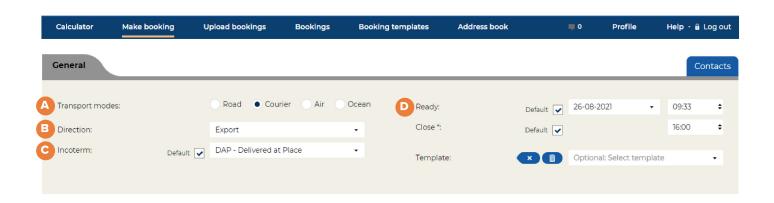
Make booking Courier

Click on 'Make Booking' in the top navigation and fill out the booking page.





Different address:

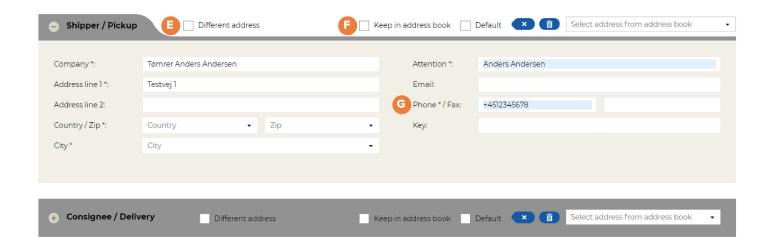
If pickup/delivery address is different from shipper/consignee, the field 'Different address' must be ticked and a new address box will appear

Keep in address book:

If the address should be saved for later use, the field 'Keep in address book' must be ticked, but not before the address has been filled out completely

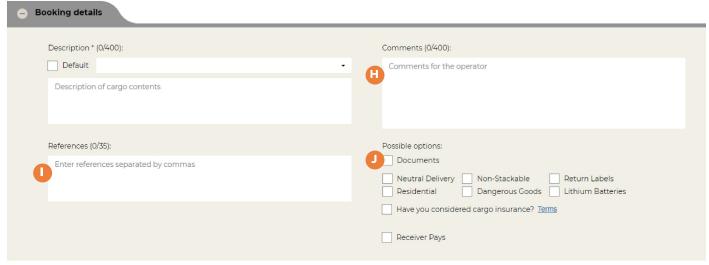
Phone/Fax:

Phone number must be written with a valid country code and without any spaces as in example



Make booking Courier

- Comments: Fill out a description of the goods
- References: Fill out the reference you wish to be added on your freight invoice
- Possible options: Make sure that relevant fields are ticked



NB: Fields available are customized on client level, why some users may have less/more options than shown in above example

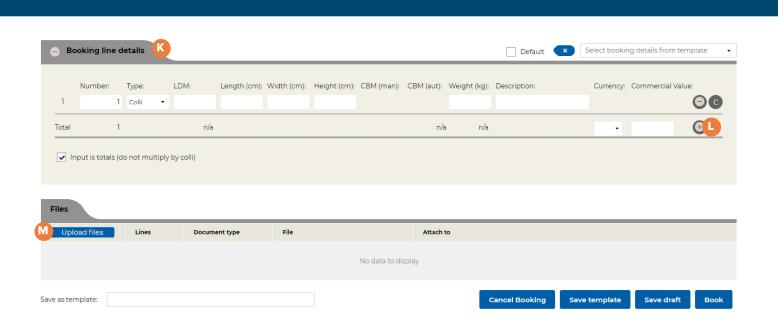
K Booking line details: Fill out cargo details in the item line

Add item: If necessary, use the 'plus' to add item lines. If the shipment is for a country outside of EU,

currency and commercial value must be stated

M Files: Upload any relevant documents.E.g. MSDS for dangerous goods shipments or an invoice for customs if

the shipment is for outside of EU



Make booking Courier

Booking options:

Document type:

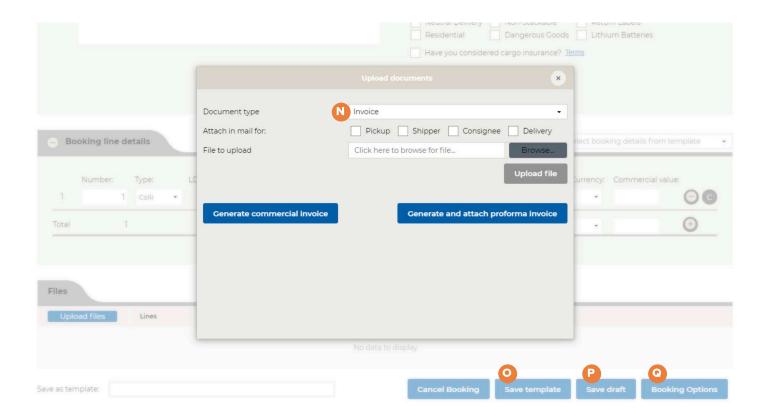
E.g. MSDS for dangerous goods shipments or an invoice for customs if the shipment is for outside of EU

Save template:

Choose 'Save template' if you need the same details for future bookings

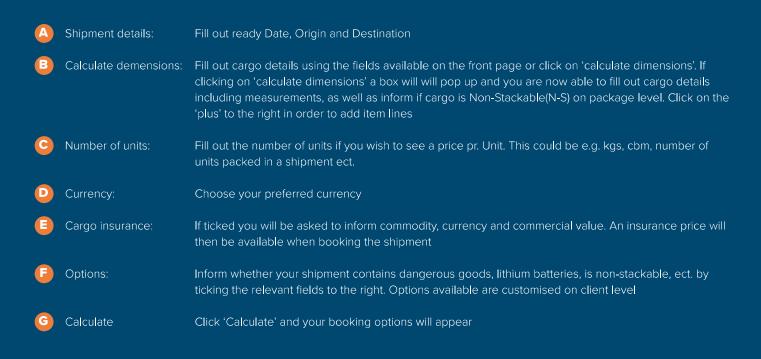
Choose 'Save draft' if you wish to finish the booking later

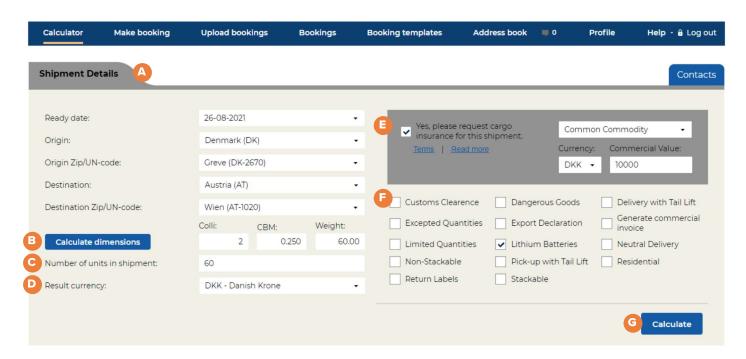
Choose 'Booking options' if you wish to continue and get a review of your booking options



Make booking - Courier Calculator

Click on 'Calculator' in the top boader and go through below steps in order to get price and booking options Currently this feature only work for courier services





Estimated Price						
	Transport Mode	Incoterm	Est. Transit Time	Insurance	Est. Total	Est. Price/Unit
<u>Details/Book</u>	Blue Express	DAP	27-08-2021	DKK 100	DKK 3,401.60	DKK 58
Details/Book	Blue Express 9:00	DAP	27-08-2021	DKK 100	DKK 4,351.60	DKK 74
<u>Details/Book</u>	Blue Express 10:00	DAP	27-08-2021	DKK 100	DKK 4,196.60	DKK 72

Make booking - Courier Calculator

Details/Book: Click on 'Details/Book' and you will get an overview of the shipment cost. If you wish to continue with a cargo insurance this is done by ticking the field 'Accept insurance booking'

Book: Click 'Book' and you will be transferred to the booking page

