

Make booking Courier

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

- A** Transport mode: Choose transport mode 'Courier'
- B** Direction: Define if your booking is an Export or Import booking
- C** Incoterm: Choose your Incoterm
- D** Ready/Close: Specify when the cargo is ready for pick up along with closing time

The screenshot shows the 'Make booking' form in the Courier section. The top navigation bar includes 'Calculator', 'Make booking' (active), 'Upload bookings', 'Bookings', 'Booking templates', 'Address book', '0', 'Profile', 'Help', and 'Log out'. The 'General' tab is selected, and the 'Contacts' tab is visible on the right. The form contains the following fields:

- Transport modes:** Radio buttons for Road, Courier (selected), Air, and Ocean.
- Direction:** A dropdown menu set to 'Export'.
- Incoterm:** A dropdown menu set to 'DAP - Delivered at Place'.
- Ready:** A date and time selector set to '26-08-2021' and '09:33'.
- Close *:** A date and time selector set to '16:00'.
- Template:** A dropdown menu with 'Optional: Select template'.

- E** 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
- F** 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
- G** Phone/Fax: Phone number must be written with a valid country code and without any spaces as in example

The screenshot shows the 'Shipper / Pickup' and 'Consignee / Delivery' form sections. The 'Shipper / Pickup' section is active and contains the following fields:

- Company *:** Tomrer Anders Andersen
- Address line 1 *:** Testvej 1
- Address line 2:**
- Country / Zip *:** Country and Zip dropdowns
- City *:** City dropdown
- Attention *:** Anders Andersen
- Email:**
- Phone * / Fax:** +4512345678
- Key:**

The 'Consignee / Delivery' section is visible below and contains the same fields as the 'Shipper / Pickup' section. The form also includes checkboxes for 'Different address', 'Keep in address book', and 'Default', along with a 'Select address from address book' dropdown menu.

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

Booking details

Description * (0/400):
☐ Default
Description of cargo contents

Comments (0/400):
Comments for the operator

References (0/35):
Enter references separated by commas

Possible options:
☐ Documents
☐ Neutral Delivery ☐ Non-Stackable ☐ Return Labels
☐ Residential ☐ Dangerous Goods ☐ Lithium Batteries
☐ Have you considered cargo insurance? [Terms](#)
☐ Receiver Pays

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
- L** 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

Booking line details

☐ Default ☒ Select booking details from template

Number:	Type:	LDM:	Length (cm):	Width (cm):	Height (cm):	CBM (man):	CBM (aut):	Weight (kg):	Description:	Currency:	Commercial Value:
1	1	Colli									
Total	1		n/a				n/a	n/a			

☒ Input is totals (do not multiply by colli)

Files

Upload files	Lines	Document type	File	Attach to
No data to display				

Save as template:

Cancel Booking

Save template

Save draft

Book

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- N** Document type: E.g. MSDS for dangerous goods shipments or an invoice for customs if the shipment is for outside of EU
- O** Save template: Choose 'Save template' if you need the same details for future bookings
- P** Save draft: Choose 'Save draft' if you wish to finish the booking later
- Q** Booking options: Choose 'Booking options' if you wish to continue and get a review of your booking options

The screenshot shows the 'Upload documents' modal window. The modal has a title bar with a close button. Inside, there is a 'Document type' dropdown menu with 'Invoice' selected, marked with an orange 'N' icon. Below this, there are checkboxes for 'Attach in mail for:' with options 'Pickup', 'Shipper', 'Consignee', and 'Delivery'. A 'File to upload' section contains a text input field with the placeholder 'Click here to browse for file...' and a 'Browse...' button. There is also an 'Upload file' button. At the bottom of the modal, there are two blue buttons: 'Generate commercial invoice' and 'Generate and attach proforma invoice'. The background shows the 'Booking line details' section with a table containing one row with 'Number: 1', 'Type: 1', and 'Colli: 1'. Below the table is a 'Total' row with '1'. There is also a 'Files' section with an 'Upload files' button and a 'Lines' tab. At the bottom of the page, there is a 'Save as template:' input field and four buttons: 'Cancel Booking', 'Save template' (marked with an orange 'O' icon), 'Save draft' (marked with an orange 'P' icon), and 'Booking Options' (marked with an orange 'Q' icon).

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

- A** Shipment details: Fill out ready Date, Origin and Destination
- B** Calculate dimensions: Fill out cargo details using the fields available on the front page or click on 'calculate dimensions'. If clicking on 'calculate dimensions' a box will pop up and you are now able to fill out cargo details including measurements, as well as inform if cargo is Non-Stackable(N-S) on package level. Click on the 'plus' to the right in order to add item lines
- C** Number of units: Fill out the number of units if you wish to see a price pr. Unit. This could be e.g. kgs, cbm, number of units packed in a shipment ect.
- D** Currency: Choose your preferred currency
- E** Cargo insurance: If ticked you will be asked to inform commodity, currency and commercial value. An insurance price will then be available when booking the shipment
- F** Options: Inform whether your shipment contains dangerous goods, lithium batteries, is non-stackable, ect. by ticking the relevant fields to the right. Options available are customised on client level
- G** Calculate Click 'Calculate' and your booking options will appear

Calculator

Make booking

Upload bookings

Bookings

Booking templates

Address book

0

Profile

Help

Log out

Shipment Details

Contacts

Ready date:

26-08-2021

Origin:

Denmark (DK)

Origin Zip/UN-code:

Greve (DK-2670)

Destination:

Austria (AT)

Destination Zip/UN-code:

Wien (AT-1020)

Colli:

2

CBM:

0.250

Weight:

60.00

Number of units in shipment:

60

Result currency:

DKK - Danish Krone

Yes, please request cargo insurance for this shipment.

Common Commodity

Currency: DKK

Commercial Value: 10000

Customs Clearence

Dangerous Goods

Delivery with Tail Lift

Excepted Quantities

Export Declaration

Generate commercial invoice

Limited Quantities

Lithium Batteries

Neutral Delivery

Non-Stackable

Pick-up with Tail Lift

Residential

Return Labels

Stackable

Calculate

Estimated Price

	Transport Mode	Incoterm	Est. Transit Time	Insurance	Est. Total	Est. Price/Unit
Details/Book	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
Details/Book	Blue Express 10:00	DAP	27-08-2021	DKK 100	DKK 4,196.60	DKK 72

Make booking - Courier Calculator

- H** 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'
- I** Book: Click 'Book' and you will be transferred to the booking page

The screenshot displays the 'Courier Calculator' interface. A modal window titled 'Estimated Price Details' is open, showing the following information:

- Estimated price (DKK): 3401.60
- ☒ Accept insurance booking / DKK (hover to see formula) [Terms](#) 100.00
- Total estimated price (DKK): 3401.60
- Payment terms: 10 days

Below this, a table titled 'Cost Specifications' lists the following items:

Freight Costs			
	DC, Lithium Battery	DKK	95
	Emergency Fee	DKK	90
	Environmental Fee	DKK	8
	Freight	DKK	2,612
	Fuel Surcharge	DKK	575
	Security Fee	DKK	22

A notice at the bottom of the modal states: **NOTICE: The information above is indicative, non-binding and subject to change without notice. Any booking confirmation will set out the binding terms and conditions for the transport in question.**

At the bottom of the modal, there is an 'Enter reference' input field, a 'Print PDF' button, and a 'Book' button with an information icon (I). A red dotted line points from the 'Details/Book' link in the 'Estimated Price' table at the bottom of the page to the 'Book' button in the modal.

The background interface includes a 'Shipment Details' section with fields for 'Ready date', 'Origin', 'Origin Zip/UN-code', 'Destination', 'Destination Zip/UN-code', 'Number of units in shipment', and 'Result currency'. There is a 'Calculate dimensions' button. To the right, there is a 'Common Commodity' dropdown, 'Currency' (DKK), 'Commercial Value' (10000), and several checkboxes for 'Delivery with Tail Lift', 'Generate commercial invoice', 'Neutral Delivery', and 'Residential'. A 'Calculate' button is at the bottom right.

The 'Estimated Price' table at the bottom of the page is as follows:

	Transport Mode	Incoterm	Est. Transit Time	Insurance	Est. Total	Est. Price/Unit
H Details/Book	Blue Express	DAP	27-08-2021	DKK 100	DKK 3,401.60	DKK 58