How to Using the Consignor Portal - Guide!
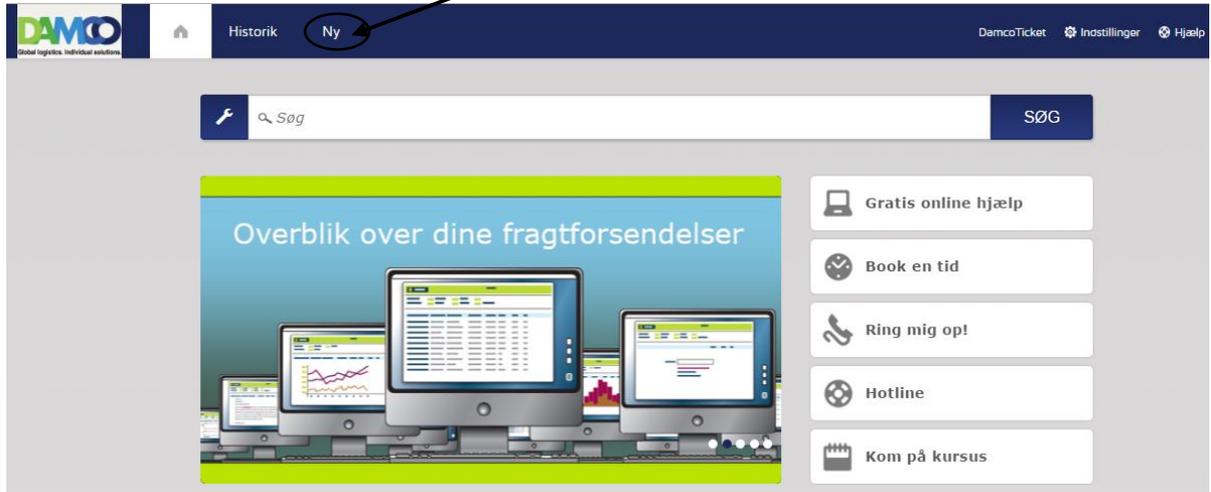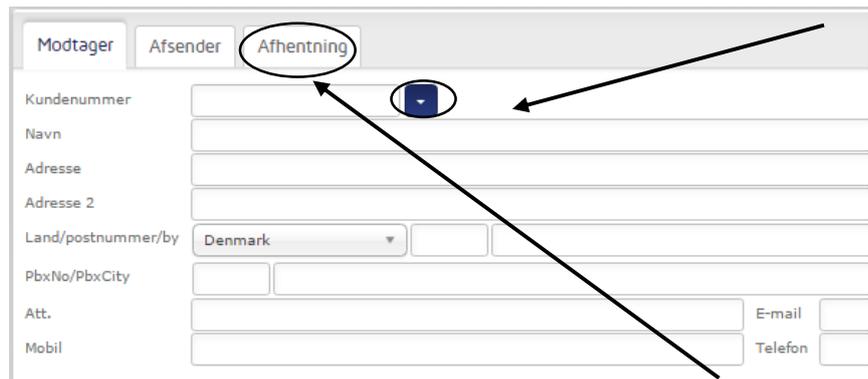
1. To book press **Ny**
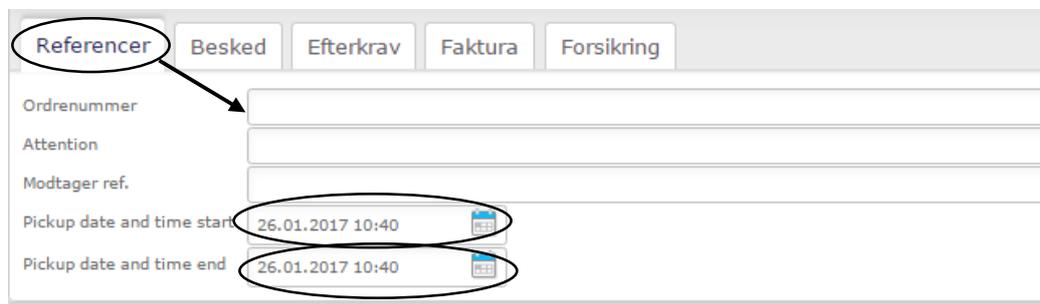

2. Fill in all the customers information (Earlier customers can be found via [▾])
   - Name
   - Address
   - Country /Zip /City
   - Contact name
   - Phonenr.
   - E-mail (optional)

3. If the shipment is to be collected at a different address than the normal, it can be selected under 'Afhentning'

4. You can add your own reference nr./order number under "referencer"

5. Pickup time is also selected under 'referencer'
6. Moreover, a message to the driver can be made, e.g. call on phone nr. .... 15min before arrival; the parcel is in the reception; we close today at 13:00 due to teambuilding, etc.
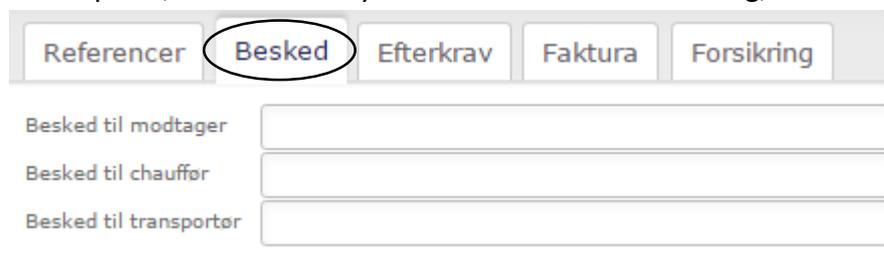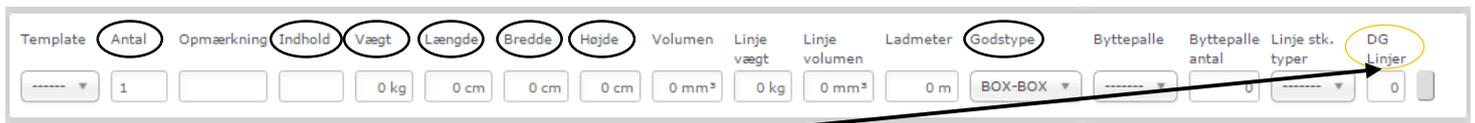
7. For shipments outside the EU, the invoice value and Customs tariff code must be filled in (If you don't have it write 8x0, as it will generate an error message if its left empty)– but the clearance will be fastest if the tariff code is announced
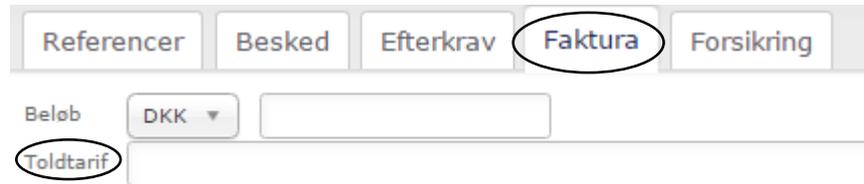
8. Insurance can be selected if wanted. The shipment value must be given a long with the insurance premium and contact e-mail, for confirmation.
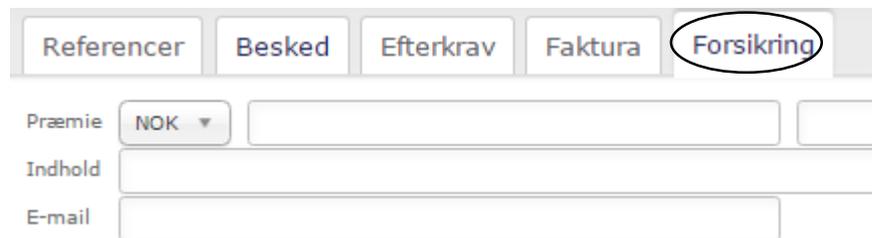
9. As part of the shipment information, the following is needed, the rest is optional:
   No. of cll – Content – weight – Length – width – Height – Goods type
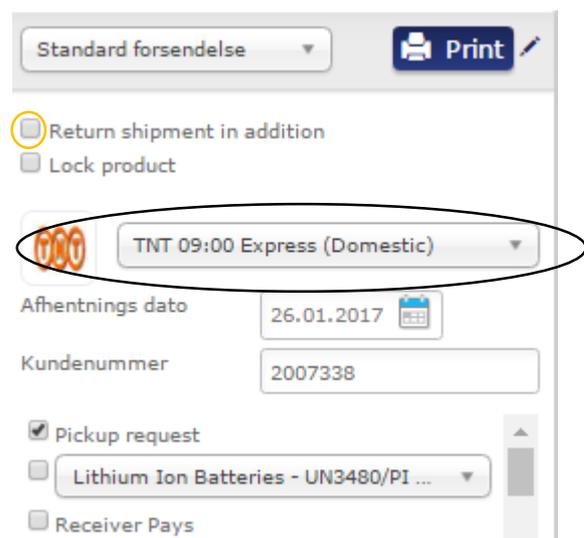

DG linjer dangerous goods. If you write 1 a dangerous goods line will appear. The Un number must be stated, the rest will be filled out automatically.

10. a standard shipment and a return shipment can be selected

    Moreover, the service must be chosen in the Dropdown menu, depending on you contract TNT, DHL, GLS and FedEx can be chosen.

11. Pickup request is marked as default to assure the shipment is collected, please double check the pickup date.

    If the shipment includes Lithium Batteries it must be chosen. REMEMBER to attach The battery formula!

| Lithium Ion Batteries - UN3480/PI 965 ▲ |
|---|
| **Lithium Ion Batteries - UN3480/PI 965** |
| Lithium Ion Batteries - UN3481/PI 966 |
| Lithium Ion Batteries - UN3481/PI 967 |
| Lithium Ion Batteries - UN3090/PI 968 |
| Lithium Ion Batteries - UN3091/PI 969 |
| Lithium Ion Batteries - UN3091/PI 970 |

12. When having INTERNATIONAL document shipments, it is very important to mark document, otherwise it won't accept the small volume and it will ask for a value
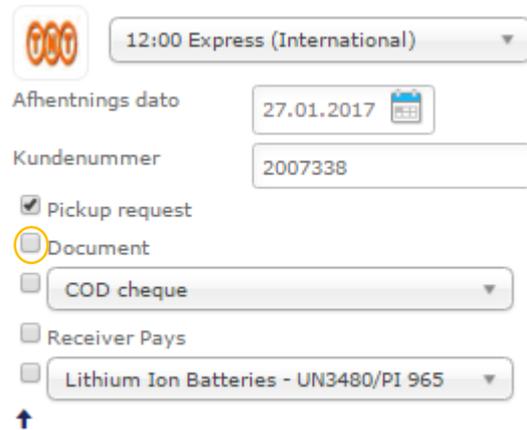
13. When everything have been selected press "Print" (🖨 Print)in case something is missing, an error message will show, describing what is needed before completion
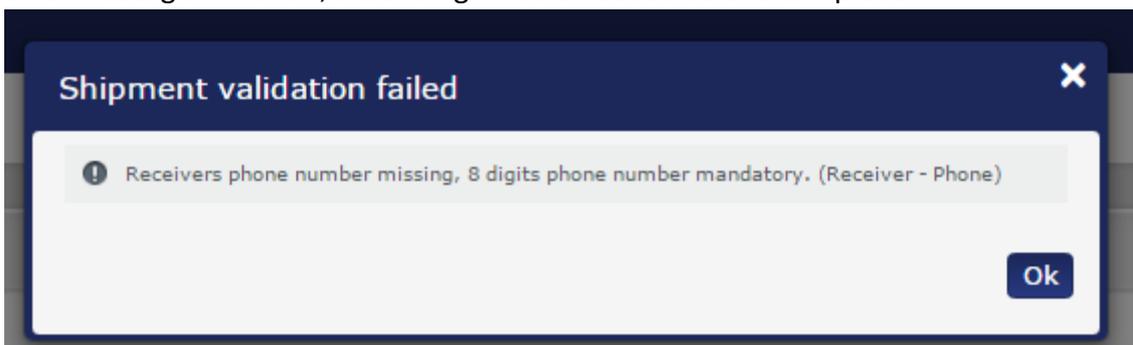
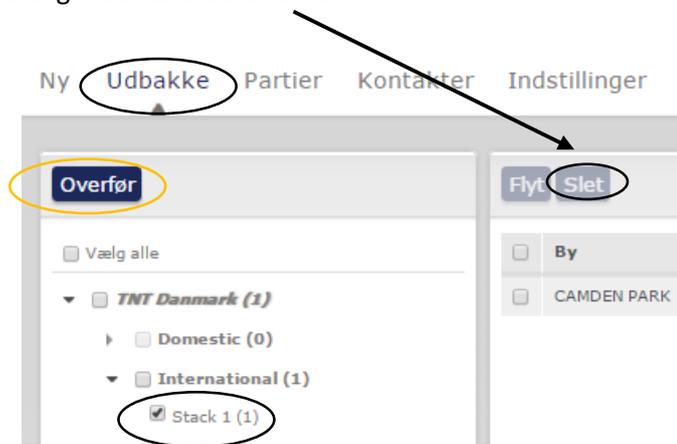14. The customers can be saved for later use
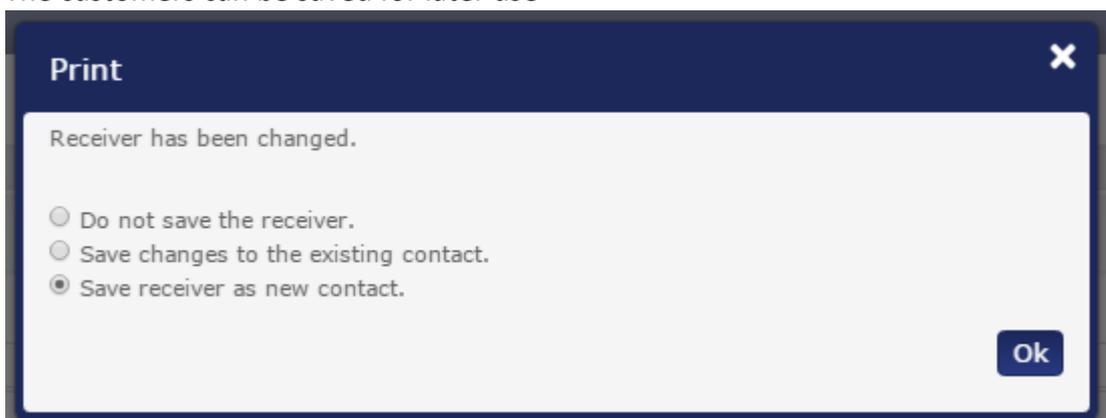
15. Next you print the generated label, and place it on the parcel

16. In the outbox all shipments can be found, and it is not before they have been transmitted the booking is complete and sent to the driver. Therefore it is **very** important to mark "Stack (1)" and press Overfør

   If you have made a mistake in the booking it can also be deleted

17. Done! ☺