

How to Using the Consignor Portal - Guide!

1. To book press Ny

Cideal logistics. Individual soutions.	Historik Ny	DamcoTicket 🏼 🍄 Ir	ıdstillinger 🔇 Hjælj
	▶ Q. Sog	SØG	
	Querblik over dine freatforcondelser	📃 Gratis online hjælp	
		😵 Book en tid	
		😽 Ring mig op!	
		Hotline	
		Kom på kursus	

- 2. Fill in all the customers i
 - Name -
 - Address -
 - Country /Zip /City -
 - Contact name -
 - Phonenr. -
 - E-mail (optional) -

nt	oformation (Earlier customers can be found via 🛄)					
	Modtager Afser	ider Afhentning				
	Kundenummer					
	Navn					
	Adresse					
	Adresse 2					
	Land/postnummer/by	Denmark 🔻				
	PbxNo/PbxCity					
	Att.	E-mail				
	Mobil	Telefon				

- 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"

Referencer Besked Efterkrav Faktura Forsikring
Ordrenummer
Attention
Modtager ref.
Pickup date and time start 26.01.2017 10:40
Pickup date and time end 26.01.2017 10:40

- 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.

Referencer Be	esked Efterkrav	Faktura	Forsikring	
Besked til modtager				
Besked til chauffør				
Besked til transportør				
	·			



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

Refere	ncer	Besked	Efterkrav	Faktura	Forsikring
Beløb	DKK *				
Toldtarif					

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.

Refere	ncer	Besked	Efterkrav	Faktura	Forsikring
Præmie (NOK *				
E-mail					

 As part of the shipment information, the following is needed, the rest is optional: No. of cll – Content – weight – Length – width – Height – Goods type

Template Antal Opmærkning Indhold Vægt Længde Bredde Højde) Volumen Linje Linje vægt volumen	Ladmeter Godstype Byttepalle	Byttepalle Linje stk. DG antal typer Linjer
•••••• 1 0 kg 0 cm 0 cm 0 cm	n 0 mm³ 0 kg 0 mm³	0 m BOX-BOX v	

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.

Farlig gods	
UN Article Navn Beskrivelse Klasse Pakke gruppe Brutto Netto Volumen Nummer Pak nummer no vægt vægt	ke type Transport Declarant Shipper Article Outer packing type Outer mode name reference name amoun amoun
000 m CA Select an Option * 0 kg 0 k 0 mm ² 0 Select an Option *	elect an Option V Sea V Select an Option V
10. a standard shipment and a return shipment	Standard forsendelse 🔹 🛃 Print 🖍
can be selected	Return shipment in addition Lock product
Moreover, the service must be chosen in the	
Dropdown menu, depending on you contract	TNT 09:00 Express (Domestic)
TNT, DHL, GLS and Fedex can be chosen.	Afhentnings dato 26.01.2017
	Kundenummer 2007338
	✓ Pickup request
	Lithium Ion Batteries - UN3480/PI 🔻
	Receiver Pays



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

	12:00 Express (International)		
	Afhentnings dato	27.01.2017 💼	
	Kundenummer	2007338	
- \	🗹 Pickup request		
	Document		
	COD cheque		
	Receiver Pays		
	Lithium Ion Batter	ies - UN3480/PI 965	
	†		

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

Print	×
Receiver has been changed.	
 Do not save the receiver. Save changes to the existing contact. Save receiver as new contact. 	
	Ok



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! 🙂