Managing Couriers

- DX Courier Deliveries
- DPD Courier Deliveries
- DX COURIERS Organising Collections
- Royal Mail Click & Drop
- UPS Couriers
- Fedex

DX Courier Deliveries

DX Contacts

Who	Department	Email	Phone
Paul Bernstein	Local Customer Service	Paul.Bernstein@dxdelivery.com	0333 241 5065
Clark Nelson	Local General Manager	clark.nelson@dxdelivery.com	07703882323

DX Tracking Details

Depot: 69 Account Number: 93015542 PW: 121314	
Link to tracker page:	https://www.dxfreight.co.uk/logon/default.aspx

Creating a Manual Consigment

1. Log in to Dispatch Manager above
2. Click on Create Consignment
3. Enter Consignment Details

Booking a There to Here Delivery, There to There Delivery (Pick up from customer,

delivery to another address)

See here on instructions on how to book here to there collections.

DX COURIERS Organising...

Tracking Deliveries inside the Matic Track

TODO

Tracking Deliveries on DX's Website

TODO

DPD Courier Deliveries

DPD Contacts

Who	Department	Email	Phone
Joy	Account Manager		0121 275 7384
Platinum Service	Customer Service	platinum@dpdgroup.co.uk	01212754815

DPD Euro Central direct number 0141 4780739

DPD System Details

DPD's Booking and tracking system is available here:

https://www.dpd.co.uk/umslogon/public/doLogon.do

> Login information is stored in **Courier Details collection** in the **Password Vault.**

Manually Booking on Delivery's on DPD's System

TODO

Booking a There to Here Delivery, There to There Delivery (Pick up from customer, delivery to another address)

TODO

International Fees

Country	Zone	Classic Rate	Express Pak Rates
Germany	1	£9.84	£8.51
France	1	£11.63	£10.35
Netherlands	1	£9.20	£8.44
Belgium	1	£9.10	£8.65
Luxembourg	1	£9.71	£9.10
Austria	2	£11.91	£9.98
Denmark	2	£13.36	£11.87
Switzerland	2	£13.26	£12.04
Czech Republic	3	£10.95	£9.50
Italy	3	£13.26	£12.21
Slovakia	3	£12.37	£9.55
Spain	3	£12.75	£10.42
Finland	4	£19.68	£16.69
Portugal	4	£13.91	£10.38
Sweden	4	£16.10	£13.78
Poland	4	£11.87	£9.90
Estonia	4	£15.35	£12.05
Croatia	4	£19.03	£15.20
Hungary	4	£11.99	£9.95
Slovenia	4	£14.00	£10.20
Lithuania	5	£13.05	£11.50
Latvia	5	£14.26	£12.50
Norway	5	£20.98	£17.98
Iceland	5	£34.45	£26.39
Bulgaria	5	£20.24	£15.94

Romania	5	£19.65	£16.01
Greece	5	£24.38	£18.47

Exporting Goods / Delivery Outside the UK

Booking an Export On DPD

1. Log on to mydpd

2. Select 'Shipping' Along the top bar

3. Select the country you are exporting good to

3. Complete the address, contact name, email address and telephone number

4. Click Customs Information Button

5. We are the 'Exporter' so fill in the details with our address details

6. Our EORI number is GB878098854000 / Our VAT number is 878098854

7. On the Right-Hand side - fill in the following details -

   Reason for Export - Sale

   Shipping Freight - 0.00

8. Complete the 'Importer' address details

9. You will need to have the EORI number relating to the country you are exporting to along with the company vat number

10. Click the 'Product Details' button

11. This is a description of the goods we are Exporting - we need to add Commodity code

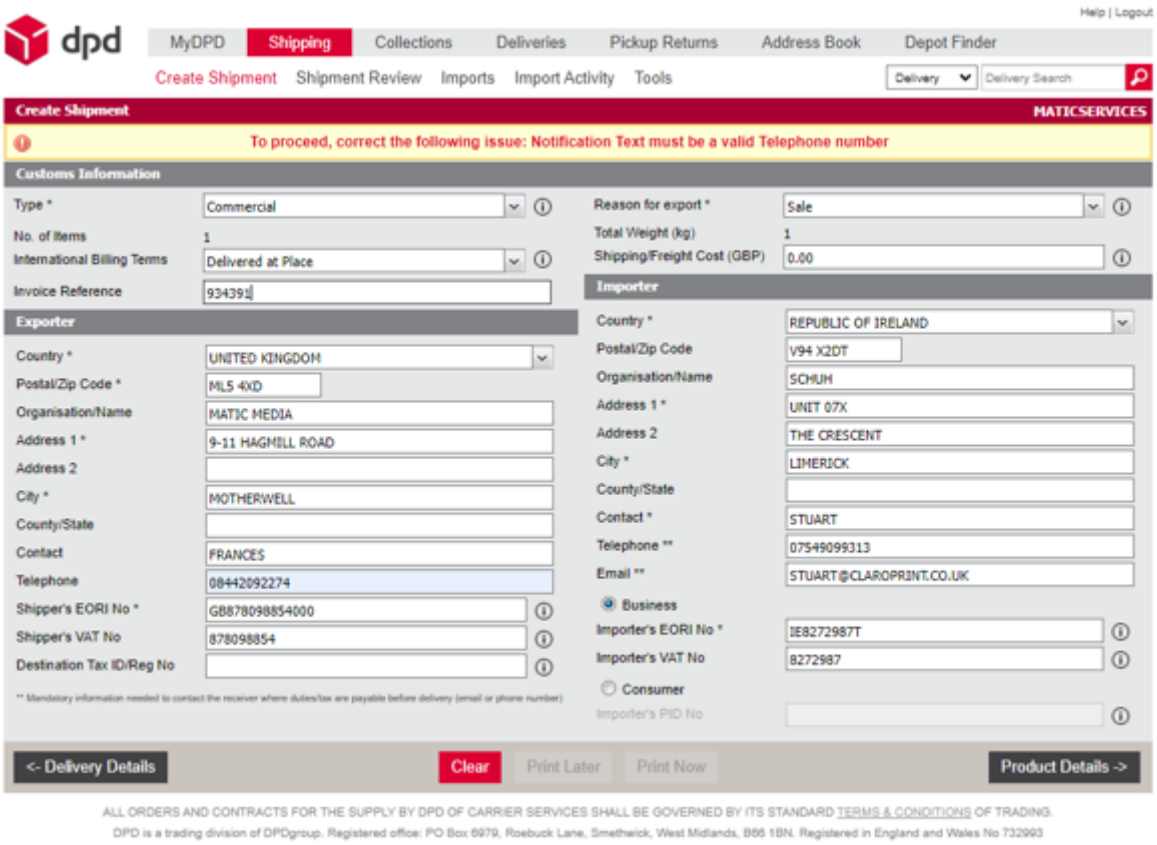
12. Search this on google e.g - Commodity code for leaflets

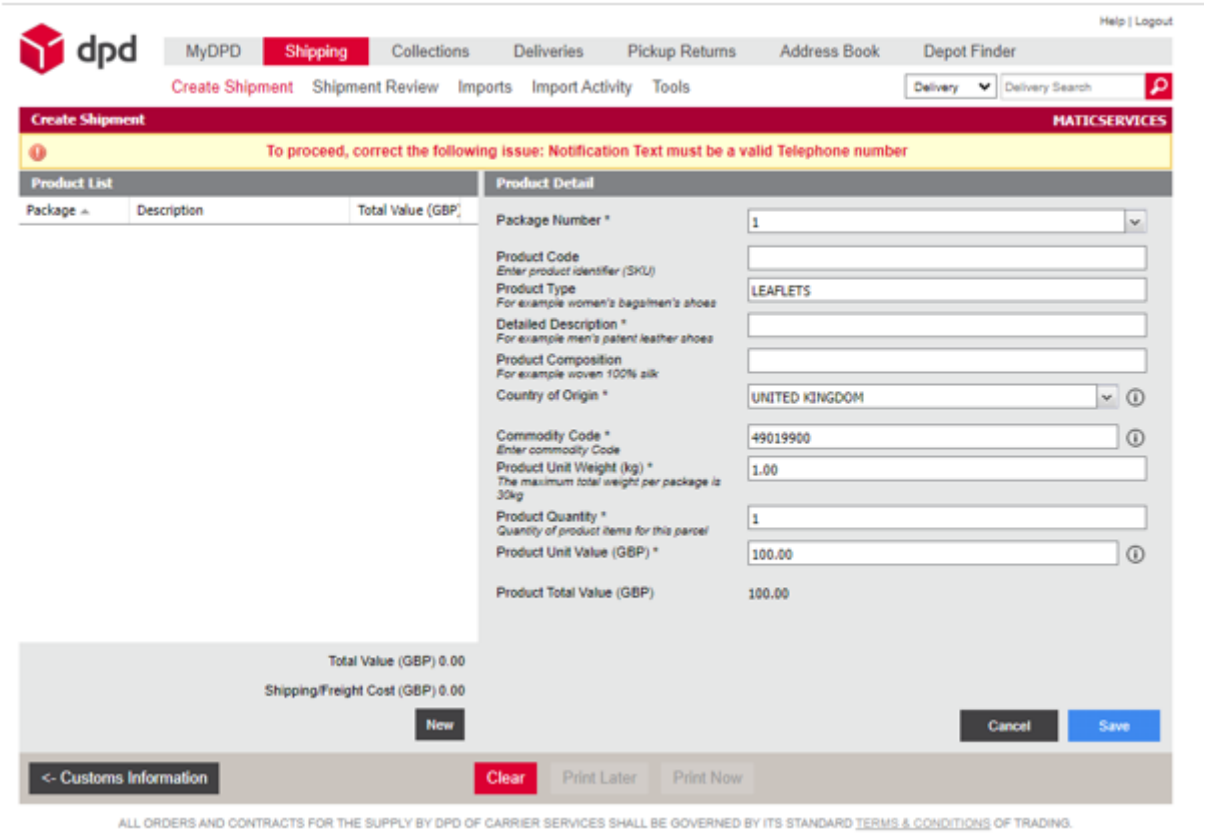
13. Enter the Commodity number, the number of parcels and the value of the order e.g £100

Commodity code 4802690000: Other - UK Integrated Online Tariff - GOV.UK (trade-tariff.service.gov.uk)

14. Click 'Save' All being well, you will have the option to print the label and the Export documents.

Screen Shots -





TODO

Common Commodity Codes

Search for - commodity code for leaflets

EORI Number

GB878098854000

Editing an Export When in Transit

Tracking DPD Deliveries inside the Matic Track

TODO

Tracking Deliveries on DPD's Website

TODO

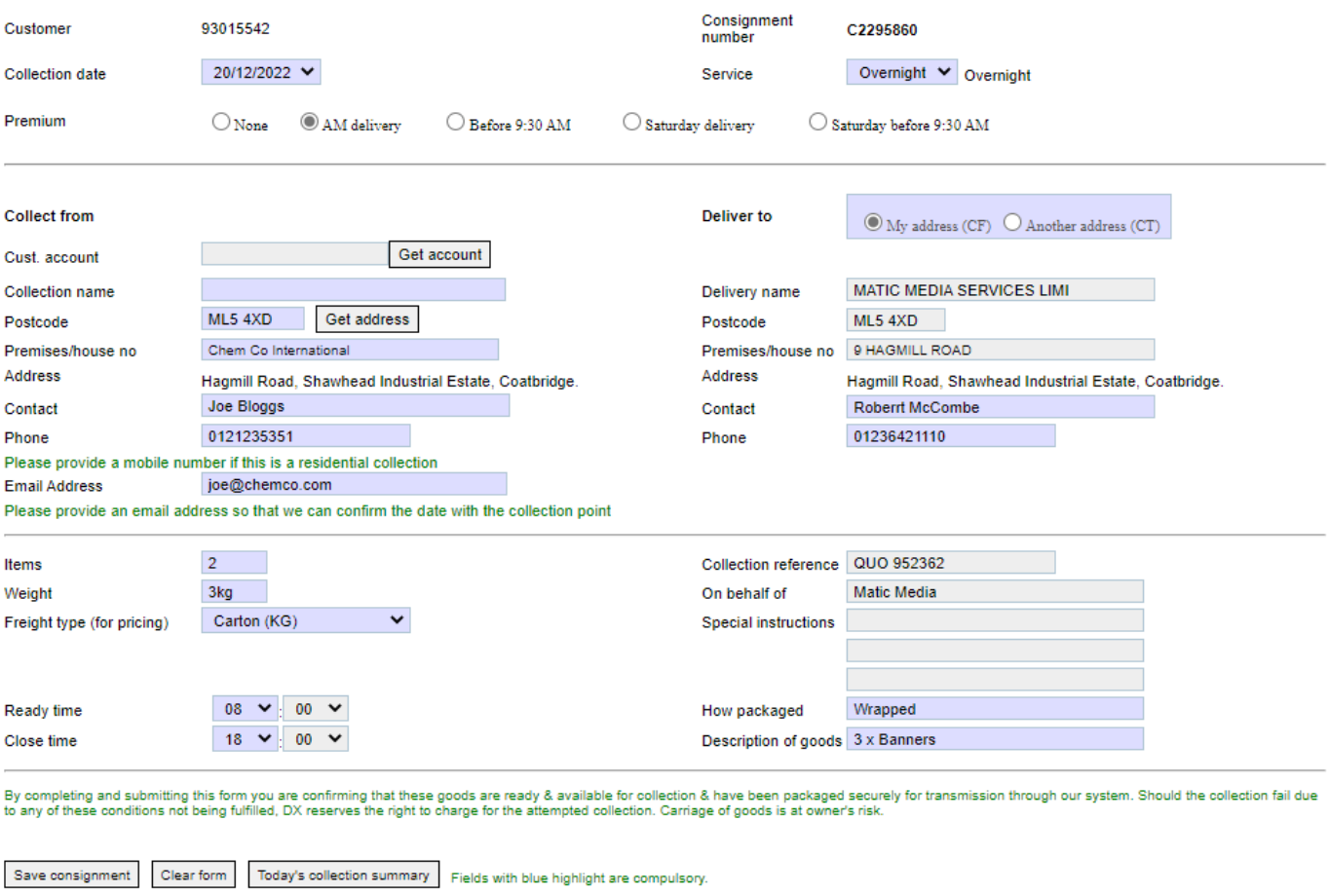
DX COURIERS Organising Collections

1. Log in to DX Online Services (Instructions Here)

2. Click on Carriage Forward/Transfer Entry heading

then click on Enter a new CF/CT consignment

3. Fill out form see example below



4. Click on Save consignment at bottom of page

That is your collection booked on now to DX Couriers

Royal Mail Click & Drop

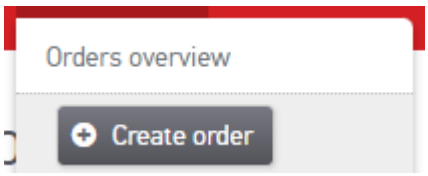
AKA Pack and Send

1. Go to:

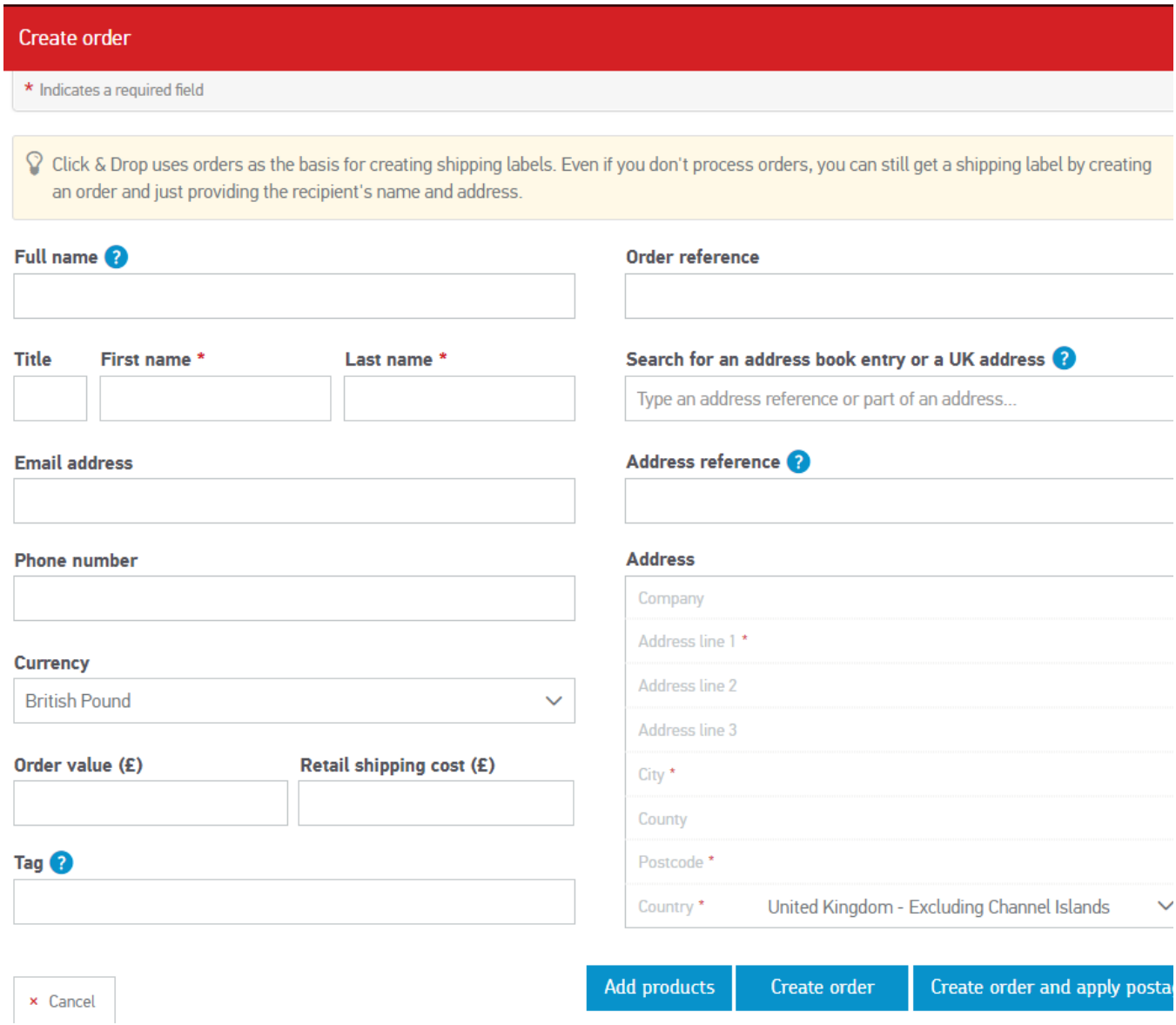
   Dashboard - Click & Drop (royalmail.com)

2. Log in with

Username	robert@maticmedia.co.uk
Password	ser9Vant

3. 

4. Enter Address



5. Click Create order and Apply Postage

6. Pay with PAYPAL account

UPS Couriers

UPS.com Logging In

1. Go to https://www.ups.com/gb/en/Home.page
2. Use the log in details in the below table

Username	2V76A8
Password	popcorn@001

Contact Details

Phone Number: 03457 877 877

Press 0 to go straight through to an operator

Tracking Deliveries

1. Log on to UPS.com as above
2. From the menu at the top select "Shipping"



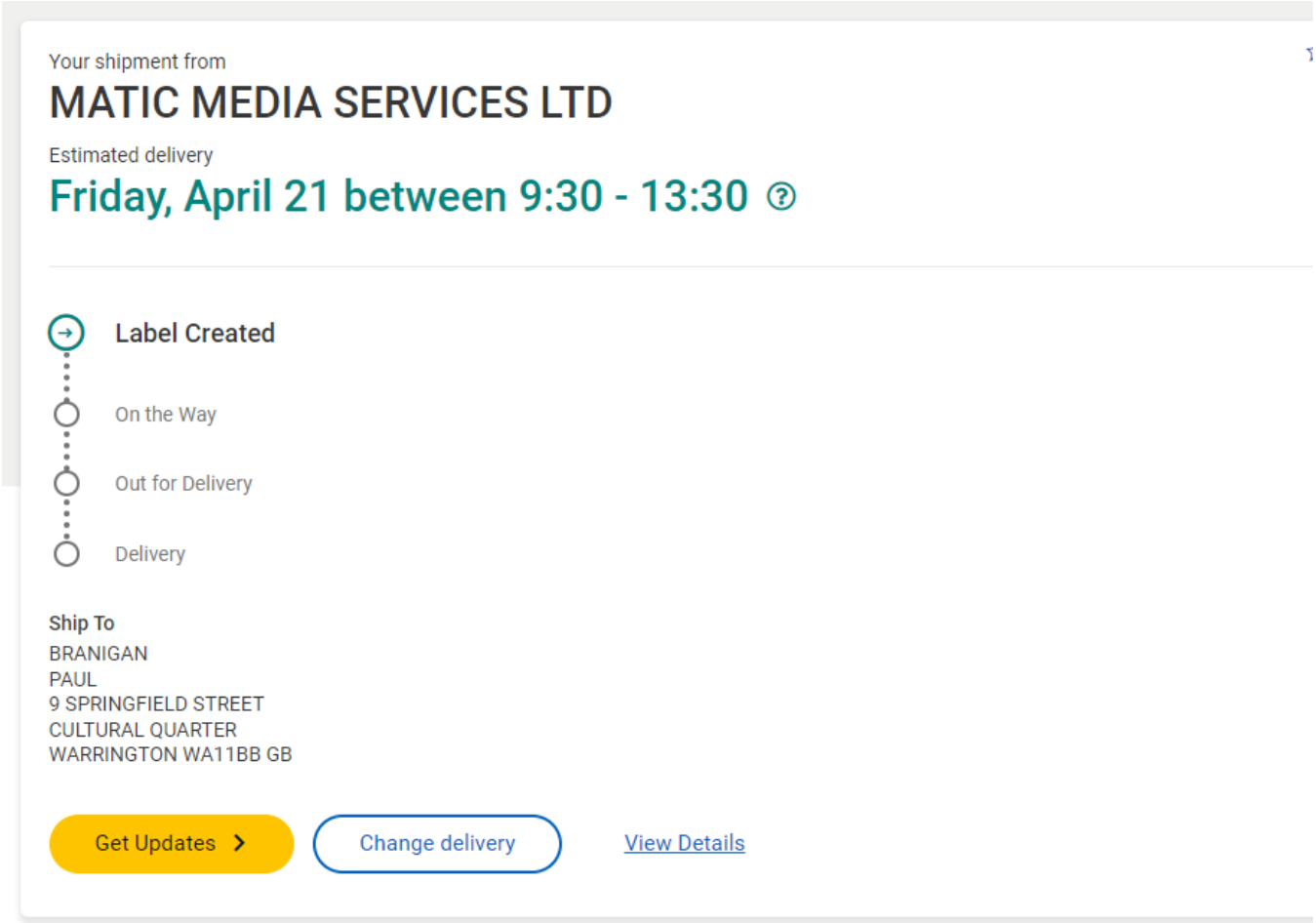
3. From the sub menu select "Shipping History"



4. Find the shipping number and click it to track the consignment



5.



Creating a Manual Consignment

1. Go to UPS.com and log in
2. Click on the shipping menu
3. Select Create a Shipment



4. Enter the shipping details
5. Print Label

THE PRICES SHOWN ARE NOT THE CORRECT PRICING FOR UPS, THESE ARE UPDATED AT INVOICING STAGE

Creating a There to Here Consignment (a Customer Collection)

1. As above but change the collection address, there is no extra fee for Collections.

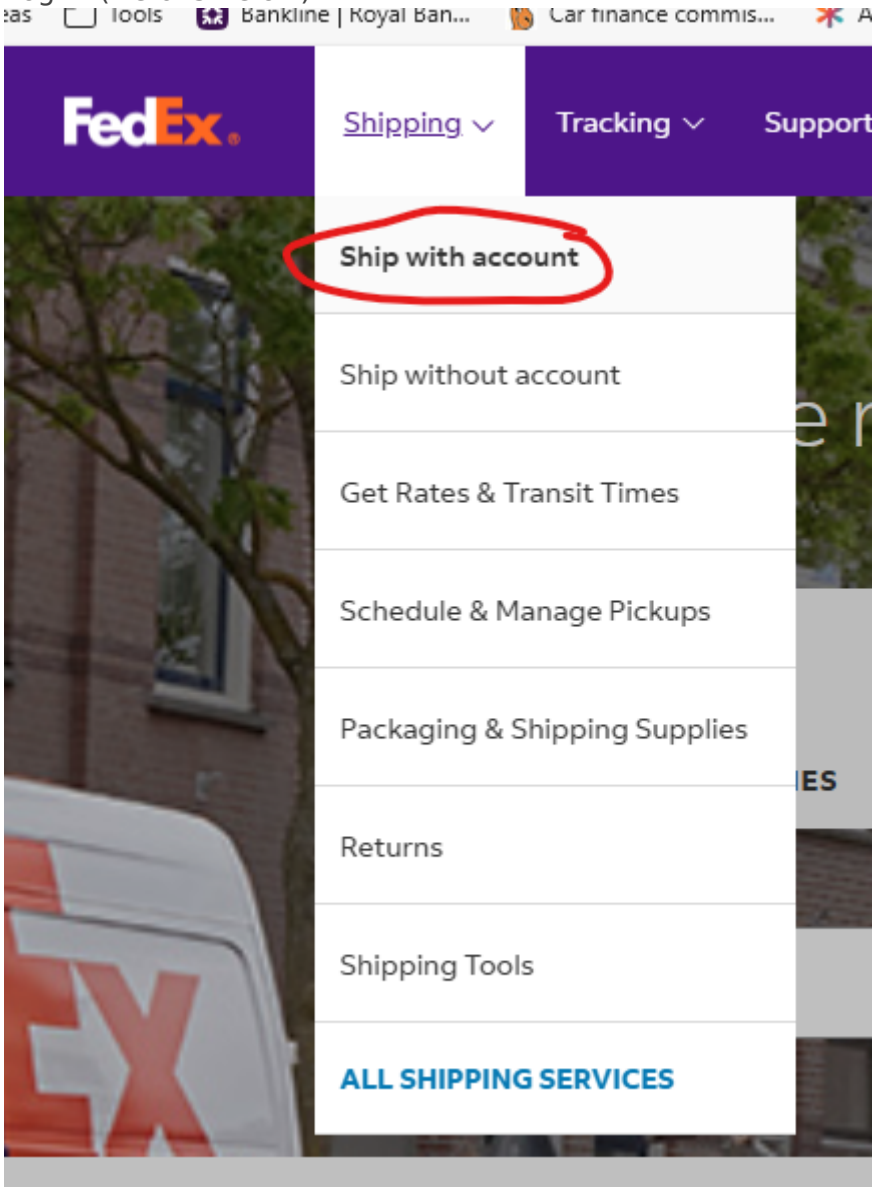
Pricing

	1kg Single Box	5kg Single Box	10kg Single Box	20kg Single Box	2 Boxes at 20kg	10 Boxes at 200kg	Typical Transit Time
UK Standard	3.65	3.65	3.65	4.71	6.60	27.58	Next Day
UK Express Saver	5.90	5.90	5.93	8.02	11.80	59	Pre 12
NI Standard	9.19	9.19	9.19	10.15	13.19	40.32	Two Day
NI Express Saver	5.90	5.90	5.93	8.02	11.80	59	Pre 12
ROI	7.62	7.62	7.62	8.66	17.39	67.40	Two Day
ROI Express Saver	14.69	18.44	22.07	28.46	41.46	176.00	Pre 12
Belgium & Holland	7.86	7.7.86	7.86	9.27	17.98	70.10	Two Day
Belgium & Holland Express Saver	14.69	18.44	22.07	28.46	41.46	176	Next Day
France & Germany	8.10	8.10	8.10	9.17	17.35	70.70	2 to 3 Days
France & Germany Express Saver	10.76	13.79	17.93	23.74	36.15	158	Next Day
Italy & Spain	8.69	8.69	8.69	10.07	20.55	80.10	3 working days
Italy & Spain Express Saver	13.28	15.94	22.13	31.80	51.86	244	Next Working day

United States Of America	22.58	36.45	49.39	61.94	85.88	302	4 Working Days
United States Of America Express Saver	14.62	25.30	44.15	83.61	138.43	654.00	1 to 2 Working Days
Canada	22.58	36.45	49.39	61.94	85.88	302	4 Working Days
Canada Express Saver	18.27	29.37	39.44	57.66	95.47	452	2 to 3 Workings Days

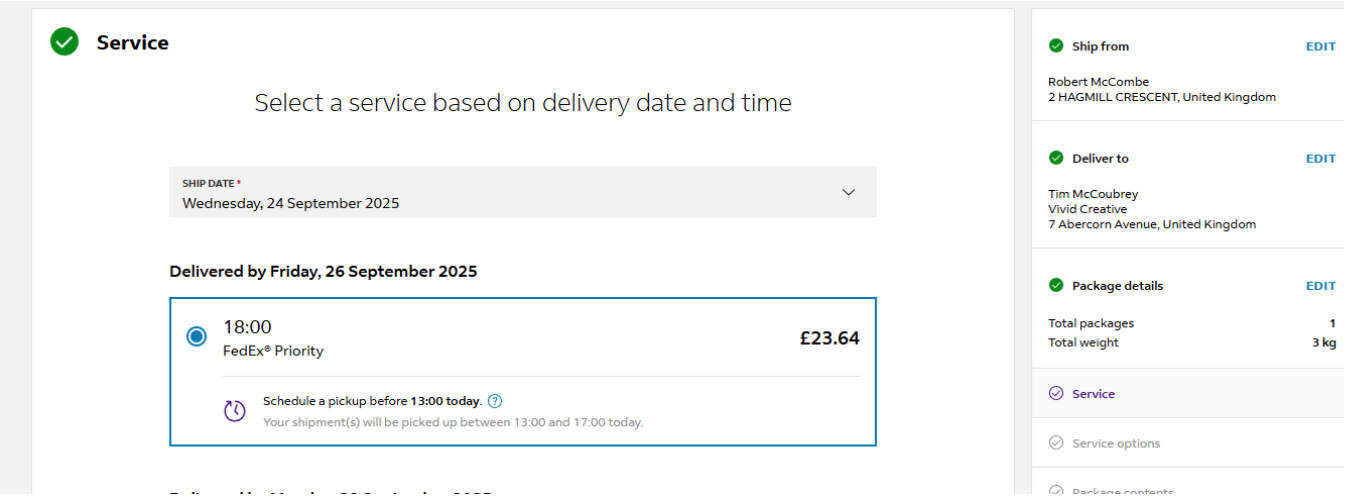
Fedex

Irish Deliveries

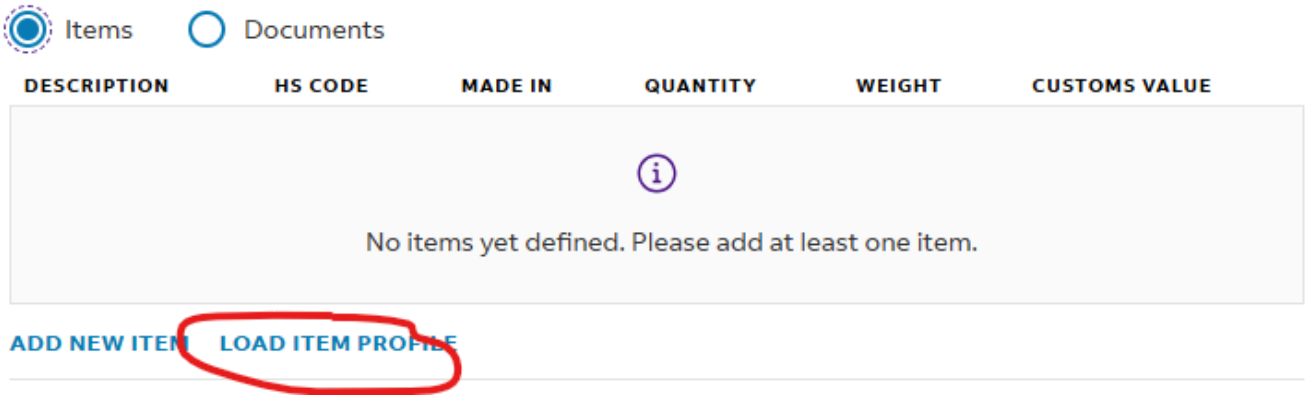
1. Got to Express Delivery, Courier & Shipping Services | FedEx United Kingdom
2. Log In (Details Below)
3. 

4. Enter the Delivery Address
5. Choose the delivery rate

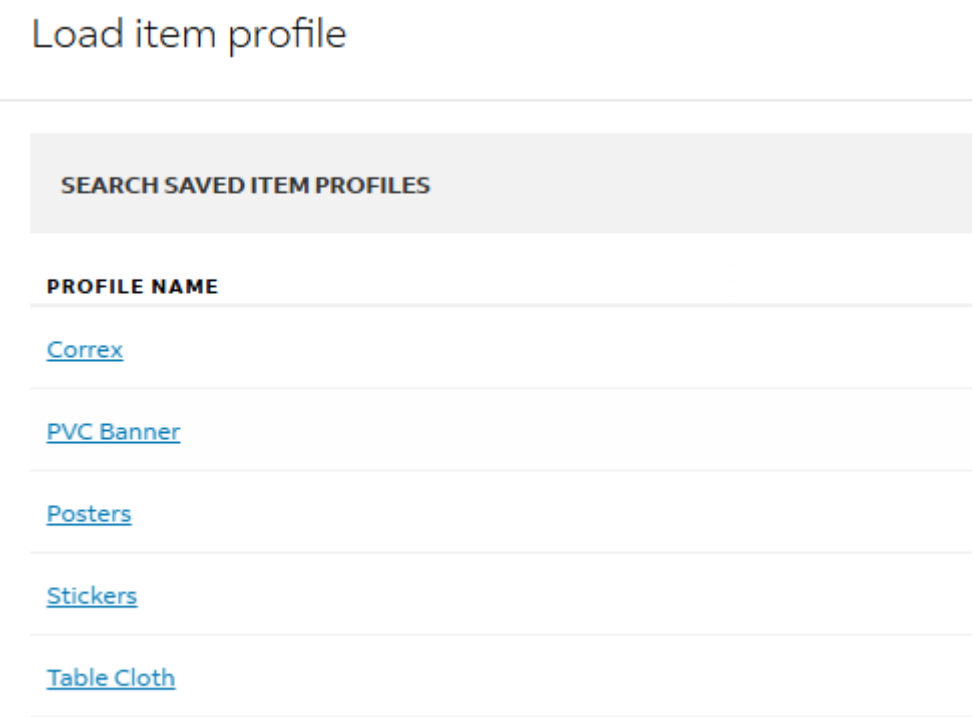
6.



7.



8. Select the profile that matches what you are sending



9. update the weight and cost to match the order

10. ← Add commodity item

ITEM DESCRIPTION (IN ENGLISH) *
PVC Banner

10

Enter the item's HS code or relevant keywords to find the classification.

HARMONISED CODE
3921.90

Weight and customs value: Enter as totals

NET WEIGHT *
6 kg

QUANTITY *
1

UNIT *
pieces

CUSTOMS VALUE *
158.6 GBP

COUNTRY/TERRITORY OF MANUFACTURE *
United Kingdom

☐ Update commodity item profile

CANCEL SAVE

11. **Commercial invoice**

HOW WOULD YOU LIKE TO COMPLETE YOUR COMMERCIAL INVOICE? *

I will upload my own invoice
I want FedEx® to help me create a commercial invoice
I want FedEx® to help me create a pro-forma invoice

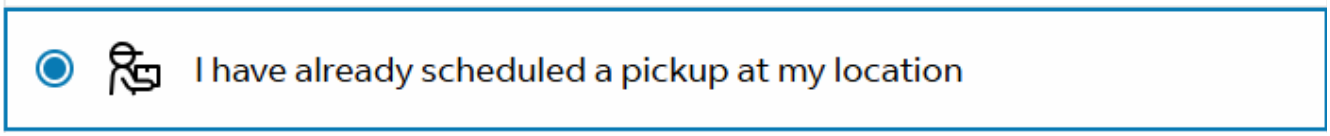
12. ☑ Add additional invoice information

No additional invoice information defined. Providing details is optional.
PROVIDE DETAILS

13. Enter the following

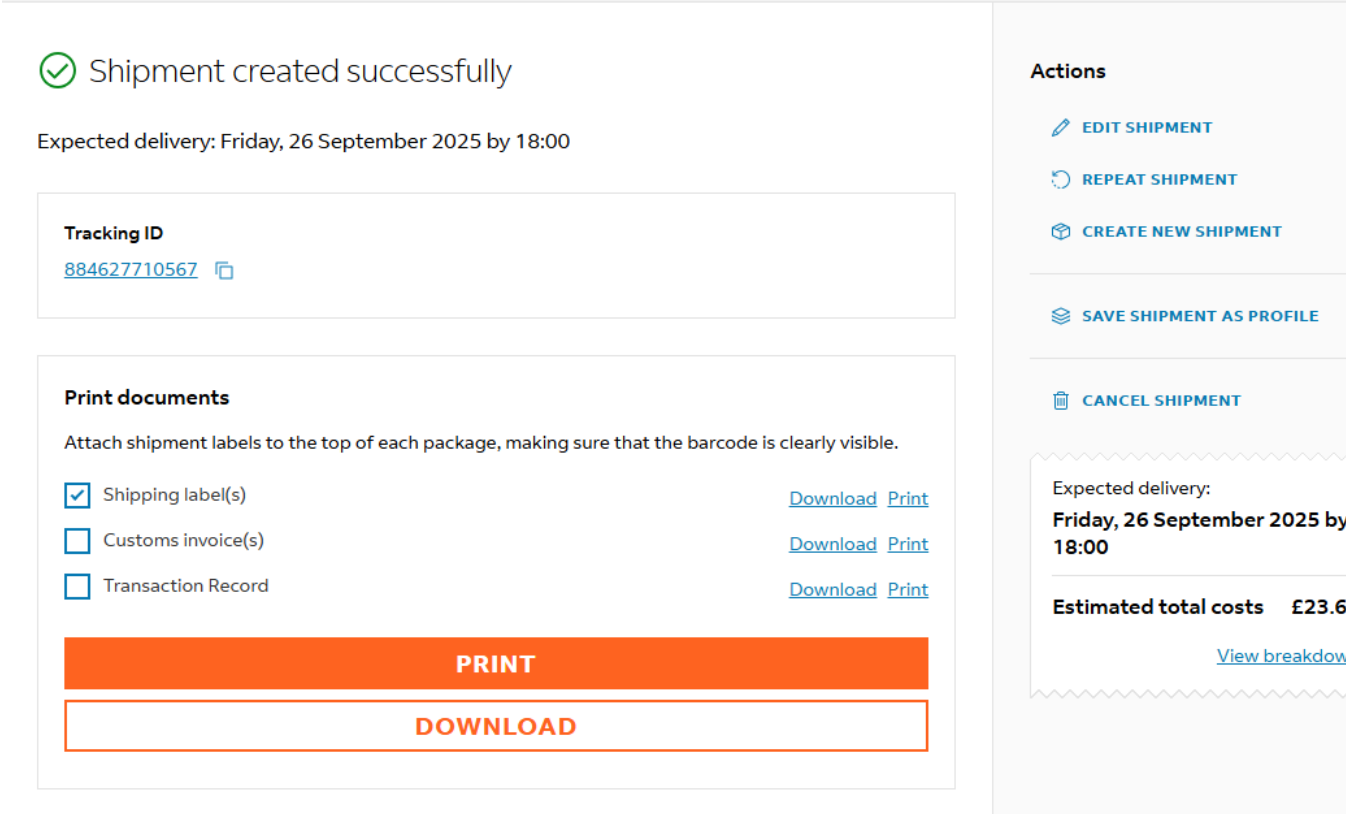
14. **Invoice details**



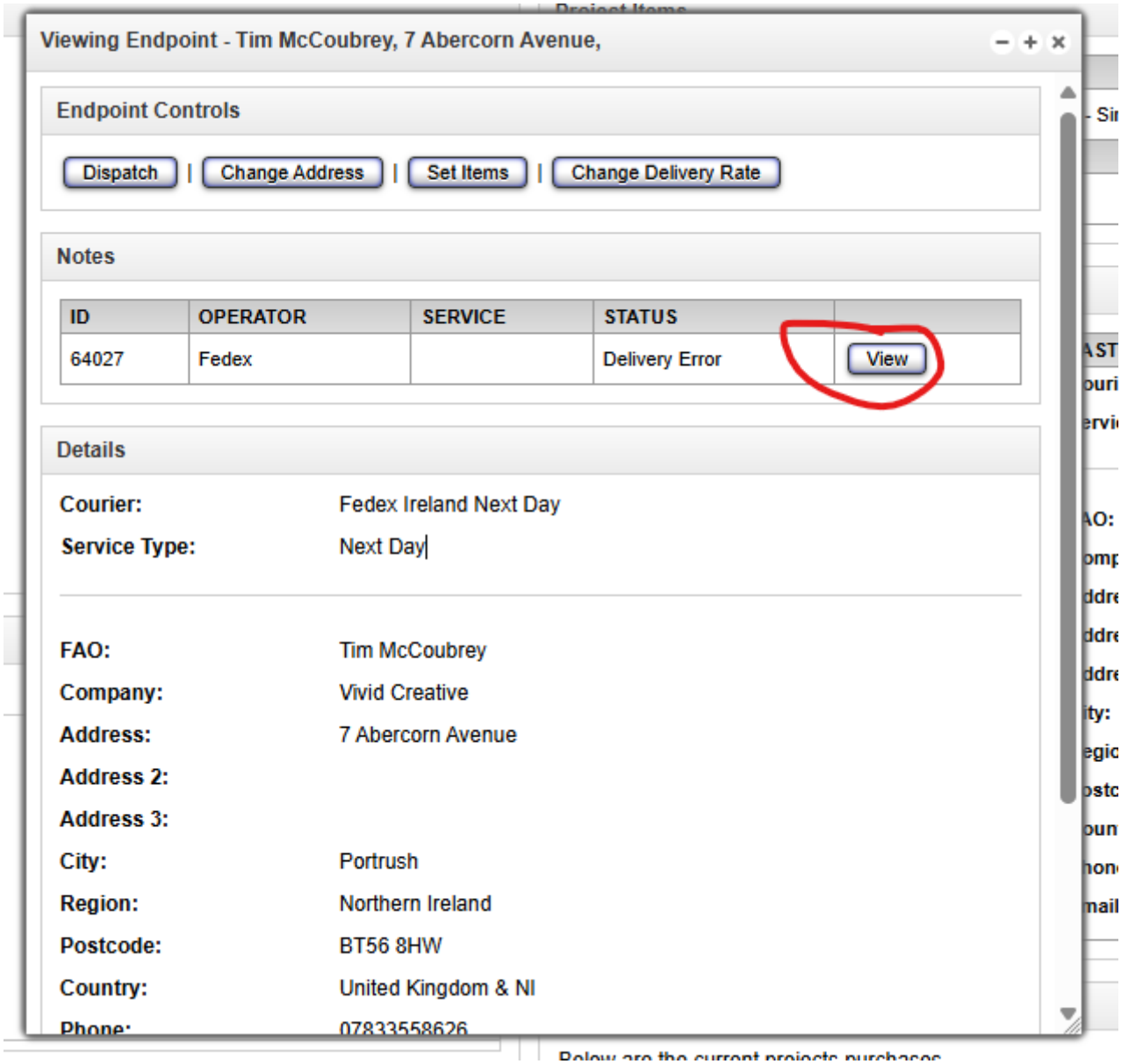
15. Green Lane, Not at risk, UKIMS XIUKIM878098854000202505161033 22
16. 

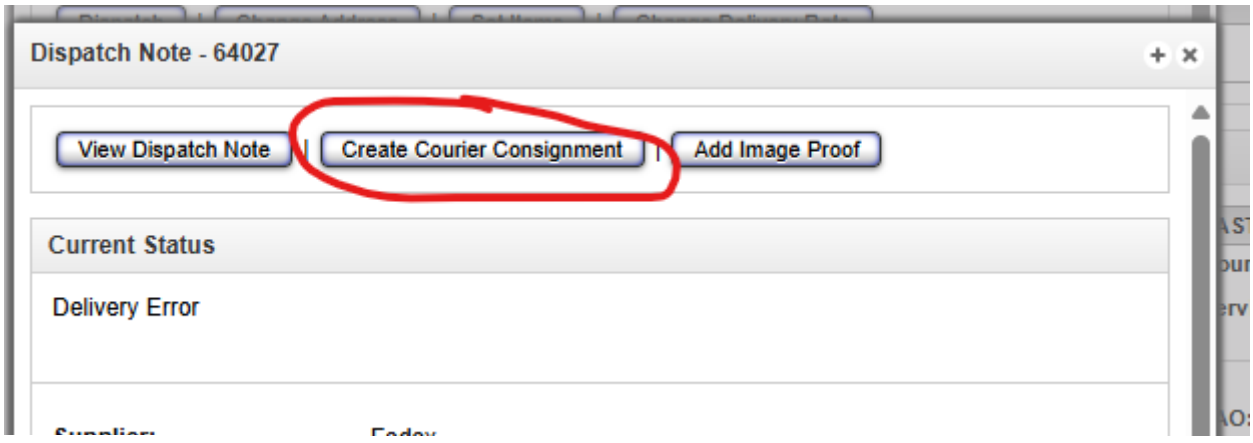
17. Click next till you see Finalise



18. 

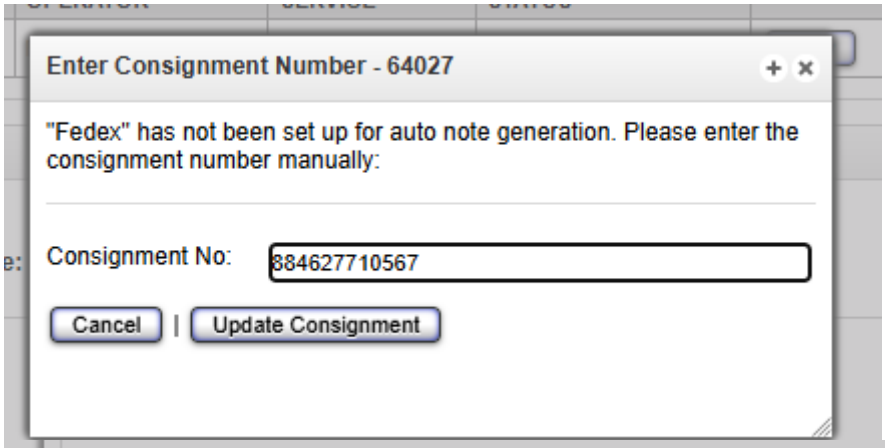
19. Print the Label and copy the tracking id intothe matictrack

20. 
Viewing Endpoint - Tim McCoubrey, 7 Abercorn Avenue,
Endpoint Controls
Dispatch | Change Address | Set Items | Change Delivery Rate
Notes
ID
OPERATOR
SERVICE
STATUS
64027
Fedex
Delivery Error
View
Details
Courier:
Fedex Ireland Next Day
Service Type:
Next Day
FAO:
Tim McCoubrey
Company:
Vivid Creative
Address:
7 Abercorn Avenue
Address 2:
Address 3:
City:
Portrush
Region:
Northern Ireland
Postcode:
BT56 8HW
Country:
United Kingdom & NI
Phone:
07833558626

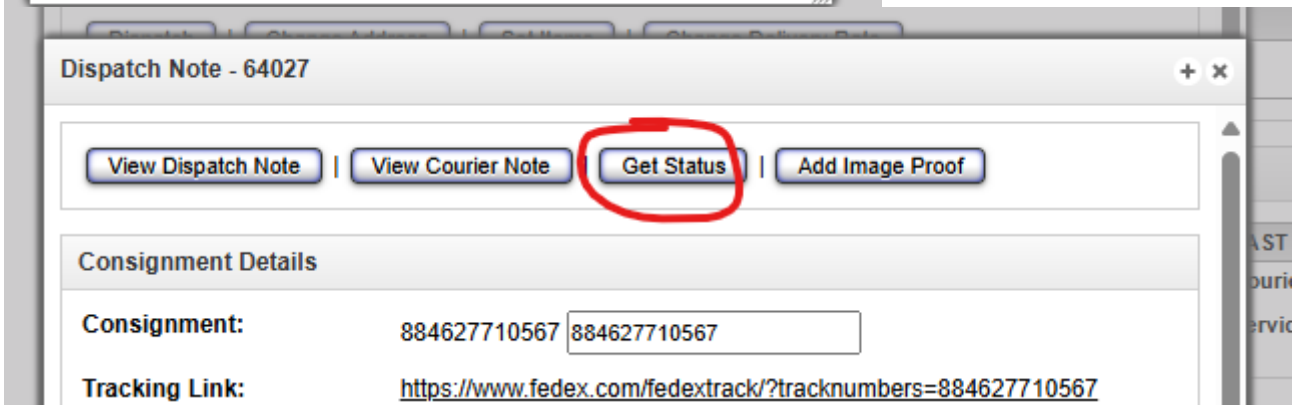
21. 
Dispatch Note - 64027
View Dispatch Note | Create Courier Consignment | Add Image Proof
Current Status
Delivery Error

22. 
Yes, Manual Consignment

23.


Enter Consignment Number - 64027
"Fedex" has not been set up for auto note generation. Please enter the consignment number manually:
Consignment No:
884627710567
Cancel
Update Consignment

24.


Dispatch Note - 64027
View Dispatch Note
View Courier Note
Get Status
Add Image Proof
Consignment Details
Consignment:
884627710567
884627710567
Tracking Link:
https://www.fedex.com/fedextrack/?tracknumbers=884627710567