

Managing Couriers

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- [DX COURIERS Organising Collections](#)
- [Royal Mail Click & Drop](#)
- [UPS Couriers](#)

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 Consignment

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 \(trade-tariff.service.gov.uk\)](https://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 -

dpd MyDPD **Shipping** Collections Deliveries Pickup Returns Address Book Depot Finder Help | Logout

Create Shipment Shipment Review Imports Import Activity Tools Delivery Delivery Search

Create Shipment MATICSERVICES

To proceed, correct the following issue: Notification Text must be a valid Telephone number

Customs Information

Type * Commercial Reason for export * Sale

No. of Items 1 Total Weight (kg) 1

International Billing Terms Delivered at Place Shipping/Freight Cost (GBP) 0.00

Invoice Reference 934391

Exporter

Country * UNITED KINGDOM

Postal/Zip Code * ML5 4XD

Organisation/Name MATIC MEDIA

Address 1 * 9-11 HAGHILL ROAD

Address 2

City * MOTHERWELL

County/State

Contact FRANCES

Telephone 08442092274

Shipper's EORI No * GB878098854000

Shipper's VAT No 878098854

Destination Tax ID/Reg No

Importer

Country * REPUBLIC OF IRELAND

Postal/Zip Code V94 X2DT

Organisation/Name SCHUH

Address 1 * UNIT 07X

Address 2 THE CRESCENT

City * LIMERICK

County/State

Contact * STUART

Telephone ** 07549099313

Email ** STUART@CLAROPRINT.CO.UK

☒ Business

Importer's EORI No * IE8272987T

Importer's VAT No 8272987

☐ Consumer

Importer's PID No

<- Delivery Details Clear Print Later Print Now Product Details ->

ALL ORDERS AND CONTRACTS FOR THE SUPPLY BY DPD OF CARRIER SERVICES SHALL BE GOVERNED BY ITS STANDARD [TERMS & CONDITIONS](#) OF TRADING.
DPD is a trading division of DPDgroup. Registered office: PO Box 6979, Roebuck Lane, Smethwick, West Midlands, B66 1BN. Registered in England and Wales No 732993

dpd MyDPD **Shipping** Collections Deliveries Pickup Returns Address Book Depot Finder Help | Logout

Create Shipment Shipment Review Imports Import Activity Tools Delivery Delivery Search

Create Shipment MATICSERVICES

To proceed, correct the following issue: Notification Text must be a valid Telephone number

Product List

Package	Description	Total Value (GBP)
1	LEAFLETS	100.00

Product Detail

Package Number * 1

Product Code

Enter product identifier (SKU)

Product Type LEAFLETS

For example women's bag/smen's shoes

Detailed Description *

For example men's patent leather shoes

Product Composition

For example woven 100% silk

Country of Origin * UNITED KINGDOM

Commodity Code * 49019900

Enter commodity Code

Product Unit Weight (kg) * 1.00

The maximum total weight per package is 30kg

Product Quantity * 1

Quantity of product items for this parcel

Product Unit Value (GBP) * 100.00

Product Total Value (GBP) 100.00

Total Value (GBP) 0.00

Shipping/Freight Cost (GBP) 0.00

New Cancel Save

<- Customs Information Clear Print Later Print Now

ALL ORDERS AND CONTRACTS FOR THE SUPPLY BY DPD OF CARRIER SERVICES SHALL BE GOVERNED BY ITS STANDARD [TERMS & CONDITIONS](#) OF TRADING.

TODD

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

Customer	93015542	Consignment number	C2295860
Collection date	20/12/2022	Service	Overnight
Premium	<input type="radio"/> None <input checked="" type="radio"/> AM delivery <input type="radio"/> Before 9:30 AM <input type="radio"/> Saturday delivery <input type="radio"/> Saturday before 9:30 AM		

Collect from	Deliver to
Cust. account	<input checked="" type="radio"/> My address (CF) <input type="radio"/> Another address (CT)
Collection name	MATIC MEDIA SERVICES LIM
Postcode	ML5 4XD
Premises/house no	9 HAGMILL ROAD
Address	Hagmill Road, Shawhead Industrial Estate, Coatbridge.
Contact	Robert McCombe
Phone	01236421110
<small>Please provide a mobile number if this is a residential collection</small>	
Email Address	joe@chemco.com
<small>Please provide an email address so that we can confirm the date with the collection point</small>	

Items	2	Collection reference	QUO 952362
Weight	3kg	On behalf of	Matic Media
Freight type (for pricing)	Carton (KG)	Special instructions	
Ready time	08 : 00	How packaged	Wrapped
Close time	18 : 00	Description of goods	3 x Banners

By completing and submitting this form you are confirming that these goods are ready & available for collection & have been packaged securely for transmission through our system. Should the collection fail due to any of these conditions not being fulfilled, DX reserves the right to charge for the attempted collection. Carriage of goods is at owner's risk.

Save consignment **Clear form** **Today's collection summary** Fields with blue highlight are compulsory.

4. Click on **Save consignment** at bottom of page

That is your collection booked on now to DX Couriers

Royal Mail Click & Drop

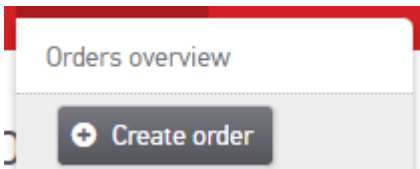
AKA Pack and Send

1. Go to:

[Dashboard - Click & Drop \(royalmail.com\)](#)

2. Log in with

Username	robert@maticmedia.co.uk
Password	ser9Vant



- 3.
4. Enter Address

Create order

* Indicates a required field

💡 Click & Drop uses orders as the basis for creating shipping labels. Even if you don't process orders, you can still get a shipping label by creating an order and just providing the recipient's name and address.

Full name ?

Order reference

Title

First name *

Last name *

Search for an address book entry or a UK address ?

Type an address reference or part of an address...

Email address

Address reference ?

Phone number

Address

Company

Address line 1 *

Address line 2

Address line 3

City *

County

Postcode *

Country *

United Kingdom - Excluding Channel Islands



Currency

British Pound



Order value (£)

Retail shipping cost (£)

Tag ?

✕ Cancel

Add products

Create order

Create order and apply postage

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"

Shipping

3. From the sub menu select "Shipping History"

View Shipping History >

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

:	20/04/2023	BRANIGAN	UPS Standard	1Z2V76A8680747575Z	
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- 5.

Your shipment from

MATIC MEDIA SERVICES LTD

Estimated delivery

Friday, April 21 between 9:30 - 13:30 ?

→ **Label Created**

○ On the Way

○ Out for Delivery

○ Delivery

Ship To

BRANIGAN
PAUL
9 SPRINGFIELD STREET
CULTURAL QUARTER
WARRINGTON WA11BB GB

Get Updates >

[Change delivery](#)

[View Details](#)

Creating a Manual Consignment

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

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