

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 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 \(trade-tariff.service.gov.uk\)](#)
14. Click 'Save' All being well, you will have the option to print the label and the Export documents.

Screen Shots -

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	93439	Importer	

Exporter		Importer	
Country *	UNITED KINGDOM	Country *	REPUBLIC OF IRELAND
Postal/Zip Code *	ML5 4XD	Postal/Zip Code	V94 X2DT
Organisation/Name	MATIC MEDIA	Organisation/Name	SCHUH
Address 1 *	9-11 HAGHILL ROAD	Address 1 *	UNIT 07X
Address 2		Address 2	THE CRESCENT
City *	MOTHERWELL	City *	LIMERICK
County/State		County/State	
Contact	FRANCES	Contact *	STUART
Telephone	08442092274	Telephone **	07549099313
Shipper's EORI No *	GB878098854000	Email **	STUART@CLAROPRINT.CO.UK
Shipper's VAT No	878098854	<input checked="" type="radio"/> Business	
Destination Tax ID/Reg No		Importer's EORI No *	IE8272987T
		Importer's VAT No	8272987
		<input type="radio"/> Consumer	
		Importer's PID No	

** Mandatory information needed to contact the receiver where duties/tax are payable before delivery (email or phone number)

[<- Delivery Details](#) [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

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

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Create Shipment MATICSERVICES

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

Package	Description	Total Value (GBP)
1	LEAFLETS	100.00

Product Detail

Package Number *	1
Product Code	
Product Type	LEAFLETS
Detailed Description *	
Product Composition	
Country of Origin *	UNITED KINGDOM
Commodity Code *	49019900
Product Unit Weight (kg) *	1.00
Product Quantity *	1
Product Unit Value (GBP) *	100.00
Product Total Value (GBP)	100.00

Total Value (GBP) 0.00
 Shipping/Freight Cost (GBP) 0.00

[<- Customs Information](#) [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.

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

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	<input checked="" type="radio"/> My address (CF) <input type="radio"/> Another address (CT)
Cust. account	<input type="text"/> Get account	Delivery name	MATIC MEDIA SERVICES LIM
Collection name	<input type="text"/>	Postcode	ML5 4XD
Postcode	ML5 4XD Get address	Premises/house no	9 HAGMILL ROAD
Premises/house no	Chem Co International	Address	Hagmill Road, Shawhead Industrial Estate, Coatbridge.
Address	Hagmill Road, Shawhead Industrial Estate, Coatbridge.	Contact	Robert McCombe
Contact	Joe Bloggs	Phone	01236421110
Phone	0121235351		
<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	<input type="text"/> <input type="text"/> <input type="text"/>
Ready time	08 : 00	How packaged	Wrapped
Close time	18 : 00	Description of goods	3 x Banners
<small>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.</small>			
Save consignment	Clear form	Today's collection summary	<small>Fields with blue highlight are compulsory.</small>

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

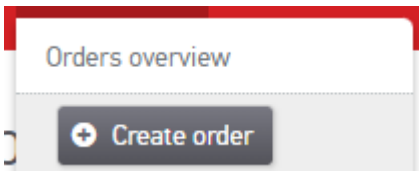
1. Go to:

[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

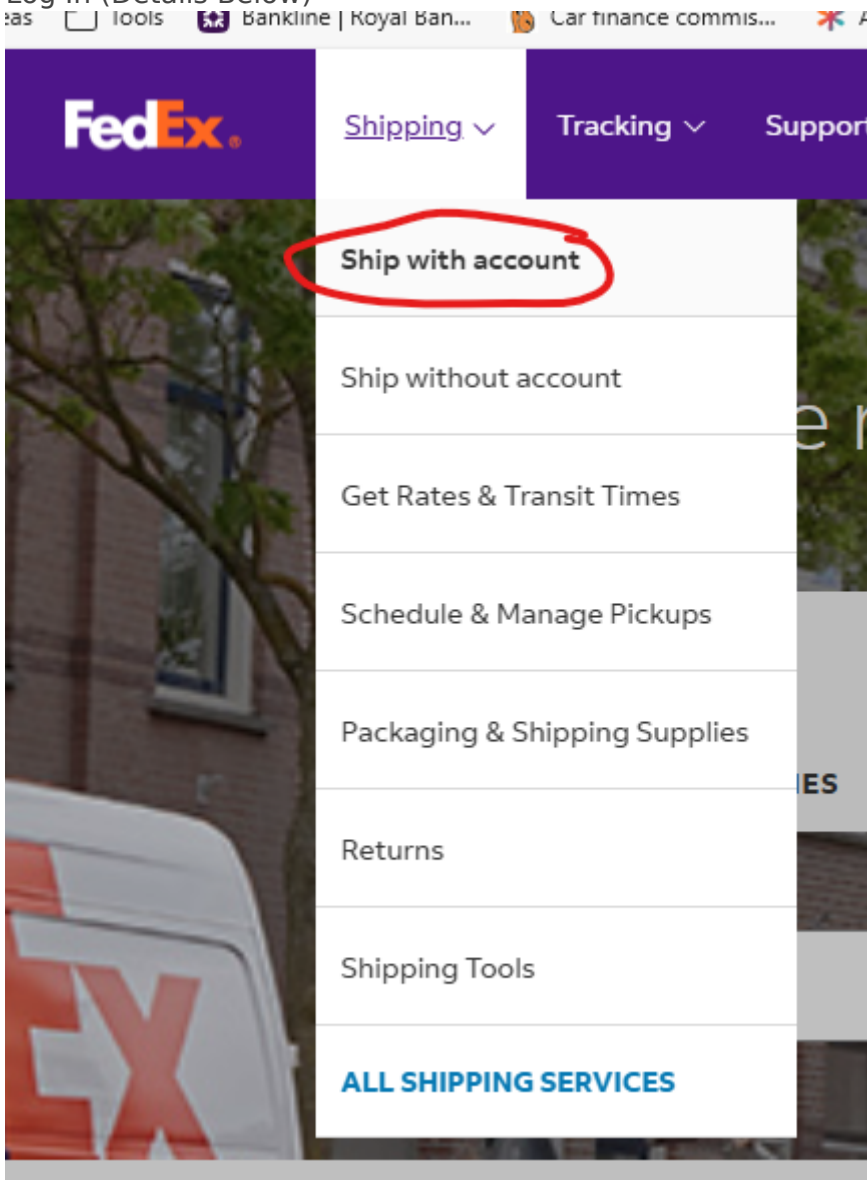
	1kg Single Box	5kg Single Box	10kg Single Box	20kg Single Box	2 Boxes at 20kg	10 Boxes at 200kg	Typical Transit Time
UK Standard	3.65	3.65	3.65	4.71	6.60	27.58	Next Day
UK Express Saver	5.90	5.90	5.93	8.02	11.80	59	Pre 12
NI Standard	9.19	9.19	9.19	10.15	13.19	40.32	Two Day
NI Express Saver	5.90	5.90	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

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.

Service

Select a service based on delivery date and time

SHIP DATE ▼
Wednesday, 24 September 2025

Delivered by Friday, 26 September 2025

18:00
FedEx® Priority **£23.64**

Schedule a pickup before 13:00 today. ⓘ
Your shipment(s) will be picked up between 13:00 and 17:00 today.

Ship from [EDIT](#)

Robert McCombe
2 HAGMILL CRESCENT, United Kingdom

Deliver to [EDIT](#)

Tim McCoubrey
Vivid Creative
7 Abercorn Avenue, United Kingdom

Package details [EDIT](#)

Total packages 1
Total weight 3 kg

Service

Service options

Package contents

7.

Items
 Documents

DESCRIPTION	HS CODE	MADE IN	QUANTITY	WEIGHT	CUSTOMS VALUE
<p>No items yet defined. Please add at least one item.</p>					

[ADD NEW ITEM](#)
[LOAD ITEM PROFILE](#)

8. Select the profile that matches what you are sending

Load item profile

SEARCH SAVED ITEM PROFILES

PROFILE NAME

[Correx](#)

[PVC Banner](#)

[Posters](#)

[Stickers](#)

[Table Cloth](#)

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:

NET WEIGHT * 6	UNIT * pieces	kg
QUANTITY * 1		
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

TERMS OF SALE ▼

DECLARATION STATEMENT
Green Lane, Not at risk, UKIMS XIUKIM87809885400020250516103322

63 / 3

15. Green Lane, Not at risk, UKIMS XIUKIM87809885400020250516103322


16.  I have already scheduled a pickup at my location

17. Click next till you see Finalise

FINALISE ▼

18. Shipment created successfully

Expected delivery: Friday, 26 September 2025 by 18:00

Tracking ID
[884627710567](#) 

Print documents
Attach shipment labels to the top of each package, making sure that the barcode is clearly visible.

Shipping label(s) [Download](#) [Print](#)






Customs invoice(s) [Download](#) [Print](#)

Transaction Record [Download](#) [Print](#)

PRINT

DOWNLOAD

Actions

-  [EDIT SHIPMENT](#)
-  [REPEAT SHIPMENT](#)
-  [CREATE NEW SHIPMENT](#)
-  [SAVE SHIPMENT AS PROFILE](#)
-  [CANCEL SHIPMENT](#)

Expected delivery:
Friday, 26 September 2025 by 18:00

Estimated total costs £23.6
[View breakdown](#)

19. Print the Label and copy the tracking id into the matric track

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

20.

Below are the current projects purchase

Dispatch Note - 64027

[View Dispatch Note](#) | [Create Courier Consignment](#) | [Add Image Proof](#)

Current Status

Delivery Error

21.

Supplier: Fedex

22.

[Yes, Manual Consignment](#)

Enter Consignment Number - 64027



"Fedex" has not been set up for auto note generation. Please enter the consignment number manually:

Consignment No:

Cancel

Update Consignment

23.

Dispatch Note - 64027



View Dispatch Note

View Courier Note

Get Status

Add Image Proof

Consignment Details

Consignment: 884627710567

Tracking Link: <https://www.fedex.com/fedextrack/?tracknumbers=884627710567>

24.