

Managing Couriers

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- [DPD Courier Deliveries](#)
- [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 *

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

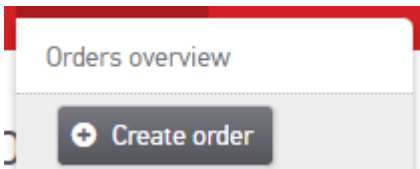
AKA Pack and Send

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 |

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"

View Shipping History >

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

| | | | | | |
|---|------------|----------|--------------|------------------------------------|--|
| : | 20/04/2023 | BRANIGAN | UPS Standard | 1Z2V76A86807475757 | |
|---|------------|----------|--------------|------------------------------------|--|

- 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 |