

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 LIMI
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.
Contact	Joe Bloggs	Contact	Roberrt McCombe
Phone	0121235351	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	<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>			
<input type="button" value="Save consignment"/>	<input type="button" value="Clear form"/>	<input type="button" value="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

Revision #2

Created 19 December 2022 14:55:30 by Patrick Spencer

Updated 19 December 2022 15:10:07 by Admin