



"It's personal"

Nightfreight Online Collection Screen

Customer Guide

Nightfreight IT Support Desk. Tel: 0151 649 0011

About our Collection Service:

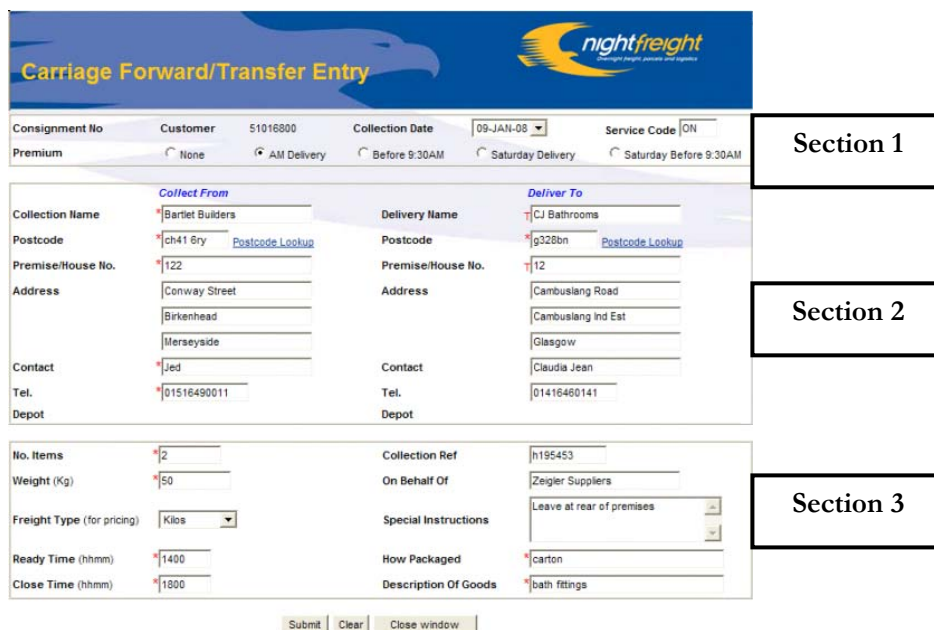
We call them Carriage Forwards (CF) and Carriage Transfers (CT).

- The **CF** service enables you to request that your freight be collected from your customer's premises nation wide and delivered to you.
- The **CT** service enables your freight to be collected from your customer's premises and then delivered onto any other address you stipulate on your account

How to get to the Carriage Forward/Transfer Entry screen.

- On the front page of the Nightfreight website click on the **'Login – Online tools and services'** button which is on the right hand side of the screen near the top of the page
- The 'Customer Login Page' will display. Click on link **2: 'Log on to Parcel Tracking, POD reports, Carriage Forward/Carriage Transfer Entry'**.
- In the 'Customer Login' page enter your 2-digit Nightfreight depot code, your account number and your password then click on the 'Login' button
- The 'Nightfreight Customer Website' page will display. Click on the option 'Carriage forward/transfer entry'.
- The Carriage forward/Carriage transfer screen will then open **as a separate window**

For ease of explanation, we will split the screen down into **3** sections.

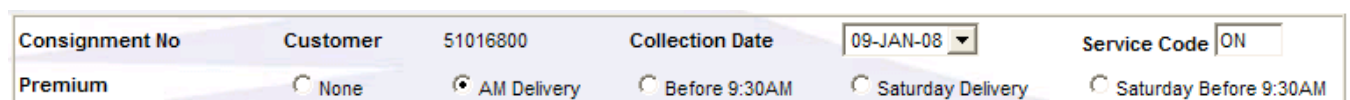


Section 1	
Consignment No	Customer 51016800
Collection Date	09-JAN-08
Service Code	ON
Premium	None (selected), AM Delivery, Before 9:30AM, Saturday Delivery, Saturday Before 9:30AM

Section 2	
Collect From	Deliver To
Collection Name: Bartlet Builders	Delivery Name: CJ Bathrooms
Postcode: ch41 6ry	Postcode: g328bn
Premise/House No.: 122	Premise/House No.: 12
Address: Conway Street, Birkenhead, Merseyside	Address: Cambuslang Road, Cambuslang Ind Est, Glasgow
Contact: Jed	Contact: Claudia Jean
Tel.: 01516490011	Tel.: 01416460141
Depot:	Depot:

Section 3	
No. Items: 2	Collection Ref: h195453
Weight (Kg): 50	On Behalf Of: Zeigler Suppliers
Freight Type (for pricing): Kilos	Special Instructions: Leave at rear of premises
Ready Time (hhmm): 1400	How Packaged: carton
Close Time (hhmm): 1800	Description Of Goods: bath fittings

Section 1



Consignment No	Customer	51016800	Collection Date	09-JAN-08	Service Code	ON
Premium	None (selected), AM Delivery, Before 9:30AM, Saturday Delivery, Saturday Before 9:30AM					

- At 'Collection Date' click on the down arrow to the right of the date to choose the date you require
- The Service Code is set to ON (Overnight)
- Click in the circle of the required service premium

Section 2

Collect From		Deliver To	
Collection Name	* Bartlet Builders	Delivery Name	T c j bathrooms
Postcode	* ch416ry Postcode Lookup	Postcode	* g328bn Postcode Lookup
Premise/House No.	* 122	Premise/House No.	T 12
Address	conway street	Address	cambuslang road
	birkenhead		cambuslan ind est
	merseyside		glasgow
Contact	* jed	Contact	claudia jean
Tel.	* 01516490011	Tel.	01416481023
Depot		Depot	

Section 2 is divided into the Collection details and the Delivery details.

Collection From:

Enter the name, postcode, address, contact name and telephone number of where the goods are to be collected from.

Deliver To:

Enter the delivery name, postcode and house/premises number boxes, the rest of the boxes will fill automatically when the 'Submit' button is pressed.

Section 3

No. Items	* 2	Collection Ref	hl312
Weight (Kg)	* 50	On Behalf Of	ziegler fittings
Freight Type (for pricing)	Carton	Special Instructions	deliver to rear of premises
Ready Time (hhmm)	* 1400	How Packaged	* carton
Close Time (hhmm)	* 1800	Description Of Goods	* bath fittings

Section 3 is about the freight.

At Box:-	Explanation and what to do
No. Items	Type the number of items to be collected
Weight	Enter the weight of the consignment in Kilograms. Note: Only the figure is entered, DO NOT type KG)
Freight Type	Do not try to type a freight description, but click on the down arrow to the right of the box to display freight type options
Ready Time	Enter the time that the goods will be ready for collection using 24hr clock ie 1400
Close Time	Again using 24hr clock, enter the time the collection premises will close
Collection Ref	Use this box to enter any reference code you wish to use for this CF/CT
On Behalf Of	When using a CT service, enter the name of your company in this box
Special Instructions	Enter any special instructions for this CF/CT. They will print out on the driver's collection documents.
How Packaged	Type a brief description of how the goods are packaged ie red boxes
Description Of Goods	Type a brief description of the goods being collected

When all fields have been entered and the screen checked, click on the 'Submit' button at the bottom of the screen.

The consignment number allotted to your CF/CT will appear in red at the top of the screen at the 'Consignment No' field in section 1.

A message appears in green at the top of the screen asking you to check that the details are correct and to note the consignment number. At this stage, if you wish to change any information, you are able to click on the 'Back' button on your browser toolbar, and then once changed, click again on the 'Submit' button.

If all details are correct, click on the 'Confirm' button at the bottom of the screen to complete the entry and send the consignment details automatically to your local Nightfreight Customer Care department who will arrange the collection and delivery of your consignment.

Important Notes:

- Fields displaying a red star to the left of the box are mandatory fields
- Fields displaying a red T to the left of the box are mandatory fields for CT only.
- The screen is available from 5am to 4.30pm Monday to Saturday.

If you require further information or have any questions about the CF/CT screen or service, please contact the IT Support Desk on 0151 649 0011.