



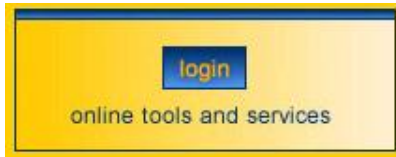
**How To Access Your POD
(Proof Of Delivery)
Online**

Customer Guide

There are 5 easy steps to registering for online POD (Proof Of Delivery) retrieval.

STEP 1: Access the Nightfreight website by typing www.nightfreight.co.uk on your browser address line.

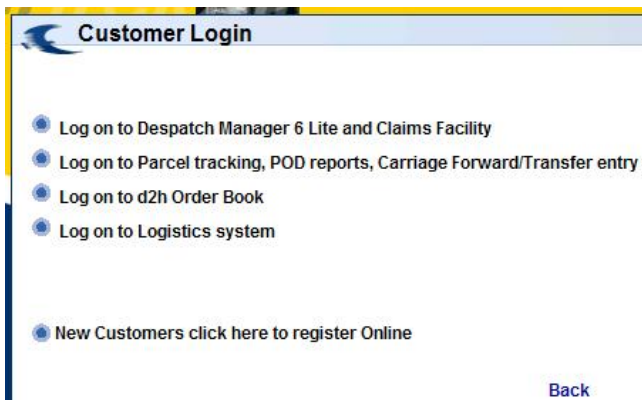
STEP 2: Customer 'Login' Button



On the right hand side of the screen underneath the telephone number, click on the 'Login' button.

The 'Customer Login' page will be displayed

Step 3 'Customer Login' Page



For New Customers:

Click on the 'New Customers click here to register Online' link

For registered Customers:

Click on the 'Log on to Parcel tracking, POD reports, Carriage Forward / Transfer entry' and you will be taken to the 'Logon Page'

STEP 4: **Note: Step 4 is for new users only.**



Customer Registration

Enter the following information and click 'Submit' to register for the customer website.
Your Depot and Account Number are located in the top right corner of your invoice.

Your Depot:

Your Account Number:

Who to Contact:

Email address:

Need help? Phone Nightfreight IT Support on 0151 649 0011 or contact ITSupport@Nightfreight.co.uk

The boxes 'Your Depot and 'Your Account No' **must** have correct information entered in order to register correctly.

Your Depot: This box refers to the depot number of your local Nightfreight depot. It is a 2-digit number. **Note:** for single number depots, a 0 (zero) is entered pre number ie for depot 4 enter **04**

Note: If you do not know your 2-digit Nightfreight depot number, click on the 'Find Local Depot' button at the top of the screen and enter your postcode in the boxes provided then press 'Send'. Your local depot details will appear displaying also the depot number.

Your Account Number: If you do not know your account number, contact your local Nightfreight depot or if you have a Nightfreight invoice, the account number can be obtained from the top right hand side of the invoice.

Who to Contact: Enter the name of the person at your company who you wish to be contacted by Nightfreight with your password.

Email address: Enter your e-mail address

When you have completed all boxes, press the **Submit** button. The following message will appear on screen.

*“Your details have been successfully recorded.
The online tracking will be available 24 hours after registering”*

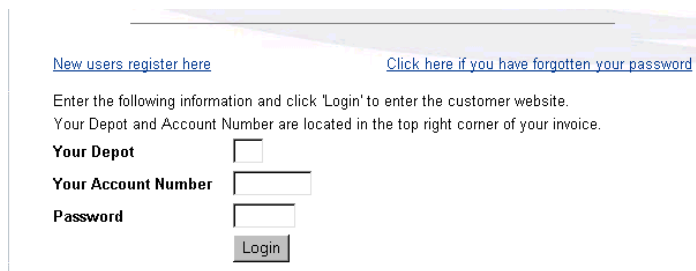
You will be sent a letter containing your password for the POD site addressed to the name you entered as the contact at your company.

If you do not wish to wait until your letter arrives, you are able to contact the Nightfreight IT Department immediately after submitting. They will give you your password over the phone.

Nightfreight IT Department:- Tel: 0151 649 0011

Step 5: Accessing your “POD”

Once registered, follow previous instructions from Steps 1 to Step 3



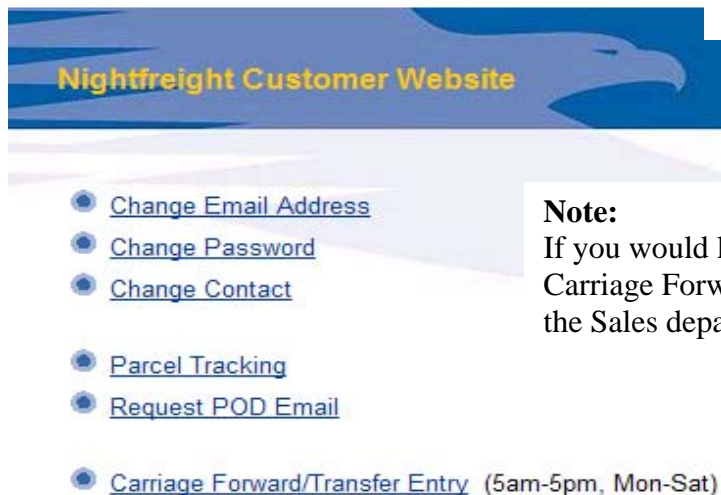
The screenshot shows the login interface. At the top, there are two links: "New users register here" and "Click here if you have forgotten your password". Below these links, a message reads: "Enter the following information and click 'Login' to enter the customer website. Your Depot and Account Number are located in the top right corner of your invoice." There are three input fields: "Your Depot" (a small square box), "Your Account Number" (a rectangular box), and "Password" (a rectangular box). A "Login" button is positioned below the password field.

Enter your:

- Depot number,
- Account number
- Password

Click on the 'Login' button

You will then be taken to the Nightfreight Customer Website page.



Note:

If you would like access to Nightfreight's unique Carriage Forward/Transfer service, please contact the Sales department at your local depot.

Parcel Tracking

Click on the Parcel Tracking link to be taken to the Parcel Tracking page.

Please supply **one** piece of information in the form below and click 'Search'

Depot: 51
 Account Number: _____
 Consignment Number: Incl. Historic POD's
 Postcode:
 Delivery Name:
 Customer Ref No:

Search for your POD using:-

- Consignment Number
- Postcode
- Delivery Name
- Customer Reference number

Then click on the 'Search' button

Your POD will then be displayed on screen.

Click below for more information.

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Consignment Number	Customer Ref No	Delivery Date	Time	Signed By		
51506733		05-OCT-07	14:00	SPIRES	Request POD image	Text Details

[Back to Form](#)

Use the 2 links to the right hand side of the screen to produce the different type of POD available to you. (See images below)

POD tracking



Click the image to zoom in | [View only this image](#) | [Rotate image \(for printing\)](#)

NIGHTFREIGHT (GB) LTD

Seq No: 34 Name: OML LIMITED Special Instructions: Received in Good Condition
 Date: 21-Feb-05 Address: UNIT 38 BOX
 Cons No: 51507540 WATERSIDE HILLS LDAM E-CLASS Signed: [Signature]
 Cons Date: 31-Jan-05 GREENFIELD Exp. 01-Feb-05 03:59 Printed: [Signature]
 Post Code: OLS 7NH SADDLEWORTH
 Service: ON Senders: 177 DEPARTMENT
 Exp. 05 Cust Ref: MARTIN Date: 01/02/05 Time: 11:55
 Phone: Contacts: MARTIN ** Hard Copy POD Required **
 No Items: 1 of 1 Weight: 5 Description: Home Delivery:

Request POD Image

To increase the size for larger image, click once in the middle of the image.

Click again to reduce the size back to original view.

Nightfreight Consignment Tracking
 Detailed information for consignment number: 51507540

Service Code	ON	Number of Items	1
Delivery Round Number	005	Number Items Delivered	1
Delivery Postcode	OLS 7NH	Delivery Name	OML LIMITED
Weight	6.00 kg	Delivery Date & Time	01-FEB-05 11:55
Signed By	WALSH		

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POD – Text Option

REQUESTING POD BETWEEN TWO DATES:

You are able to request POD between 2 given dates by clicking on the **'Request POD E-Mail'** option on the Nightfreight Customer Website Main Menu (see image on page 5)

Please enter your email address and two dates in the form below
Please enter the dates in the format DD/MM/YY e.g. 15/11/04

Depot 51
Account Number
Start Date 01 / 01 / 05
End Date 01 / 02 / 05
Email address mary@roscoeengineers.co.uk

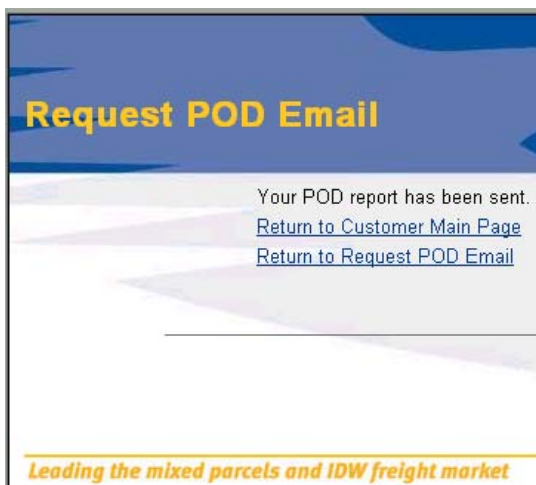
Pods are returned in csv format, suitable for import into Access database or opening in a spreadsheet such as Excel or Lotus

'Request POD e-mail screen

Enter the Starting date and then the End date
(The dates must relate to the consignments dispatch dates)

Enter your email address

Click on **"Submit"** button



A message appears telling you that 'your POD report has been sent'

Your POD will be emailed to the address stated

It will arrive as an e-mail attachment in CSV format.



CSV email attachment The CSV file will open in Excel.
The information will be in **text** format (**not** Image)

If you have any problems or questions please contact the Nightfreight IT Department on telephone No: **0151 649 0011**