



# **SendIT Express**

## **CLICK2SHIP**

ONLINE BOOKING AND TRACKING  
HOW TO GUIDE

## Login

Please enter your username and password to gain access to the Express system

Username: EXPORTER

Password: \*\*\*\*\*

Login

Use the link below to access our click2ship site:

<https://www.senditexpress.co.uk/click2ship>

You should see the above page load then click the CLICK2SHIP button  
Enter your login details and select the 'LOGIN' icon.

## International Express



Fast and efficient global integrator service  
All shipments fully tracked throughout transit



## UK Domestic



Overnight delivery throughout the UK  
All shipments fully tracked throughout transit  
Timed delivery service available 09.00 / 12.00



## Contact Details

Please contact us for information on:

- Service Updates
- Destination Notes
- Residential Deliveries
- Oversized packages

Phone: 012345678910

Email: [express@couriers.com](mailto:express@couriers.com)

## European Road



Economical service throughout Europe  
All shipments fully tracked throughout transit  
No third party sub-contractors used for final leg of the delivery



## Service Select Page

If you no longer wish to see this page on login,  
please select a default page below.

Service Selection

### Select the service that you're looking for:

- International Express:- for any worldwide express shipments.
- UK Domestic:- for any express shipments that are going to anywhere in the UK
- European Road:- A more economical service to Europe by road.

For international shipments, just select the country the shipment is going to.

The screenshot shows a shipping form interface. At the top, there is a navigation bar with 'SERVICES', 'OPTIONS' (highlighted in pink), 'TRACK', and 'LOGOUT'. On the right, it says 'ACCOUNT : EXPORTER'. Below this, there are three tabs: 'INTERNATIONAL' (selected), 'DOMESTIC', and 'EUROPEAN ROAD'. The main form area has a 'DESTINATION\*' dropdown menu set to 'AUSTRALIA'. Below this, a red oval highlights the 'Pieces\*', 'Weight(Kg)\*', 'Length(cm)', 'Width(cm)', and 'Height(cm)' fields. The 'Pieces' field is set to '1', 'Weight' to '10', 'Length' to '50', 'Width' to '50', and 'Height' to '50'. Below these fields, there is a 'TOTALS:' section showing '10.00 Kgs'. The 'SHIPMENT TYPE\*' section has radio buttons for 'Docs' and 'Non-Docs', with 'Non-Docs' selected. Below this, it says 'Personal effects and Dangerous goods? contact 012345678910'. The 'SHIPMENT DATE\*' is set to '19-02-2016'. To the right of the form is a 'Contact Details' box with the text 'Please contact us for information on:' followed by a list: 'Service Updates', 'Destination Notes', 'Residential Deliveries', and 'Oversized packages'. It also provides a phone number '012345678910' and an email 'express@couriers.com'. A red arrow points from the top text box to the 'DESTINATION' dropdown. Another red arrow points from the bottom text box to the 'OPTIONS' button. A third red arrow points from the bottom text box to the 'Pieces' field.

SERVICES **OPTIONS** TRACK LOGOUT ACCOUNT : EXPORTER

INTERNATIONAL DOMESTIC EUROPEAN ROAD

**DESTINATION\*** AUSTRALIA

**Pieces\*** 1 **Weight(Kg)\*** 10 **Length(cm)** 50 **Width(cm)** 50 **Height(cm)** 50

**TOTALS:** 10.00 Kgs

**SHIPMENT TYPE\*** Docs ☐ Non-Docs ☒  
Personal effects and Dangerous goods? contact 012345678910

**SHIPMENT DATE\*** 19-02-2016 **OPTIONS**

**Contact Details**  
Please contact us for information on:  
■ Service Updates  
■ Destination Notes  
■ Residential Deliveries  
■ Oversized packages  
Phone: 012345678910  
Email: express@couriers.com

Enter the shipments weight, measurements, type (if the shipment is non- docs, you will need to clarify whether it is personal effects or other.

Then, select the 'OPTIONS' tab to check prices.

You will then, get taken through to a quote page which has been divided into two: the top half offers all options available for a door to door service including close outs for collection when you input the collection postcode.



SERVICES OPTIONS TRACK LOGOUT ACCOUNT : EXPORTER

OPTIONS BOOK CONFIRM COMPLETE

Non-Documents / Australia / 19-FEB-16


**Collected Service**

Closeout

|   |                        | Actual Weight | Chargeable Weight | Transit (days) |                                     |
|---|------------------------|---------------|-------------------|----------------|-------------------------------------|
|  | See above for closeout | 10.0          | 25.0              | 3-4            | <input type="button" value="BOOK"/> |
|  | See above for closeout | 10.0          | 25.0              | 3-4            | <input type="button" value="BOOK"/> |

**Drop-in Service**

Drop-in points [Click here](#)

|   |                              | Actual Weight | Chargeable Weight | Transit (days) |                                     |
|---|------------------------------|---------------|-------------------|----------------|-------------------------------------|
|  | See above for drop-in points | 10.0          | 25.0              |                | <input type="button" value="BOOK"/> |

†All shipments are check weighed and dimension checked prior to sending, **any discrepancies** will incur a supplementary invoice charge. Please note that the volume conversion is 5000cc on **all** available Express services.

For Service Updates and Destination Information please contact [express@couriers.com](mailto:express@couriers.com) or phone **012345678910**

The transit time shown is an estimate in working days for non-dutiable goods. Shipments that are dutiable or to a remote area may experience a slightly longer transit time.

The bottom half offers options for drop – in services.

You can check close outs and the various drop in centres for DHL Services by selecting the 'click here' button found under the drop in points icon.

This will bring up a tab that enables you to view available drop in points

SERVICESOPTIONSTRACKLOGOUTACCOUNT : EXPORTER

OPTIONSBOOKCONFIRMCOMPLETE

Non-Documents / Australia / 19-FEB-16


Collected Service

CloseoutRH10 9PTGo

Actual Weight

Chargeable Weight

Transit (days)




12:00 - 18:00...

10.0

25.0

3-4

BOOK



16:00

10.0

25.0

3-4

BOOK


Drop-in Service

Drop-in points

Actual

Chargeable

Transit (days)



See above

All shipments are check weighed and dimension checked prior to dispatch. Please note that the volume conversion is 5000cc on all available services.

For Service Updates and Destination Information please contact your account manager.

The transit time shown is an estimate in working days for non-remote areas. A remote area may experience a slightly longer transit time.

Available points

Aberdeen

Basildon

Belfast

Birmingham

Bristol

Cambridge

Croydon

East Midlands


Edinburgh


Exeter


Flint


Gatwick


Glasgow

































































































































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Once you have selected the right quote for you and pressed the 'BOOK' icon, you will be asked to enter the shipment details:

SERVICESOPTIONSTRACKLOGOUTACCOUNT : EXPORTER

OPTIONSBOOKCONFIRMCOMPLETE

Non-Documents / Australia / 22-FEB-16



\* indicates a mandatory input

Country: **Australia**  
Dead Weight: **10 Kg**  
Volumetric Weight: **25 Kg**  
Chargeable Weight: **25 Kg**  
Pieces: **1**

Dims: Length x Width x Height  
50cm x 50cm x 50cm

Shipment details

\*HAWB Reference

\*Commodity Description

\*Value For Customs

\*Currency

Country of Origin

Reason for Export

VAT Number

Commodity Code

Proforma Invoice ☒ (Please tick if required and see **note #1**)

Export Licence ☒ (I have read **note #2**)

All exports are done as permanent. For a temporary export please call customer services on 012345678910 for assistance.

**Note #1**  
A proforma invoice is required for any shipment that is a **non-document** and is to a **Non-EU country**. Also note that when the value for customs is **over £800** (or the equivalent in \$USD or in €EUR or in ¥Yen) both a VAT Number and Commodity Code are required for the proforma invoice.

**Note #2**  
Customs in any **Non-EU country** may require a Export Licence depending on the commodity. **You** as the shipper will have to determine if an Export Licence is required. Commodities that may require an Export Licence include:  
Dual-use items i.e. those that can be used for both civil and military purposes

You will be required to enter an email address for booking confirmations and updates for this particular booking as well as best collection time and collection address/contact.

N.B: Ensure that all fields with a red asterisk are completed.

License is required. Exporters may require an export licence licence.  
Dual-use items i.e. those that can be used for both civil and military purposes.  
Associated technology and software.

If you determine your consignment does require an Export Licence please attach a copy of the licence to the Proforma Invoice.  
If your consignment does not require an Export Licence please state on the Proforma Invoice "NO EXPORT LICENCE REQUIRED".

### Collection details

Please provide all necessary details concerning the collection location in the form below.

Collection Date: 22-02-2018

Ready to pick-up from: 11:50

Company close time: 13:50

Please note that pick-up could be any time after the stated pick-up time.

Save Address: Nothing available

Please select a previously saved address or enter a new address below.

Contact Name: MR EXPORT SHIPPER

Company Name: EXPORT SHIPPING

Business/Residential: BUSINESS/RESIDENTIAL

Address #1 as indicated: 1 COURIER STREET

Address #2 as indicated:

Address #3:

City/Town: CRAWLEY

County: WEST SUSSEX

Postcode: BN10 8PT

Country: United Kingdom

Telephone Number: 01294 8679810

Telephone Extension:

Your Email Address:

Package Location: AT RECEPTION

Additional Information:

### Consignee details

Save Address: Nothing available

Please select a previously saved address for this destination or enter a new address below.

Contact Name: MR CONSIGNEE

Company Name: FREIGHT RECEIVED

Address #1: 5 WALLABY STREET

Address #2:

Address #3:

City: SYDNEY

State/Province:

Zip/Postal Code: 2000

Country: Australia

Telephone Number: 01294 8679810

I confirm that I agree to your Terms and Conditions: ☒

I confirm that this shipment does not contain dangerous goods (Click here to view list): ☒

**PLACE BOOKING**

Before you place the booking ensure that both tick boxes are selected.



Once you have selected the 'place booking' icon, you will be taken through to a summary page enabling you to check that all booking details have been correctly inputted.

**DHL**

Country: Australia  
Dead Weight: 15.00kg  
Volumetric Weight: 25.00kg  
Chargeable Weight: 25.00kg  
Pieces: 1

Dimension: Length x Width x Height  
50cm x 50cm x 50cm

All shipments are check weighed and dimmed. Any discrepancies will incur a supplementary invoice.

### Shipment details

Summary of details. (Click here to re-edit this section)

|                             |                                     |
|-----------------------------|-------------------------------------|
| HAWB Reference: 1234COURIER | Country of Origin: UNITED KINGDOM   |
| Commodity: SHIPMENT         | Reason for Export: PERMANENT EXPORT |
|                             | Value For Customs: \$0.00           |
|                             | Currency: GBP                       |
|                             | UKT Number:                         |
|                             | Commodity Code:                     |
|                             | Proforma Required: Yes              |
|                             | NLI Required: Yes                   |

### Collection details

Summary of collection details. (Click here to re-edit this section)

|  |                                |
|--|--------------------------------|
| Collection Date: 22-02-2016                | Ready to pick-up from: 11:00   |
|  | Company close time: 13:00      |
| Contact Name: MR EXPORT SHOPPER            | Telephone Number: 012345678910 |
| Business/Residential: Business/Residential | Telephone Extension:           |
| Company Name: EXPORT SHOPPING              | Your Email Address:            |
| Address #1: 1 COURIER STREET               | Package Location: AT RECEPTION |
| Address #2:                                | Additional Information:        |
| Address #3:                                |                                |
| City/Town: CHAWLEY                         |                                |
| County: WEST SUSSEX                        |                                |
| Postcode: BN129PT                          |                                |
| Country: United Kingdom                    |                                |

### Consignee details

Summary of consignee details. (Click here to re-edit this section)

|                                |                                |
|--------------------------------|--------------------------------|
| Contact Name: MR CONSIGNEE     | Telephone Number: 012345678910 |
| Company Name: FREIGHT RECEIVED |                                |
| Address #1: 2 WALLABY STREET   |                                |
| Address #2:                    |                                |
| Address #3:                    |                                |
| City: SYDNEY                   |                                |
| State/Province:                |                                |
| Zip/Postal Code: 2000          |                                |
| Country: Australia             |                                |

**CANCEL** **EDIT BOOKING** **PROCEED WITH BOOKING**

At this stage, you can either edit any inputted details or cancel the booking.


If you're happy to go ahead and book, select 'proceed with booking.'

At this point, you will be taken through to a booking confirmation page offering contact details for our Customer Services and also important notes about the booking you have just made.

SERVICES OPTIONS TRACK LOGOUT ACCOUNT : EXPORTER

OPTIONS BOOK CONFIRM COMPLETE

Non-Documents / Australia / 22-FEB-16



Your booking has been successful as per details below

If you have any queries about this booking, please contact us by emailing [express@couriers.com](mailto:express@couriers.com) or call us on 012345678910  
Please quote your **reference** or the **courier consignment number**.

|                 |                        |
|-----------------|------------------------|
| Collection Date | Latest Collection Time |
| 22-02-2016      | 17:30                  |

Important Next Steps

To complete the booking process, please click here to [Download and print your labels](#). Each print provides one label per piece and an 'archive' copy.  
Please ensure one label is firmly affixed to each package.  
The other marked 'archive' should either be handed to the collection driver or handed over the counter at the 'drop-in' point.  
**Reminder:** Collection or acceptance at the depot could be declined if no label is attached and a charge may be incurred.  
Please click here to [Download and print 3 copies of your Proforma Invoice](#). These should be placed alongside the label on package no. 1

Notes

**Important:** Should you need to AMEND or CANCEL this booking, please call 012345678910. We regret charges may still be incurred.  
**Important:** If a rebooking has been done please ensure any previously generated labels are destroyed before affixing this label.

Documentations are delivered as a PDF attachment. For further details click here for the latest version of the Adobe Acrobat Reader.

At this point, you will also need to print out any labels for the shipment.

EXPRESS WORLDWIDE **WPX** **DHL**

From: EXPORT SHIPPER  
1 COLMAN STREET  
NEWPORT AUSTRALIA WEST AUSTRALIA  
To: FREIGHT RECEIVED  
MR CONSIGNEE  
2 WALLABY STREET  
2000 SYDNEY  
Australia

**AU-SYD-SSEX11**

**C**

Net Weight: 10.0 kg 1/1

Barcode 1: 3601 11 110 100

Barcode 2: 3601 11 110 100

Barcode 3: 3601 11 110 100

When you come to print out the labels for your shipment:

- You will need to **attach one of the two copies** of the consignment note onto the shipment



**PROFORMA INVOICE**

Invoice Date: 20/01/2016

Company Name: EXPORT SHIPPER  
Contact Name: MR EXPORT SHIPPER  
Reason For Export: FREIGHT RECEIVED  
From Address: 1 COLMAN STREET  
Newport  
To Address: 2 WALLABY STREET  
SYDNEY  
2000  
AUSTRALIA

Tel No: 08 9440 1000

| Full Description of Goods | Commodity Codes | Net Value | Total Value | Currency |
|---------------------------|-----------------|-----------|-------------|----------|
| SHIPPERS                  |                 | 35.00     | 35.00       | GBP      |
| Shippers VAT Number:      |                 | Total     | 35.00       | GBP      |

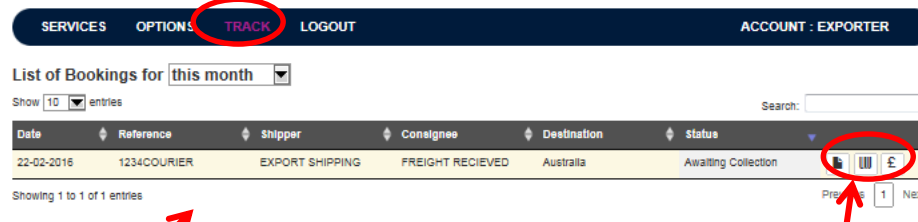
I DECLARE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

PRINT NAME: SIGNATURE: TITLE: DATE: 23rd February 2016

Please ensure that **three copies** of the commercial invoice are printed and **attached to your shipment alongside the consignment note.**



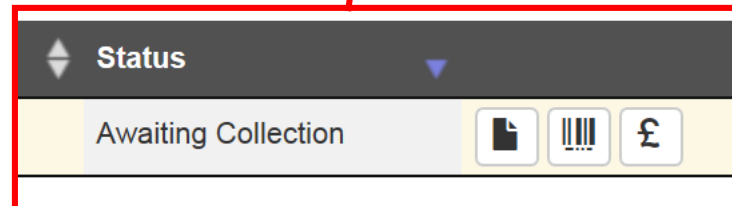
You can then track any booked shipments by selecting the 'TRACK' icon on the main click2ship page.



The screenshot shows the main interface of the click2ship system. At the top, there is a dark blue navigation bar with the following links: SERVICES, OPTIONS, TRACK (highlighted with a red circle and an arrow from the top text box), and LOGOUT. On the right side of this bar, it says 'ACCOUNT : EXPORTER'. Below the navigation bar, there is a section titled 'List of Bookings for' followed by a dropdown menu set to 'this month'. Below this, there is a 'Show' dropdown set to '10' and a search bar. The main content is a table with the following columns: Date, Reference, Shipper, Consignee, Destination, and Status. The table contains one entry: 22-02-2016, 1234COURIER, EXPORT SHIPPING, FREIGHT RECIEVED, Australia, and Awaiting Collection. To the right of the table, there are three icons: a document, a barcode, and a pound sterling symbol (£), which are collectively circled in red with an arrow pointing to a detailed status view on the right. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and 'Page 1 of 1'.

| Date       | Reference   | Shipper         | Consignee        | Destination | Status              |
|------------|-------------|-----------------|------------------|-------------|---------------------|
| 22-02-2016 | 1234COURIER | EXPORT SHIPPING | FREIGHT RECIEVED | Australia   | Awaiting Collection |





This will than take you through to a list of all shipments booked and their progress



This is a detailed view of the shipment status. It features a dark grey header with the word 'Status' and a dropdown arrow. Below the header, there is a light yellow section with the text 'Awaiting Collection'. To the right of this text are three icons: a document, a barcode, and a pound sterling symbol (£).

| Status              |
|---------------------|
| Awaiting Collection |

Clicking on the appropriate icon on the tracking page will open a new page showing the requested information:

-  - Confirmation of the shipment details
-  - Copy of the courier paperwork
-  - Copy of the shipment's Proforma Invoice
-  - Tracking details once collected