

CROWFOOTS ONLINE ORDER ENTRY GUIDE

Job Reference:
 Job Type: Collection Delivery Collection and Delivery
 Internal Job No: _____ Job No: _____
 Consignment No: _____ (Required) POO No: _____
 Reference No: _____

Collection Address:
 Existing Address: _____
 Consignor Name: CROWFOOTS CARRIERS LTD (Required)
 Address: MOAT WAY (Required)
 Town: BAWWELL (Required)
 Postcode: LE9 8EY (Required)
 Telephone No: 01455 842 911 (Required)
 Contact Name: _____ (Required)
 Reference: _____
 Email: Bawwell@crowfoots.co.uk (Required)
 Area: [DEFAULT]

Delivery Address:
 Existing Address: _____
 Consignee Name: _____ (Required)
 Address: _____ (Required)
 Town: _____ (Required)
 Postcode: _____ (Required)
 Telephone No: _____ (Required)
 Contact name: _____ (Required)
 Reference: _____
 Tracking Link E-mail: _____
 Area: _____

Goods available for collection:
 Collection Date: 07/11/2019 (Required)
 Time (H:mm): _____

Goods to be delivered:
 Delivery Date: 07/11/2019 (Required) Edit
 Time (H:mm): _____

Instructions:
 Service Level: (Required)

Collection Instructions:
 AM Collection Reduced Window LIQUIDS / LTD QTY
 P/w TD Book In Long Length (1.8-3m)
 Timed Swap Out 3-5m Item Zone 1 only
 Private No Signature Req F.O.H.S.
 Tall Lift Set Day Collection Amazon
 Secondary PM Collection Palletise collection

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Goods:
 Quantity: _____
 Description: _____
 Spaces: _____ ctn Weight: _____ Kg Volume: _____
 (*) please enter Split Quantities below:
 Item(s): _____ Quantity _____ Spaces _____ Weight _____ Volume _____ Dim _____ Multi _____

Add/Edit Multi Items (Item(s))
 UN Number: _____ (Required) ADR Classification: _____
 Category: _____ (Required) Packing Group: _____
 Product Name: _____ (Required) Sub Classes: _____
 Emergency Tel: _____ Tunnel Code: _____
 N.O.S: _____
 Ref 1: _____
 Ref 2: _____
 Please enter a valid Quantity, Spaces, Weight or Volume below:
 Quantity: _____ Spaces: _____ Weight: _____ Volume: _____ Info Only: Dimensions:
 Add Close

Footer: Save Release Print Report(s) on Save

1) Having selected Create Job on the home page, choose your order type. There are 3 types:

- 1) Delivery - to be used for deliveries from your usual account address (this is the default)
- 2) Collection - to be used for collections back to your account address
- 3) Collection & Delivery - to be used for orders to & from different addresses

2) Enter your consignment number. This reference will appear on your invoice.

3) Complete all required address fields including a telephone number wherever possible.

After entering an address for the 1st time, press the green cross to save the address to your address book. Thereafter, type the postcode or customer name in the existing address & the saved address will populate. To edit / delete an address, press the @ sign to open your address book & edit & then save your changes. The A button populates your own usual address, which can be edited from the collection & delivery tab. The reference tab is the reference for that particular order.

4) Enter the service required. The delivery date above will alter depending on the service chosen.

You can manually alter the collection date & enter forward dated jobs. If this is done, you MUST print all reports and labels on the date of entry, as the system locks all orders at midnight & they can't be re-printed.

5) Tick the delivery instructions you require in the tick boxes.

If Timed is chosen, you must populate the time toggle in the field above between 10.30 - 16.00. If Saturday is chosen, a mobile number must be entered in the field below. If the order is a liquid or Limited Quantity, the LIQUIDS / LTD QTY tick box MUST be ticked & the UN number entered in the description field in the bottom section (e.g LQ1263). If Swap out is chosen, a separate collection order MUST be created as well. If Amazon is entered, the ASN or FSB number must be entered in the Reference field & open box below.

6) Enter the order details

Input the **quantity, description & weight** of the order in the very bottom line of the goods tab. If a pallet is oversized, please enter the number of lifts in the quantity & the number of spaces in Spaces. If a light oversized item is chosen, select the Dim button to calculate the volumetric weight. Enter the quantity & dimensions & press add. Multiple items can be added. When all dimensions have been entered press Apply & the volumetric weight will populate in the Volume tab.

7) If the order is now complete, Save your order, continue entering other orders & move to point 9.

8) If your order is hazardous, select the Multi toggle box (after the Dim box) to enter the ADR info.

Enter the UN number & press TAB. Then select the product line's name to auto-populate the required fields. Enter the **individual** ADR quantity, description & weight in the field below and press Add. A grey pop up box will appear below which means the order is now ADR. Repeat the above step if you have additional UN numbers in the same pallet / box, again pressing Add to add them to your order. Never press enter in the ADR section (as it will be saved as non hazardous). When finished, press Save & a confirming message will appear. If a message does not appear & you stay on the order entry page, a required field has been missed.

9) To print labels, When you press save a label should appear immediately after the confirming message.

If a label does not appear on Save, a pop-up blocker must be disabled (Look out top right for a message). Labels can be printed from the Jobs List, but the job status must be showing as unreleased or imported. To do this from the Jobs list page, tick the first tick box, open Reports on the left hand side & select labels.

10) When finished, select End of Day Reports to print manifests and consignment notes.

Please take a copy of the manifests produced for your records. All consignment notes manifests & signed DGN's must be given to the driver.

Additional Points

- 1) If you press save & NO confirming message appears, you have missed a required field.
- 2) If you need to re-start an order halfway through, select create job & the order will be terminated.
- 3) A job is only saved if you receive a pop-up message confirming it has been saved.