

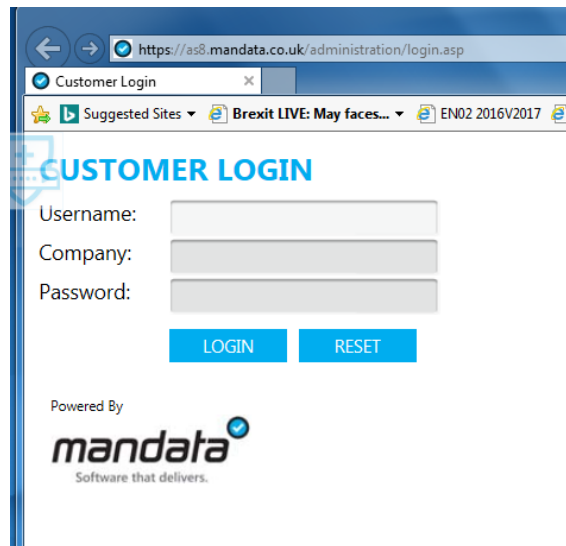


## CUSTOMER WEB PORTAL GUIDE

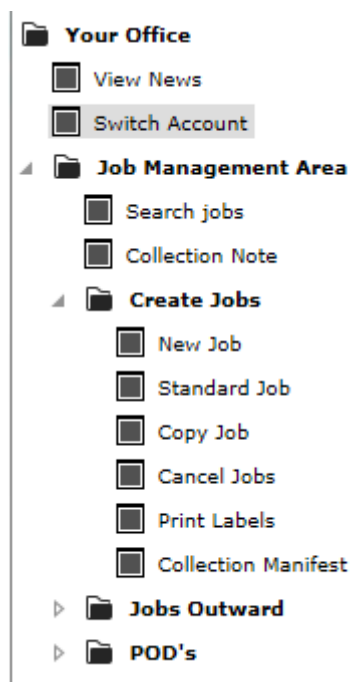
Log onto the system using the below link and log-in details:

<https://as8.mandata.co.uk/administration/login.asp>

Username	As supplied. Please contact us if you need your credentials reset.
Company	
Password	



You will have the following Menu Options under Job Management Area:



**To Enter a Delivery / Collection**

- Select Create Job – New Job
- In the top Details section, please enter:
  - Order No
  - Any other References in Ref 2 or Ref 3
  - Service
    - Next Day
    - 2 Day – Delivery within 2 days following despatch
    - 3 Day – Delivery within 3 days following despatch
    - Specific Day – Delivery on a Nominated Day (you will need to enter this in section 3)
    - Specific Day Time - Delivery on a Nominated Day at a Specific Time (not within the Extra category)
    - 3 Day Book In – Delivery within 3 days following despatch as booked in direct with the consignee by Price Transport

**NB. Please refer to your Ratecard and ensure you only select a service for which you have a Rate**

- Job Type
  - 2 Man Deliver
  - Collect & Return
  - Collect & Dispose
  - Standard Del



**NB. Please refer to your Rate card for definitions of these services**





- Description – can be a product code or description
- Weight – combined if a multi item consignment

Details			
Input job	0	times.	
Order No.*	123456	Description*	DISPLAY FRIDGE x
Ref 2		Weight*	100
Ref 3			
Service*	Please Select		
Job Type*	Please Select		

- In the middle Extras / Pallets section, please Enter:
  - Any Extras as listed below
    - AM / By 10am / Saturday – incur additional surcharges as per your ratecard
    - Tail-lift – no additional surcharge, will default to Yes.
    - Unpack / Stairwalker / Install Req – Subject to conditions and prior approval
  - Number of units per category as per your Ratecard

Extras / Pallets			
AM	No	Oversize	0
Tail Lift	Yes	Full	0
Install Req	No	Half	1
By 10am	No	Quarter	1
Unpack	No	Quantity*	2
Stairwalker	No		
Saturday	No		

- In the bottom Collection / Delivery Details section, please enter:
  - Collection address –
    - For a **Delivery (Std / 2 Man)**, click on  next to Coll Name and it will input your Company Name and Price Transport address. This needs to be the default address for the vehicle tracking / geofencing to work.
    - For a **Collect & Return** or **Collect & Dispose**, the address for Consignee collection.
  - Please provide Contact Name and Phone number
  - Delivery address
    - For a **Delivery (Std / 2 Man)** - Consignee address
    - For **Collect & Dispose**, click  to autofill your Company name c/o Price Transport address.
    - For **Collect & Return** – your Company address
  - Del Date
    - Will default to correct / latest date for all services except Specific Day
    - For Specific Day – enter required date here
  - Del. Time
    - Will default to 18:00 for all services except Specific Day Time
    - For Specific Day Time - enter required time here
  - Contact Name & Phone Number
  - Instructions
    - Free text for anything relevant to the drivers regarding access / site instructions / Book In refs etc
    - It is good practice to re-enter specific date / time or Extra services required for clarification

Collection/Delivery Details			
Coll. Name*	Customer C/O Price Transport 	Del. Name*	A Consignee 
Coll. Address*	Carr Hill	Del. Address*	Test St
Coll. Address		Del. Address	
Coll. Town*	Doncaster	Del. Town*	Anywhere
Post Code*	DN4 8DE	Post Code*	AN1 1AA
Col. Date*	16/11/2018 	Del. Date*	21/11/2018 
		Del. Time*	18:00
Contact Name		Contact Name	A CONSIGNEE
Phone Number*	01302 15500	Phone Number*	07777 77777
		Instructions	<div style="border: 1px solid gray; height: 50px; width: 100%;"></div>

NB. If you require a collection of an old unit at the same time as delivery, you will need to enter a Delivery (Std or 2 Man) and a separate Collect & Return / Collect & Dispose. Please reference in the Instructions there is a corresponding delivery / collection.

**To Print Labels**

- Select Print Labels from the main menu
- Select appropriate date range and click on Select jobs tab

Preview   Select jobs   PDF   Excel   RTF   CSV

From:

To:

- Select the job you require the label printing for, or Select All by ticking the top square

Preview   PDF   Excel   RTF   CSV

Export to Excel

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Job Owner	Job No	Customer Ref	Collect Date	From	From Town	Delivery Date	Delivery Address	Town
<input checked="" type="checkbox"/>	WELBILT UK LTD	2165667	351439	08/04/2019	WELBILT UK LTD		11/04/2019	BLUE CREST (UK) LTD	Thornton Heath
<input type="checkbox"/>	WELBILT UK LTD	2165760	351906	08/04/2019	WELBILT UK LTD		09/04/2019	REGALE MIRCOWAVE OVENS LTD	Gosport

- Select PDF
- A preview of the label will come up



**Price Express Transport**  
FREIGHT & SPECIALIST HANDLING

**Consignment No. 2165667**

**Sender:** WELBILT UK LTD

**Account No:** EN02

**Sender Ref:** 351439

**Col. Date:** 08/04/2019 00:00:00

**Quantity:** 1.00

**Weight (Kgs):** 130.00

**Notes:**

Price Express, Car Hill, Doncaster, DN4 8DE. **1 of 1**

Tel: 01302 515 500

Email: traffic@pricetransport.co.uk

Delivery Address

**BLUE CREST (UK) LTD**


61-69 Beulah Road

Thornton Heath

**CR7 8JG**

Delivery Type:

**3D**



(00)050608644900072892

- Select the Printer icon and Print. There will be 1 label per unit.

## To Print a Collection Manifest

- Select Collection Manifest
- The date range will default to today's date (but it can be backdated by selecting a date from the calendar)

The screenshot shows the 'Jobs By Collection Date' interface. On the left is a navigation menu with 'Your Office' and 'Job Management Area' sections. Under 'Job Management Area', the 'Create Jobs' sub-menu is expanded, showing 'Collection Manifest' as the selected option. On the right, the 'Collections' section has two date input fields: 'From:' and 'To:', both set to '25/01/2019'. Above these fields are buttons for 'Preview', 'Select jobs', 'PDF', 'Excel', 'RTF', and 'CSV'.

- Select PDF and a list of jobs despatched on the day will be available to print

## JOBS BY COLLECTION DATE

JOB NO	COL. DATE	COL ADDRESS	DEL. DATE	DEL ADDRESS	DEL TOWN	PLTS	ORDER NO	STATUS
EASYEQUIPMENT LTD								
2145657	25/01/2019	EASY EQUIPMENT	29/01/2019	STEVE WEBB	PLYMOUTH	1.00	140400	Booked In next avail

**To Search for a Job / Check status**

- Select Search Jobs
- You can search by any of the below criteria

**Job Filter**

Collection Date  to

Delivery Date  to

Unconfirmed

Confirmed

Complete

Unconformed

Cancelled

Incoming

Outgoing

Both

Job No.

Order No.

Ref2

Ref3

Load ID.

- Double click on the job and you will see the Job Details
- Click on Details in the top left hand corner and select Status

**Details** ▼

✓ Details

**Status**

POD Storage

Print Label





- This will give you the progress of the Delivery, from Job entry through to Delivery and POD, including any Non-conformance (Delivery / Collection Issues)

Status ▼						
Stage Type	Status	Date/Time JobID	Load Date LoadID	POD Ref1 POD Ref2	POD Ref3 Conformance	
Office	Job Created	08/03/19 15:24 2157005	N/A N/A	N/A N/A	N/A N/A	
Office	Job Confirmed	08/03/19 15:24 2157005	N/A N/A	N/A N/A	N/A N/A	
Delivery	En Route to Delivery	11/03/19 13:52 2157005	11/03/19 00017497/17505	N/A N/A	N/A N/A	
	ARRIVED AT DEL POINT	11/03/19 14:27 2157005	11/03/19 00017497/17505	N/A N/A	N/A N/A	
	Driver Completed	11/03/19 14:35 2157005	11/03/19 00017497/17505	rizal surucu geoff	N/A N/A	

- The top line on POD Ref column is the consignee name. The 2<sup>nd</sup> line, is the Driver's name
- If the delivery has failed for any reason, the reason will be recorded in the final column under Conformance

## To Search for a POD

- Select POD Storage if you already in the Search Jobs screen
- A list of available documents for the job will be listed.

Order Number	Job Number	Delivery Date	
F0017C2	2263719	24/03/2020	
F0017C2	2263719	24/03/2020	
F0017C2	2263719	24/03/2020	
F0017C2	2263719	24/03/2020	

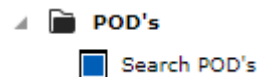
- Click on the document icon and it will bring up each photo. There should be a copy of the delivery paperwork, and at least one photo of the unit in situ

BOOKED IN DATE Monday 30/03/2020		CONTACT NAME: RICHARD CONTACT TEL: 01303394400	
SVS 3 Day Stock in SVS Del	SVS EXTRAS	PALLET TYPES 1 HP	TOTAL QTY 1
GOODS DESCRIPTION KEYSIDE		HECS 10	WEIGHT 75
SPECIAL INSTRUCTIONS			
1. Have you measured to confirm the unit ordered will fit through your doorways? 10 I			
2. Can a vehicle the size of a double decker bus get access to your property? 10 I			
3. Are there any parking or vehicle restrictions? 10 I			
4. How many stairs are there to your property? 10 I			
5. Advice given for floor protection. 7			
6. Advise delivery between 8am and 4pm. ASHBURNE LODGE CARE HOME			
7. Confirm Company Name / PC code.			
Additional Comments.			
Booked in with BOOKED BY: <i>Richard</i>		0130331400 Lee	
<b>TO BE COMPLETED BY CUSTOMER WHILST DRIVER ON SITE</b>			
Please note failure to complete this accurately may lead to damage claims being rejected			
1. Is there any visible damage to the outer packaging? YES / <input checked="" type="radio"/> NO			
2. Has the unit been unpacked on site? YES / <input checked="" type="radio"/> NO			
3. Is there any visible damage to the unit? YES / <input checked="" type="radio"/> NO			
CUSTOMER SIGNATURE: <i>Richard</i>	DRIVER NAME <i>G</i>		
CUSTOMER PRINT: <i>0013170</i>	DRIVER SIGNATURE <i>R:35</i>		
DATE	TIME		





**NB. The Delivery paperwork is a photo taken by the drivers on site so that it can be visible immediately. We monitor the quality carefully, but they are not always perfect! If you require a copy to forward on, please contact our Customer Services team and they will scan a copy for you.**

- You can also select POD's - Search POD's from the main menu



- You can then search on the below criteria

**POD Search**

Job No	<input type="text"/>
Order No	<input type="text"/>
POD Ref	<input type="text"/>
Delivery Date From :	<input type="text"/>  To :
POD Date	<input type="text"/> 
Upload Date	<input type="text"/> 