How To: Enter Consignments with Alliance Customer Entry

Date: August 2015
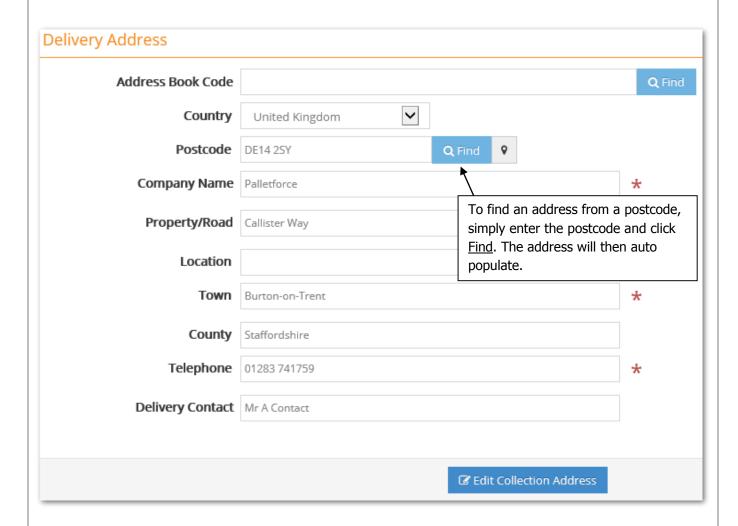
PALLETFORCE

	Instruction
1	Log on to Alliance at www.palletforce.net Tick "Remember my username and password" to prevent having to log in again for 24 hours You will be presented with the following menus.
2	To Enter a consignment, click Enter Consignments The Consignment entry screen is split into 3 sections. Consignment Type & Collection Date, Address Details and Pallet & Service Details. Select the consignment type and collection date. See point 7 for additional information on the consignment type option. Click Next to continute to the next section.

For assistance please contact the Palletforce IT department on 01283 741 759 or it@palletforce.com.

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	Instruction
3	The 2nd section will either show the Delivery Address, Collection Address or both depending on the consignment type chosen in the 1st section. Enter the address details. Fields marked with a * are mandatory fields.

The 2nd section will either show the Delivery Address, Collection Address or both depending on the consignment type chosen in the 1st section.

Enter the address details. Fields marked with a * are mandatory fields.

Delivery Address

Address Book Code		🔍 Find
Country	United Kingdom ▾	
Postcode	DE14 2SY	🔍 Find 📍
Company Name	Palletforce	*
Property/Road	Callister Way	
Location		
Town	Burton-on-Trent	*
County	Staffordshire	
Telephone	01283 741759	*
Delivery Contact	Mr A Contact	

To find an address from a postcode, simply enter the postcode and click Find. The address will then auto populate.

✎ Edit Collection Address

To save an address for future use enter an Account Code that can be used to recall the address later
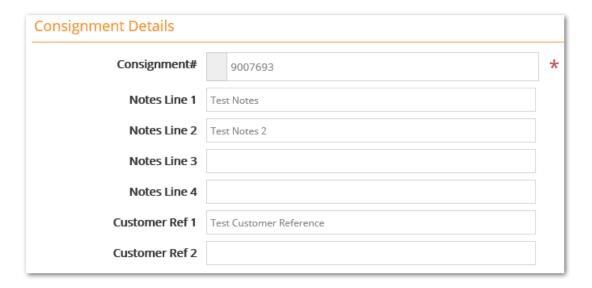To recall a saved address enter the account code then click on Find.

If you do not know the account code click on Find then search by name.

If entering a Delivery or Collection, click Edit Collection Address or Edit Delivery Address to view or make any changes to the respective address.
3rd Party consignments will show both addresses.

Instruction

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Enter the consignment number, and any consignment notes or customer references required.

Consignment Details

Consignment#	9007693 *
Notes Line 1	Test Notes
Notes Line 2	Test Notes 2
Notes Line 3	
Notes Line 4	
Customer Ref 1	Test Customer Reference
Customer Ref 2	

Consignment notes can be used for delivery instructions such as times for Timed Bookings

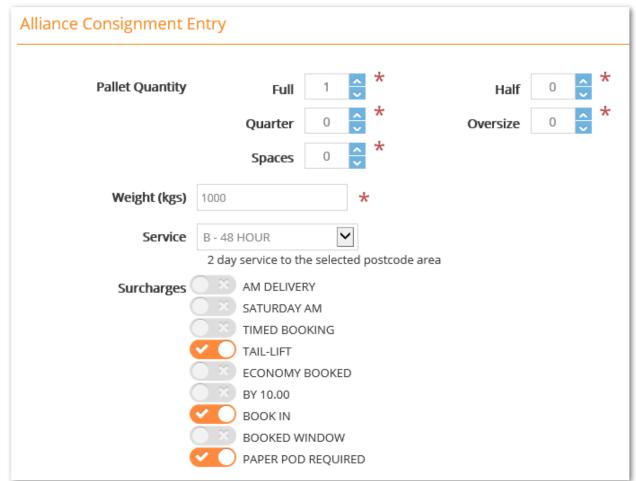Consignment Number is one of the fields you can search for later.

Customer Reference 1 & 2 are additional searchable fields designed for details such as Invoice number or Order number.

Click Next to continute to the next section.

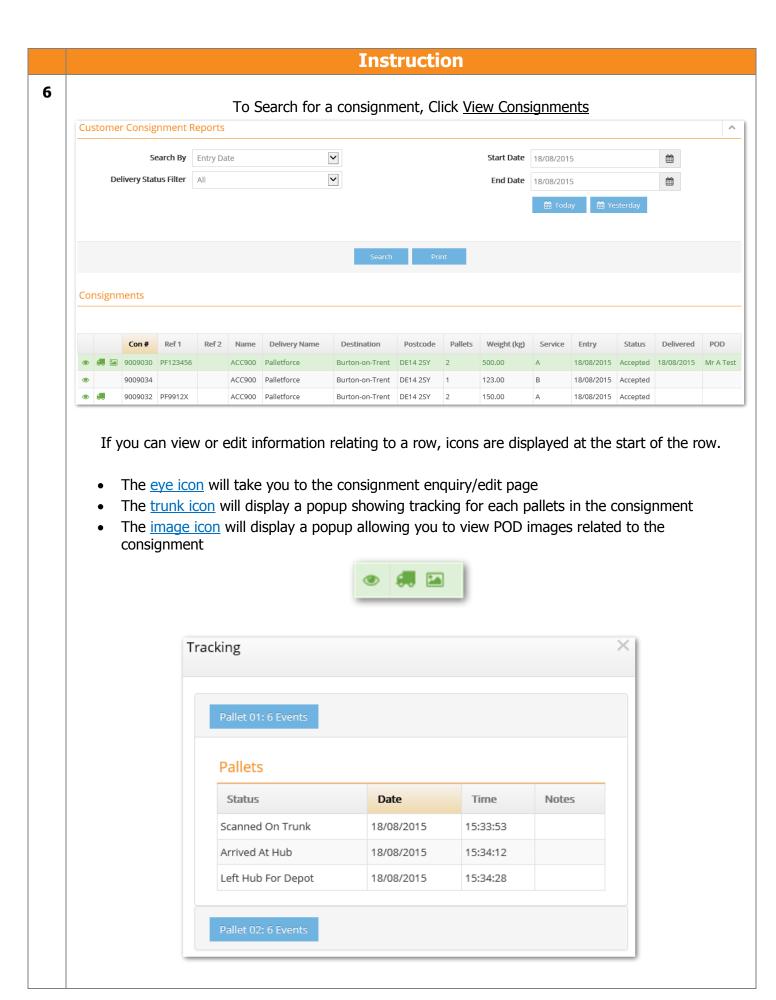|	Instruction
5	Enter the pallet quantites and weight. Select the required service from the drop down box Select any additional surcharges. There is a validation function on the surcharges to ensure that incorrect combinations cannot be selected – e.g. BI with a TB ![Alliance Consignment Entry form showing Pallet Quantity with Full = 1, Half = 0, Quarter = 0, Oversize = 0, Spaces = 0, Weight (kgs) = 1000, Service = B - 48 HOUR (2 day service to the selected postcode area), and Surcharges with TAIL-LIFT, BOOK IN, and PAPER POD REQUIRED enabled] Once the details are complete, click Finish to save, or Finish and Print to save and produce the pallet label. [Finish] [Finish and Print] The Previous button on the 2nd and 3rd sections will take you back to the previous page allowing you to view or amend details

	Instruction

| 6 | To Search for a consignment, Click <u>View Consignments</u> |

Customer Consignment Reports

Search By	Entry Date ▾			Start Date	18/08/2015 📅
Delivery Status Filter	All ▾			End Date	18/08/2015 📅

📅 Today   📅 Yesterday

Search   Print

Consignments

			Con #	Ref 1	Ref 2	Name	Delivery Name	Destination	Postcode	Pallets	Weight (kg)	Service	Entry	Status	Delivered	POD
👁	🚚	🖼	9009030	PF123456		ACC900	Palletforce	Burton-on-Trent	DE14 2SY	2	500.00	A	18/08/2015	Accepted	18/08/2015	Mr A Test
👁			9009034			ACC900	Palletforce	Burton-on-Trent	DE14 2SY	1	123.00	B	18/08/2015	Accepted		
👁	🚚		9009032	PF9912X		ACC900	Palletforce	Burton-on-Trent	DE14 2SY	2	150.00	A	18/08/2015	Accepted		

If you can view or edit information relating to a row, icons are displayed at the start of the row.

- The <u>eye icon</u> will take you to the consignment enquiry/edit page
- The <u>trunk icon</u> will display a popup showing tracking for each pallets in the consignment
- The <u>image icon</u> will display a popup allowing you to view POD images related to the consignment

👁 🚚 🖼

Tracking   ✕

Pallet 01: 6 Events

Pallets

Status	Date	Time	Notes
Scanned On Trunk	18/08/2015	15:33:53	
Arrived At Hub	18/08/2015	15:34:12	
Left Hub For Depot	18/08/2015	15:34:28	

Pallet 02: 6 Events

	Instruction

7	The consignment type options are:
	• Delivery
	    o The Pallets will be picked up from you and delivered to a third party
	    o The collection address will be set to your address
	    o The collection address is only visible if you choose to view/amend it
	• Collection
	    o The Pallets will be picked up from a third party and returned to you
	    o The delivery address will be set to your address
	    o The delivery address is only visible if you choose to view/amend it
	• 3rd Party Collection
	    o The Pallets will be picked up from a third party and sent to another third party
	    o The collection and delivery addresses will be visible for address entry