

User Guide

Table of Contents

| | |
|---|-----------|
| Welcome | 3 |
| Getting Started..... | 4 |
| Logging into the website..... | 4 |
| • I've forgotten my username? | 4 |
| • I've forgotten my password? | 5 |
| • I want to change my password? | 6 |
| • I need a new login for another user?..... | 7 |
| Ship Overview | 8 |
| • How do I book a consignment to the UK, Ireland or abroad? | 8 |
| *1.* Complete Recipient details..... | 10 |
| How can I retrieve a saved address? | 11 |
| How do I delete an address? | 12 |
| How do I edit an address? | 12 |
| *2.* Complete Shipment Details | 13 |
| Can I request an email notification for my booking?..... | 14 |
| What are the payment/billing options and how can I change them? | 15 |
| Can I use a Broker for shipping? | 16 |
| Can I print a commercial/customs invoice?..... | 17 |
| What are Terms of sale and how can I set the terms of sale? | 18 |
| FCA – Free Carrier (named place of delivery) | 18 |
| CPT – Carriage Paid To (named place of destination) | 18 |
| CIP – Carriage and Insurance Paid to (named place of destination) | 18 |
| DAT – Delivered At Terminal (named terminal at port or place of destination) | 19 |
| DAP – Delivered At Place (named place of destination) | 19 |
| DDP – Delivered Duty Paid (named place of destination) | 19 |

| | |
|---|----|
| EXW – Ex Works (named place of delivery) | 20 |
| *3.* Complete Package Details | 21 |
| For a multi piece consignment | 22 |
| *4.* Complete Goods Description / Shipment Contents..... | 22 |
| *5.* Proceed to Final Step | 25 |
| *6.* View price quoted / Select a service | 25 |
| *7.* Create Label to complete booking | 26 |
| Printing Paperwork | 27 |
| Frequently Asked Questions..... | 28 |
| • GENERAL QUESTIONS | 29 |
| Can I save a booking as incomplete to allow me to complete later? | 29 |
| Can I set frequent screen choices? | 29 |
| Can I clear any screen defaults that have been set in the past? | 29 |
| When I click Proceed to Final Step nothing happens?..... | 30 |
| I want to receive email notifications for every booking?..... | 30 |
| Can I print a collection manifest?..... | 30 |
| How do I cancel a consignment? | 31 |
| I require an additional copy of the label for each booking? | 31 |
| Can I reprint a label or commercial/customs invoice?..... | 32 |
| Can I change my sender address? | 32 |
| • COMMODITY RELATED QUESTIONS..... | 33 |
| How can I save a new commodity? | 33 |
| How do I edit or delete an existing commodity?..... | 34 |
| How do I change the commodity currency? | 35 |
| Please define the various ship reasons? | 36 |
| MAIN MENU OPTIONS | 38 |
| • History..... | 38 |
| ACTIONS MENU | 39 |
| • Track | 41 |
| • Reports..... | 41 |

Welcome



A customer guide to sending domestic and international shipments online.

IFS Online Shipping makes booking via the Internet easier than ever before. You can print labels, request pickups, store recipient contact details, track your shipments, run reports and much more – all directly from your computer.

There's no software to install and use of this shipping tool is absolutely free. All you need is a computer with internet access, a laser printer and an IFS account to get started.

Benefits:

- No software to install
- User friendly design with easy to complete forms
- Rate quotes
- Tracking visibility at shipment and piece level
- Import address books and commodities from other applications
- Manage your own users via the Admin menu

Thanks for choosing to ship with IFS, we welcome your business.

Getting Started

First you'll need an IFS account.

Please contact your Sales Manager or the customer services team to get started.

Once your account has been set up you will receive an email containing your username and password.

Logging into the website

What is the website address?

<https://ship.ifsgroup.com>

Login

➔ Login

☐ Remember me

[Forgot Your Password?](#)



Remember to bookmark the website for speedier access in the future

- **I've forgotten my username?**

Your username is your email address.

- **I've forgotten my password?**

From the login screen, click “Forgot your password?” link.

You will require access to your email account, as a “Reset Password” link is sent to the registered email address.

Login

➔ Login

☐ Remember me



[Forgot Your Password?](#)

Enter your email address

Click “Send password reset link”.

Reset Password

✉ Send Password Reset Link

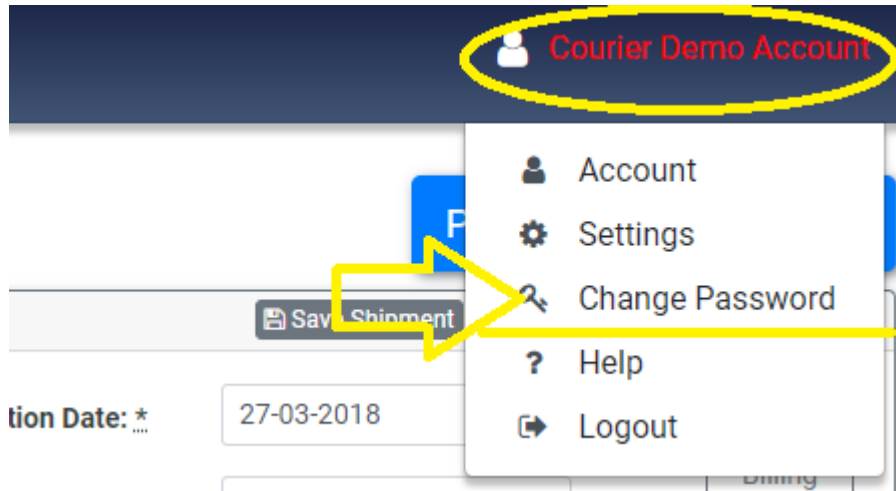
Check your mailbox after a few minutes then click the reset password link. Enter your email address and **new** password / confirm password. Click Reset Password.

- I want to change my password?

Login

Click on your name located at the top right hand corner of the webpage

Choose Change Password



Enter your old password

Enter your new password

Confirm new password

Change Password

Old Password: *

New Password: *

Confirm New Password: *

Cancel

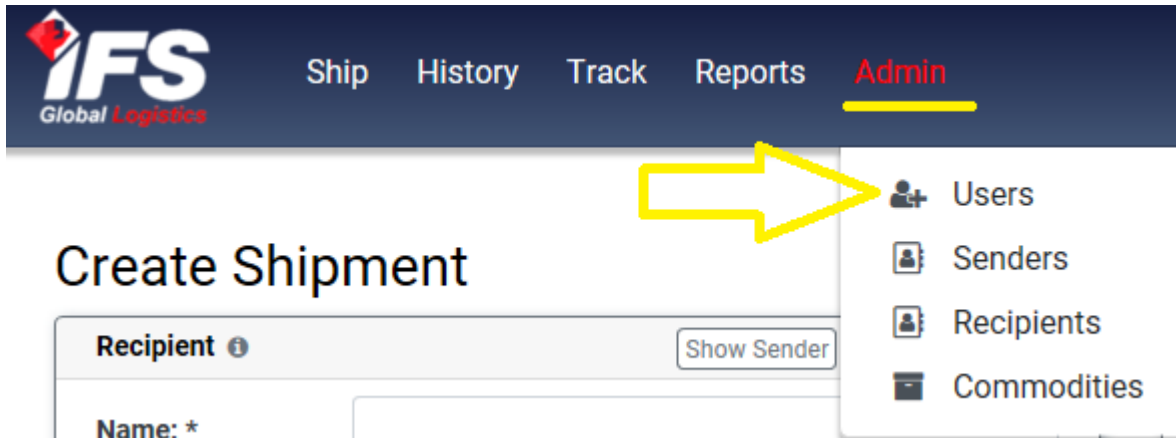
Change Password

Click Change Password

- **I need a new login for another user?**

Please check with the Admin user at your company, new users can be added via the Admin > Users menu.

Once created an email will be sent to the new user containing their login details.



Alternatively, please contact IFS customer services or IFS I.T department and they will be able to assist.

Telephone +44 (0) 28 94464211

Email courier@antrim.ifsgroup.com / it@antrim.ifsgroup.com

Ship Overview

• How do I book a consignment to the UK, Ireland or abroad?

Domestic and International consignment bookings can be made via the same form.

[Complete sections 1 – 5](#)

A detailed breakdown of each section is outlined immediately after this short overview.

Create Shipment

Recipient ⓘ Show Sender Address Book

Name: * ***1.*** **Complete Recipient Details**

Company:

Type: * Please select ▼

Address 1: *

Address 2:

City: *

Country: * Please select ▼

State:

Postcode: *

Telephone: *

Email:

Account #:

Save Address Clear Address

Save Address Clear Address

2. **Complete Shipment Details**

Shipment Details ⓘ Save Shipment Reset Defaults Set Defaults

Pieces: * Collection Date: *

Ship Reference: * Hazardous: * None ▼

Ship Reason: * Goods Sold ▼ Instructions:

3. **Complete Package Details**

Package Details ⓘ

| # | Packaging Type | Weight | Length | Width | Height |
|---|--------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 1 | Carton/ Package ▼ | <input type="text"/> kg | <input type="text"/> cm | <input type="text"/> cm | <input type="text"/> cm |

4. **Complete Shipment Contents** Add Commodity

Shipment Contents ⓘ

Please describe the contents of your shipment. Click the **Add Commodity** button to get started.

5. **Proceed to Final Step >**

Proceed

Alerts
Billing
Customs
Options

Click Proceed to Final Step.

[Complete sections 6 - 7](#)

A summary screen will display your consignment details.

Please review and if any changes are required click “Previous Screen” to go back. If you are happy to proceed, choose the price / service level.

Click Create label to complete the booking and print out the label.

Saved Shipment 10006203913

Sender / Recipient

| Sender | Recipient |
|---|--|
| Courier Demo Account Demo Company Unit D17 Bedford Street Belfast, County Antrim BT2 7EF UNITED KINGDOM 02894464211 courier-demo@test.com | Bills Dept Industrial Commercial Bank of China Level 36 Tower 1 Millennium city 1 Kowloon Bradford, BD3 5ES UNITED KINGDOM 1111111111 |

Select a Service *6.* Select the service required and view price quoted

| | |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> IFS Courier UK48 | Cost Breakdown: 9.13 GBP exc VAT |
| <input type="checkbox"/> IFS Courier UK24 | Cost Breakdown: 18.39 GBP exc VAT |

Overview

| | |
|--------------|-------------------|
| Ship Ref | Invoice #165 |
| Collection | 27-03-2018 |
| Ship Reason | Commercial Sample |
| Hazardous | None |
| Bill To | Sender Sender |
| Bill Account | Default Default |
| Options | None selected |

Finalise

| | |
|----------------------|--------------------------|
| Service: | IFS Courier UK48 |
| Pieces: | 1 |
| Value: € | 0.00 GBP |
| Weight: € | 10.00 |
| Volumetric Weight: € | 0.50 |
| Total: | 9.13 GBP exc. VAT |

Errors and Omissions Excepted (E&OE)

7. Create Label **Create Label**

Detailed help on Sections 1-7

[Section 1. Complete Recipient Details](#)

[Section 2. Complete Shipment Details](#)

[Section 3. Complete Package Details](#)

[Section 4. Complete Shipment Contents](#)

[Section 5. Proceed to Final Step](#)

[Section 6. Select a Service](#)

[Section 7. Create Label](#)

1. Complete Recipient details.

| Recipient ⓘ | | Show Sender | Address Book |
|-------------------------|--------------------------|--------------------------|--------------|
| Name: * | <input type="text"/> | | |
| Company: | <input type="text"/> | | |
| Type: * | <div>Please select</div> | | |
| <hr/> | | | |
| Address 1: * | <input type="text"/> | | |
| Address 2: | <input type="text"/> | | |
| City: * | <input type="text"/> | | |
| Country: * | <div>Please select</div> | | |
| State: | <input type="text"/> | | |
| Postcode: * | <input type="text"/> | | |
| <hr/> | | | |
| Telephone: * | <input type="text"/> | | |
| Email: | <input type="text"/> | | |
| Account #: | <input type="text"/> | | |
| <div>Save Address</div> | | <div>Clear Address</div> | |

Enter the recipient details and if required click “Save Address”.


Required fields are marked with an asterisk *.




If you wish to save the address for future use remember to click “Save Address” at the bottom of the page.

How can I retrieve a saved address?

1. A saved address can be selected by typing the first 3 characters into the “Name” field. The auto display feature will filter results. Example shown below.

Recipient ⓘ Show Sender  Address Book


Shipper: * IFS Courier - Demo ▾

Name: *  ×
Company:
Type: *



Mr G Smith - Test Company
Mr Joe Bloggs - Test 2
Test - Usa Office

2. Or click Address Book to choose from a list of saved addresses. Example shown below.

Create Shipment

Recipient ⓘ Show Sender  Address Book

Type a name or company to filter results.

 **Recipient Address Book** 

| Name | Company | Address | Country | |
|------------------------|------------------------------|---|---------|---|
| Declan Nbyrne | Declan Byrne & Sons Ltd | Sleaty Street, Carlow | IE | ✕ |
| Fao Returns Department | Work Uniforms Direct Limited | Unit 63 Dunlop Direct Park, Bangor BT19 7QY | GB | ✕ |
| Goods Inwards | Martin Baker Aircraft | Higher Denham, Middlesex WV10 7EH | GB | ✕ |
| Mark McDonald | Airwave Solutions Ltd | Bailey Road, Rugby CV23 0PD | GB | ✕ |
| Martin Smith | Formech International | Unit 4 , Harpenden AL5 3NS | GB | ✕ |

How do I delete an address?

Click on the **X** next to the address,



Recipient Address Book

| Name | Company | Address | Country | |
|------------------------|------------------------------|---|---------|---|
| Declan Nbyrne | Declan Byrne & Sons Ltd | Sleaty Street, Carlow | IE | X |
| Fao Returns Department | Work Uniforms Direct Limited | Unit 63 Dunlop Direct Park, Bangor BT19 7QY | GB | X |
| Goods Inwards | Martin Baker Aircraft | Higher Denham, Middlesex WV10 7EH | GB | X |
| Mark McDonald | Airwave Solutions Ltd | Bailey Road, Rugby CV23 0PD | GB | X |
| Martin Smith | Formech International | Unit 4 , Harpenden AL5 3NS | GB | X |
| Mr Abc | | Victoria Park. L\\\\derrv BT47 2AD | GB | X |

How do I edit an address?

Select the address then edit as required. Click Save Address to update the existing address details.

Telephone: *

02894464211

Email:

newemail@myemail.com

Account #:

Save Address

Clear Address

2. Complete Shipment Details

| Shipment Details | | Save Shipment | Reset Defaults | Set Defaults |
|-------------------|------------|--------------------|----------------|--------------|
| Pieces: * | 1 | Collection Date: * | 26-03-2018 | Alerts |
| Ship Reference: * | | Hazardous: * | None | Billing |
| Ship Reason: * | Goods Sold | Instructions: | | Broker |
| | | | | Customs |
| | | | | Options |

Pieces

Default value = 1. Change if required.

For more than 1 piece, see [Multi Piece consignment](#).

Collection date

Defaults to today's date. Change to a future date if required.

Shipment Reference

This can be a purchase order number or any internal reference number. The Shipment reference will be printed on the invoice you receive from IFS. Shipment Reference is a required field.

Hazardous

Default value = None. Change if required.

For a detailed explanation of the various hazardous options please refer to the link below.

<https://www.gov.uk/shipping-dangerous-goods/what-are-dangerous-goods>

| |
|--|
| None |
| Excepted Quantities |
| Accessible Class 1 - Explosives |
| Accessible Class 2 - Gases |
| Accessible Class 3 - Flammable Liquids |
| Accessible Class 4 - Flammable Solids |
| Accessible Class 5 - Oxidizing Substances |
| Accessible Class 6 - Toxic/Infectious Substances |
| Inaccessible Class 7 - Radioactive Material |
| Accessible Class 8 - Corrosives |
| Inaccessible Class 9 - Miscellaneous |

Ship Reason

Default value = Goods Sold. Change where required.

For a detailed explanation of the various ship reasons please click [here](#)

| | |
|----------------|-------------------|
| Ship Reason: * | Goods Sold |
| | Documents |
| | Unsolicited gift |
| | Repair/ Warranty |
| | Commercial Sample |
| | Personal Effects |
| | Return Shipment |
| | Temporary Export |

Can I request an email notification for my booking?

Alerts

| Alerts ⓘ | | Return | | | | |
|-----------|-----------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| | | Desp | OFD | Del | Canc | Excp |
| Sender | gmcbride@antrim.ifsgroup.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recipient | Provide recipient's email address | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Broker | Provide broker's email address | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | Email address | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Tick as required

Desp = Dispatch alert will be sent to the email address specified

OFD = Out for Delivery email alert will be sent to the email address specified

Del = Delivered email alert will be sent to the email address specified.

Canc = Cancelled email alert will be sent if the booking is cancelled.

Excp = Exception alerts will be sent to the email address specified.

Exceptions can include the following examples.

The list is not exhaustive but gives an indication of exceptions.

1. Refused by Consignee
2. Service Not Available in Postcode
3. Delivery Attempted-Card Left
4. Book in Or No Access to Site
5. Hub Mis-Sort
6. Address Query
7. Goods Not Received at Del Depot
8. Incorrect Address
9. Refused by Recipient
10. Future Delivery Requested
11. Shipment Cancelled by Sender
12. Package at Station. Arrived After Courier Dispatch
13. Customer Not Available or Business Closed
14. Local Delivery Restriction. Delivery Not Attempted

What are the payment/billing options and how can I change them?

You must check the Payment Options are correct. You can select who the shipment will be billed to and, for Non-Documents shipments, who will pay any duties and taxes levied by customs.

Default settings are set to:

Bill Shipping / Freight Charges to Sender.

Bill Duties & Taxes to recipient.

Billing ⓘ

Return

| | | | |
|-----------------------|------------------------|----------|-------------|
| Bill Shipping To: | <div>Sender ▼</div> | Account# | <div></div> |
| Bill Tax And Duty To: | <div>Recipient ▼</div> | Account# | <div></div> |

It may be necessary to change the Bill Shipping/Freight to Charges or the Bill Tax and Duty.


Simply select from the drop down and provide the Account number if required.

Click return to return to the main form.

Can I use a Broker for shipping?

Customs clearance is included with every international shipment, but you also have the option to use your own broker.

For Courier Express and Courier Economy shipments, you have the option of using your own broker for shipments to more than 120 countries, including the U.S. The carrier will tender your shipment to your broker and, at your request, resume the delivery to the final destination.

| Shipment Details | | | | Save Shipment | Reset Defaults | Set Defaults | | |
|-------------------|---|--------------------|---|---|----------------|--------------|---------|---------|
| Pieces: * | <input type="text" value="1"/> | Collection Date: * | <input type="text" value="27-03-2018"/> |  | | | | |
| Ship Reference: * | <input type="text"/> | Hazardous: * | <input type="text" value="None"/> | | | | | |
| Ship Reason: * | <input type="text" value="Goods Sold"/> | Instructions: | <input type="text"/> | | | | | |
| | | | | Alerts | Billing | Broker | Customs | Options |

Brokers name is required, click Return to return to the main form.


| Broker ⓘ | | | | Return | |
|----------|----------------------|-----------|--|------------|----------------------|
| Company: | <input type="text"/> | City: | <input type="text"/> | Telephone: | <input type="text"/> |
| Contact: | <input type="text"/> | Country: | <input type="text" value="Please select"/> | Email: | <input type="text"/> |
| Add. 1: | <input type="text"/> | State: | <input type="text"/> | Broker ID: | <input type="text"/> |
| Add. 2: | <input type="text"/> | Postcode: | <input type="text"/> | Account#: | <input type="text"/> |

Can I print a commercial/customs invoice?

Yes, the system can produce a commercial invoice or you can use your own proforma invoice. ([See Upload Documents /Proforma invoice using the Actions menu](#))

Click Customs

Shipment Details Save Shipment Reset Defaults Set Defaults

| | | | | |
|-------------------|--|--------------------|---|---|
| Pieces: * | <input type="text" value="1"/> | Collection Date: * | <input type="text" value="27-03-2018"/> |  <div>Alerts Billing Customs Options</div> |
| Ship Reference: * | <input type="text" value="invoice #165"/> | Hazardous: * | <input type="text" value="None"/> | |
| Ship Reason: * | <input type="text" value="Commercial Sample"/> | Instructions: | <input type="text"/> | |

Invoice type :

Commercial or Proforma. Select as required.

- **A4 Label format**

If you are printing an A4 laser label the commercial invoice can form part of the label download. When you complete your booking by clicking on "Create Label" both the label and commercial invoice will be produced as one PDF document. Contact IFS to request this feature to be switched on.

Contact via email at it@antrim.ifsgroup.com



- **6" x 4" Thermal/Sticky Label format**

If you are printing a thermal/sticky label then you can print your A4 commercial invoice by using the steps below.

Click History > Search for the consignment > Click the Icon to Print commercial invoice.

Shipment History

****Click Icon to Print Commercial Invoice ****

| Consignment | Carrier Ref | Destination | Shipper | Ship Date | Service | Pieces | Weight | Transit | Status | |
|-------------|-------------|--------------|--------------------|------------|---------|--------|---------|---------|-------------|---|
| 10005802233 | 10005802233 | BOSTON US | IFS Courier - Demo | 30-03-2018 | IP | 4 | 60 kg | 0 hrs | Pre-Transit |  |
| 10005802206 | 10005802206 | Las Vegas US | IFS Courier - Demo | 30-03-2018 | IP | 2 | 27.7 kg | 0 hrs | Pre-Transit |  |

Print Comments on Invoice:

Enter Invoice Comments in the field provided. These comments will be printed on the commercial invoice.

Customs / Commercial Invoice Return

| | | | |
|----------------|---|-----------------------|---|
| Invoice Type: | <input type="text" value="Commercial"/> | Ultimate Destination: | <input type="text" value="UNITED KINGDOM"/> |
| Terms Of Sale: | <input type="text" value="Delivered At Place"/> | Invoice Comments: | <input type="text"/> |

What are Terms of sale and how can I set the terms of sale?

Click Customs, select the option required.

The screenshot shows a web form titled "Customs / Commercial Invoice" with a "Return" button in the top right. The form has several fields: "Invoice Type:" with a dropdown set to "Commercial"; "Ultimate Destination:" with a dropdown set to "USA"; "Terms Of Sale:" with a dropdown menu open showing options: "Please Select Terms", "Free Carrier", "Carriage Paid To", "Carriage & Ins Paid to", "Delivered At Terminal", "Delivered At Place", "Delivered Duty Paid" (highlighted in blue), and "Ex Works"; and "Invoice Comments:" with a text input field. Below these fields is a section titled "Package Details" with a table. The table has columns for "#", "Packaging Type", "Length", "Width", and "Height".

Terms of Sale definitions listed below.

FCA – Free Carrier (named place of delivery)

The seller delivers the goods, cleared for export, at a named place (possibly including the seller's own premises). The goods can be delivered to a carrier nominated by the buyer, or to another party nominated by the buyer.

In many respects this Incoterm has replaced FOB in modern usage, although the critical point at which the risk passes moves from loading aboard the vessel to the named place. It should also be noted that the chosen place of delivery affects the obligations of loading and unloading the goods at that place.

If delivery occurs at the seller's premises, or at any other location that is under the seller's control, the seller is responsible for loading the goods on to the buyer's carrier. However, if delivery occurs at any other place, the seller is deemed to have delivered the goods once their transport has arrived at the named place; the buyer is responsible for both unloading the goods and loading them onto their own carrier.

CPT – Carriage Paid To (named place of destination)

CPT replaces the C&F (cost and freight) and CFR terms for all shipping modes outside of non-containerized seafreight.

The seller pays for the carriage of the goods up to the named place of destination. However, the goods are considered to be delivered when the goods have been handed over to the first or main carrier, so that the risk transfers to buyer upon handing goods over to that carrier at the place of shipment in the country of Export.

The seller is responsible for origin costs including export clearance and freight costs for carriage to the named place of destination (either the final destination such as the buyer's facilities or a port of destination. This has to be agreed by seller and buyer, however).

If the buyer requires the seller to obtain insurance, the Incoterm CIP should be considered instead.

CIP – Carriage and Insurance Paid to (named place of destination)

This term is broadly similar to the above CPT term, with the exception that the seller is required to obtain insurance for the goods while in transit. CIP requires the seller to insure the goods for 110% of the contract

value under at least the minimum cover of the Institute Cargo Clauses of the Institute of London Underwriters (which would be Institute Cargo Clauses (C)), or any similar set of clauses. The policy should be in the same currency as the contract, and should allow the buyer, the seller, and anyone else with an insurable interest in the goods to be able to make a claim.

CIP can be used for all modes of transport, whereas the Incoterm CIF should only be used for non-containerized sea-freight.

DAT – Delivered At Terminal (named terminal at port or place of destination)

This Incoterm requires that the seller delivers the goods, unloaded, at the named terminal. The seller covers all the costs of transport (export fees, carriage, unloading from main carrier at destination port and destination port charges) and assumes all risk until arrival at the destination port or terminal.

The terminal can be a Port, Airport, or inland freight interchange, but must be a facility with the capability to receive the shipment. If the seller is not able to organize unloading, they should consider shipping under DAP terms instead.

All charges after unloading (for example, Import duty, taxes, customs and on-carriage) are to be borne by buyer. However, it is important to note that any delay or demurrage charges at the terminal will generally be for the seller's account.

DAP – Delivered At Place (named place of destination)

Incoterms 2010 defines DAP as 'Delivered at Place' - the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. Under DAP terms, the risk passes from seller to buyer from the point of destination mentioned in the contract of delivery.

Once goods are ready for shipment, the necessary packing is carried out by the seller at his own cost, so that the goods reach their final destination safely. All necessary legal formalities in the exporting country are completed by the seller at his own cost and risk to clear the goods for export.

After arrival of the goods in the country of destination, the customs clearance in the importing country needs to be completed by the buyer at his own cost and risk, including all customs duties and taxes. However, as with DAT terms any delay or demurrage charges are to be borne by the seller.

Under DAP terms, all carriage expenses with any terminal expenses are paid by seller up to the agreed destination point. The necessary unloading cost at final destination has to be borne by buyer under DAP terms.

DDP – Delivered Duty Paid (named place of destination)

Seller is responsible for delivering the goods to the named place in the country of the buyer, and pays all costs in bringing the goods to the destination including import duties and taxes. The seller is not responsible for unloading. This term is often used in place of the non-Incoterms "Free In Store (FIS)". This term places the maximum obligations on the seller and minimum obligations on the buyer. No risk or responsibility is transferred to the buyer until delivery of the goods at the named place of destination.

The most important consideration for DDP terms is that the seller is responsible for clearing the goods through customs in the buyer's country, including both paying the duties and taxes, and obtaining the necessary authorizations and registrations from the authorities in that country. Unless the rules and

regulations in the buyer's country are very well understood, DDP terms can be a very big risk both in terms of delays and in unforeseen extra costs, and should be used with caution.

EXW – Ex Works (named place of delivery)

The seller makes the goods available at their premises, or at another named place. This term places the maximum obligation on the buyer and minimum obligations on the seller. The Ex Works term is often used while making an initial quotation for the sale of goods without any costs included.

EXW means that a buyer incurs the risks for bringing the goods to their final destination. Either the seller does not load the goods on collecting vehicles and does not clear them for export, or if the seller does load the goods, he does so at buyer's risk and cost. If the parties agree that the seller should be responsible for the loading of the goods on departure and to bear the risk and all costs of such loading, this must be made clear by adding explicit wording to this effect in the contract of sale.

There is no obligation for the seller to make a contract of carriage, but there is also no obligation for the buyer to arrange one either - the buyer may sell the goods on to their own customer for collection from the original seller's warehouse. However, in common practice the buyer arranges the collection of the freight from the designated location, and is responsible for clearing the goods through Customs. The buyer is also responsible for completing all the export documentation, although the seller does have an obligation to obtain information and documents at the buyer's request and cost.

These documentary requirements may result in two principal issues. Firstly, the stipulation for the buyer to complete the export declaration can be an issue in certain jurisdictions (not least the European Union) where the customs regulations require the declarant to be either an individual or corporation resident within the jurisdiction. If the buyer is based outside of the customs jurisdiction they will be unable to clear the goods for export, meaning that the goods may be declared in the name of the seller by the buyer, even though the export formalities are the buyer's responsibility under the EXW term.

Secondly, most jurisdictions require companies to provide proof of export for tax purposes. In an EXW shipment, the buyer is under no obligation to provide such proof to the seller, or indeed to even export the goods. In a customs jurisdiction such as the European Union, this would leave the seller liable to a sales tax bill as if the goods were sold to a domestic customer. It is therefore of utmost importance that these matters are discussed with the buyer before the contract is agreed. It may well be that another Incoterm, such as FCA *seller's premises*, may be more suitable, since this puts the onus for declaring the goods for export onto the seller, which provides for more control over the export process.

3. Complete Package Details

For a single piece consignment

Carton/Package is used for the majority of bookings.

If required select the alternative packaging type from the drop down list provided.

Carton/Package can be used for all UK/Ireland/domestic consignments, with the exception of Pallets. Choose the Pallet option if required.

| Shipment Details | | | | Save Shipment | Reset Defaults | Set Defaults |
|-------------------|---|--------------------|---|--|----------------|--------------|
| Pieces: * | <input type="text" value="1"/> | Collection Date: * | <input type="text" value="28-03-2018"/> | <div>Alerts</div> <div>Billing</div> <div>Broker</div> <div>Customs</div> <div>Options</div> | | |
| Ship Reference: * | <input type="text" value="TEST"/> | Hazardous: * | <input type="text" value="None"/> | | | |
| Ship Reason: * | <input type="text" value="Goods Sold"/> | Instructions: | <input type="text"/> | | | |

| Package Details ⓘ | | | | | | | | | |
|-------------------|---|--------------------------------|----|---------------------------------|----|---------------------------------|----|---------------------------------|----|
| # | Packaging Type | Weight | | Length | | Width | | Height | |
| 1 | <div>Carton/ Package Half Pallet Pallet Carrier Supplied Pack Carrier Supplied Envelope</div> | <input type="text" value="2"/> | kg | <input type="text" value="20"/> | cm | <input type="text" value="20"/> | cm | <input type="text" value="10"/> | cm |

Enter weights and dimensions



Carrier Supplied PAK and Envelope must only be used for International consignments.

Max Weight for Carrier Supplied PAK = 2.5kgs

Max weight for Carrier Supplied Envelope = 0.5kgs with max dimensions 10x10x10cm

For a multi piece consignment

Enter Pieces

The screen below provides an example of a 3 piece consignment.

You must enter Package details for each piece.

| Shipment Details | | | | | | Save Shipment | Reset Defaults | Set Defaults |
|-------------------|---|--------------------|---|--|--|--|----------------|--------------|
| Pieces: * | <input type="text" value="3"/> | Collection Date: * | <input type="text" value="28-03-2018"/> | | | <div>Alerts</div> <div>Billing</div> <div>Broker</div> <div>Customs</div> <div>Options</div> | | |
| Ship Reference: * | <input type="text" value="TEST"/> | Hazardous: * | <input type="text" value="None"/> | | | | | |
| Ship Reason: * | <input type="text" value="Goods Sold"/> | Instructions: | <input type="text"/> | | | | | |

| Package Details ⓘ | | | | | | | | Duplicate | |
|-------------------|--|---------------------------------|----|---------------------------------|----|---------------------------------|----|---------------------------------|----|
| # | Packaging Type | Weight | | Length | | Width | | Height | |
| 1 | <input type="text" value="Carton/ Package"/> | <input type="text" value="2"/> | kg | <input type="text" value="20"/> | cm | <input type="text" value="20"/> | cm | <input type="text" value="10"/> | cm |
| 2 | <input type="text" value="Carton/ Package"/> | <input type="text" value="22"/> | kg | <input type="text" value="10"/> | cm | <input type="text" value="10"/> | cm | <input type="text" value="10"/> | cm |
| 3 | <input type="text" value="Carton/ Package"/> | <input type="text" value="3"/> | kg | <input type="text" value="12"/> | cm | <input type="text" value="25"/> | cm | <input type="text" value="10"/> | cm |



Use the Duplicate button if weights and dimensions are the same for each piece. This feature copies the weights and dimensions of Package 1 saving you time rekeying duplicate information.

***4.* Complete Goods Description / Shipment Contents**

For Domestic consignments

Enter the goods description. Then click “Proceed to Final Step”.

| Goods Description |
|-------------------|
| <div></div> |

For International consignments

If your shipment is Documents only click “Proceed to Final Step”.

Documents Description

BUSINESS DOCUMENTS ONLY

If your shipment is Non-Document (dutiabale) and you chose to create an invoice using IFS Online Shipping, you must click on Add Commodity to complete the required information.

The commodity details will print on the commercial invoice.

Click “Add Commodity” button to get started

Shipment Contents ⓘ

Add Commodity

Please describe the contents of your shipment. Click the **Add Commodity** button to get started.

Next, “Create Commodity” to add a new commodity

Commodities

Description or product code...

GBP

Create Commodity

| Description | Product Code | Manufacturer | Country | Unit Value | |
|------------------|--------------|--------------|---------|------------|-----|
| Cajon | | | GB | 0.00 GBP | ✎ ✕ |
| Childs Pram TEST | TEST | | GB | 2.00 GBP | ✎ ✕ |

Enter the required information

Create Commodity

It is your legal responsibility to provide correct commodity information. Please contact IFS if you require assistance.

See <https://www.gov.uk/trade-tariff/sections> for commodity code and <https://hts.usitc.gov/> for harmonized code.

| | | | |
|-----------------|---|---------------------------------------|--|
| Description: * | <input type="text"/> | Commodity Code: | <input type="text"/> |
| Product Code: | <input type="text"/> | Harmonized Code: | <input type="text"/> |
| Manufacturer: | <input type="text"/> | UOM: * | <input type="text" value="Each"/> |
| Country Mfr.: * | <input type="text" value="UNITED KINGDOM"/> | Unit Weight: | <input type="text"/> <input type="text" value="kg"/> |
| Unit Value: | <input type="text"/> | | <input type="text" value="GBP"/> |
| | | <input type="button" value="Cancel"/> | <input type="button" value="Save Commodity"/> |

Save Commodity to return to the previous screen.

Alternatively if the commodity has already been saved you can easily choose it from list.

Click Add Commodity

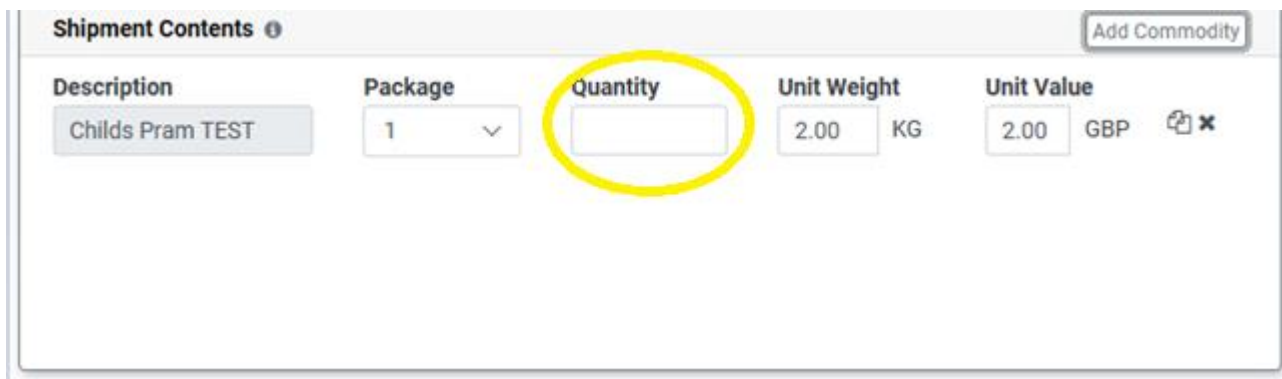
| Commodities | | | | | |
|---|--------------|----------------------------------|---------|---|---|
| <input type="text" value="Description or product code..."/> | | <input type="text" value="GBP"/> | | <input type="button" value="Create Commodity"/> | |
| Description | Product Code | Manufacturer | Country | Unit Value | |
| Cajon | | | GB | 0.00 GBP | <input type="button" value="✎"/> <input type="button" value="✕"/> |
| Childs Pram TEST | TEST | | GB | 2.00 GBP | <input type="button" value="✎"/> <input type="button" value="✕"/> |



Use the search boxes at the top to quickly find a saved commodity table. Search by description, product code or currency.

When you make the selection you will be taken back to the main form to enter the Quantity and value.

Enter Quantity and a Value



The screenshot shows a 'Shipment Contents' form with the following fields and values:

| Description | Package | Quantity | Unit Weight | Unit Value |
|------------------|---------|----------|-------------|------------|
| Childs Pram TEST | 1 | | 2.00 KG | 2.00 GBP |

An 'Add Commodity' button is located in the top right corner. The 'Quantity' field is highlighted with a yellow circle.

Then proceed to final step

For more help on adding / updating commodities see [Frequently asked questions](#) section.

5. Proceed to Final Step

Click Proceed to Final Step

Proceed to Final Step >

The Final Step allows you to view a summary of your choices and will display service options and prices. You will only be able to Proceed to final step if all the required fields have been completed. A red box will highlight any missing information.

6. View price quoted / Select a service

A summary screen is displayed. Ensure the details of your shipment are correct. If you need to make any changes use the navigation to go back to previous screen

< Previous Screen

If you are happy to proceed, click on the service option best suited to your requirement

Click on the service to select it. A green tick will highlight your choice.

| Select a Service | | |
|-------------------------------------|------------------|---|
| <input checked="" type="checkbox"/> | IFS Courier UK24 | <u>Cost Breakdown</u> 17.52 GBP exc VAT |
| | IFS Courier UK48 | <u>Cost Breakdown</u> 20.69 GBP exc VAT |

7. Create Label to complete booking

Click “Create Label” to produce a label. The label is produced in PDF format.

Download/Open the label

Choose File > Print.

Select the printer of your choice, click OK.

Please examine the printed label to ensure the barcode and print is clear.



It is recommended to use Adobe Reader to open the PDF label.

Adobe PDF reader is free to download via

<https://get.adobe.com/uk/reader/>

Printing Paperwork

All available paperwork is automatically selected for printing. If you wish to print the documents individually, you can go into the History section to reprint labels and commercial invoices.

UK Paperwork

2 Labels - Give one to the IFS Driver and place on the package.

International Paperwork

2 Labels - Give one to the IFS Driver and attach one to the package

1 Commercial invoice (if required) – attach to the package

For multiple piece shipments an additional package label will print for each additional package. Please label each additional package, place label 2 on box 2, place label 3 on box 3 and so on..



Please ensure the barcode is clearly visible and facing upwards. If you have any issues with the label layout, print quality or sizing of the print please call +44 (0) 28 94464211 or send a sample to it@antrim.ifsgroup.com and we will contact you.

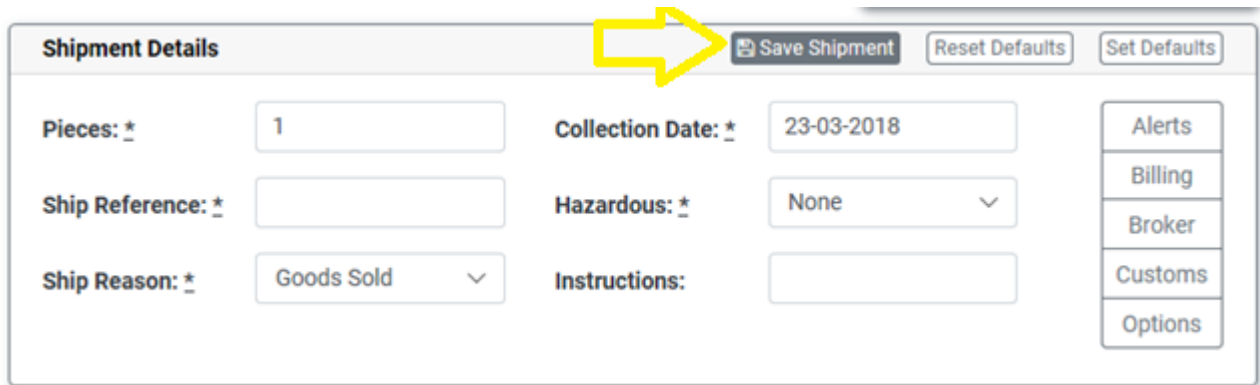
Frequently Asked Questions

- GENERAL QUESTIONS

Can I save a booking as incomplete to allow me to complete later?

Yes, click on Save Shipment.

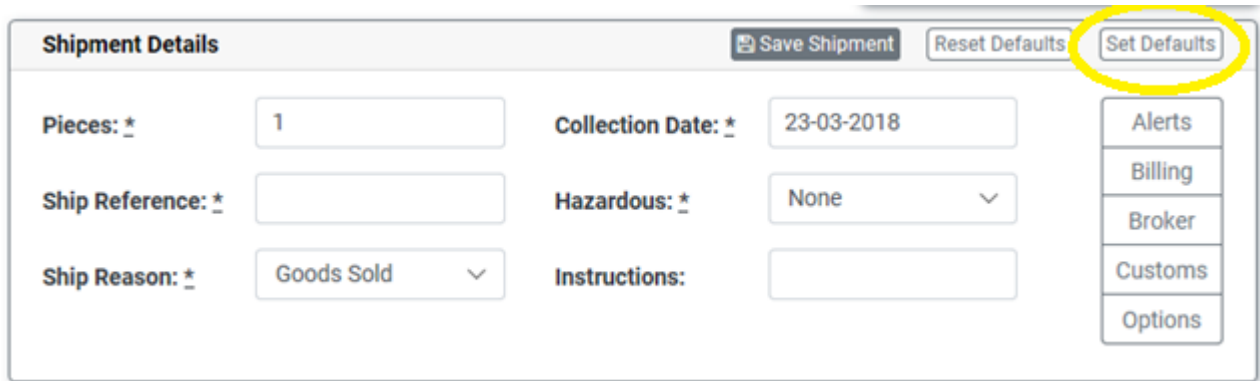
This feature is also useful if you get errors/alerts at time of booking. Click on Save Shipment then call IFS Customer Services team should you require assistance.



The screenshot shows the 'Shipment Details' form. At the top right, there are three buttons: 'Save Shipment' (with a floppy disk icon), 'Reset Defaults', and 'Set Defaults'. A yellow arrow points to the 'Save Shipment' button. The form fields include: 'Pieces: *' (text input with '1'), 'Collection Date: *' (text input with '23-03-2018'), 'Ship Reference: *' (text input), 'Hazardous: *' (dropdown menu with 'None'), 'Ship Reason: *' (dropdown menu with 'Goods Sold'), and 'Instructions:' (text input). On the right side, there is a vertical stack of buttons: 'Alerts', 'Billing', 'Broker', 'Customs', and 'Options'.

Can I set frequent screen choices?

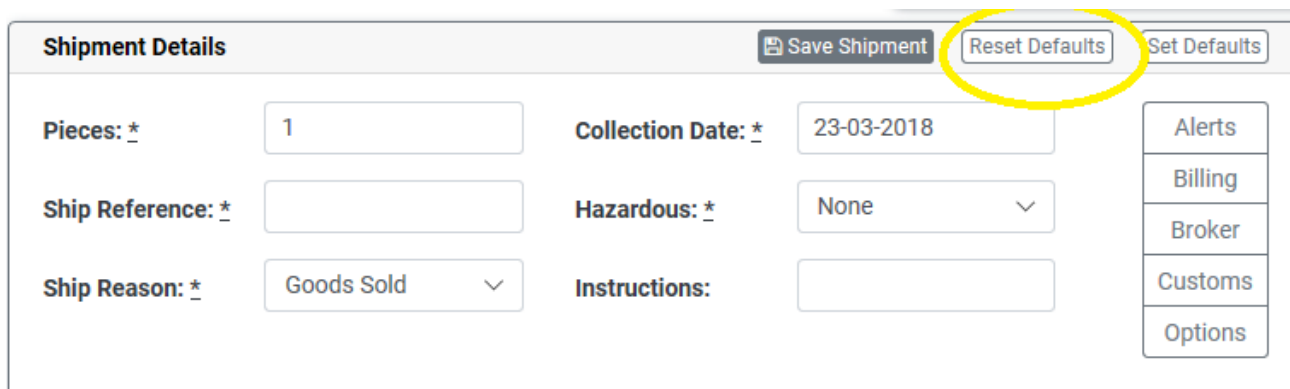
Yes, set the options required then click on Set Defaults.



This screenshot is identical to the previous one, but the 'Set Defaults' button at the top right is highlighted with a yellow circle.

Can I clear any screen defaults that have been set in the past?

Yes, click Reset Defaults button to clear.





This screenshot is identical to the previous ones, but the 'Reset Defaults' button at the top right is highlighted with a yellow circle.

When I click Proceed to Final Step nothing happens?

Check that all required fields have been completed, a red highlighted box will outline the missing information.

Example below. Quantity information is missing.

| Shipment Contents ⓘ | | | | | Add Commod | |
|---------------------|---------|----------|-------------|----|--|--|
| Description | Package | Quantity | Unit Weight | | Unit Value | |
| pharma goods | 1 ▼ | | 0.50 | KG | 1.00 GBP   | |

I want to receive email notifications for every booking?

Click Alerts, tick the alerts required, return to main form, click Set Defaults. These alerts will be set for every booking.




| Alerts ⓘ | | Return | | | | |
|-----------|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | <u>Desp</u> | <u>OFD</u> | <u>Del</u> | <u>Canc</u> | <u>Excp</u> |
| Sender | gmcbride@antrim.ifsgroup.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Recipient | Provide recipient's email address | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Broker | Provide broker's email address | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | Email address | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Can I print a collection manifest?

Yes

Click History

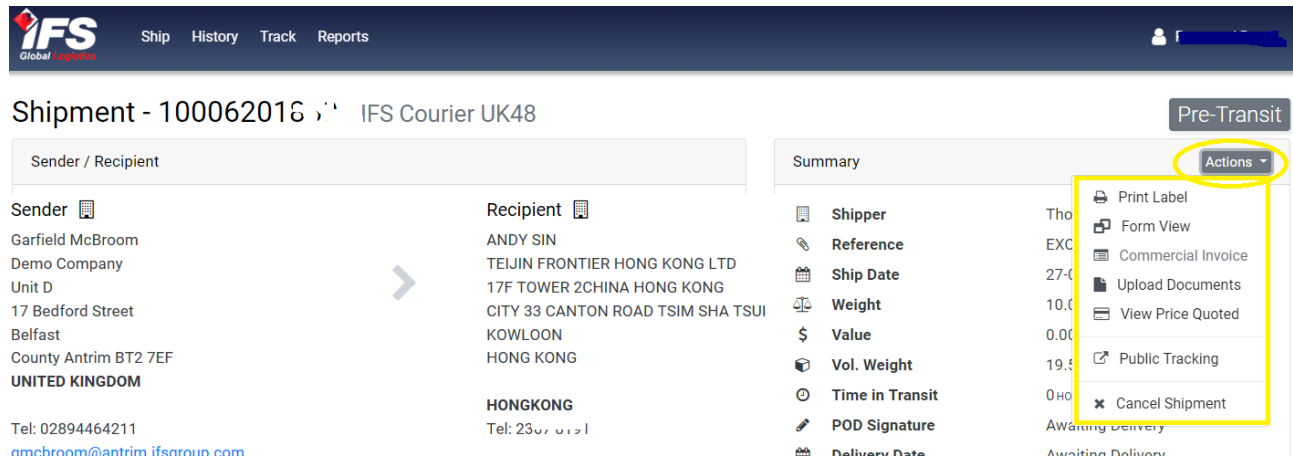
Click the icon Download Collection Manifest

| IFS Global Logistics | | | | | | | | | | Ship History Track Reports | | Consignment search... | |
|----------------------|-------------|-----------|-----------|-----------|---------|--------|----------|---------|--------|---|--|-----------------------|--|
| Shipment History | | | | | | | | | |    1 - | | | |
| Consignment | Carrier Ref | Recipient | Reference | Ship Date | Service | Pieces | Weight ⓘ | Transit | Status | | | | |

How do I cancel a consignment?

Various actions can be made from the Actions drop down menu.

“Cancel Shipment” can be done before the goods are picked up / scanned.



IFS Global Logistics

Ship History Track Reports

Shipment - 100062016 IFS Courier UK48

Pre-Transit

Sender / Recipient

Sender

Garfield McBroom
Demo Company
Unit D
17 Bedford Street
Belfast
County Antrim BT2 7EF
UNITED KINGDOM

Tel: 02894464211
amcbroom@antrim.ifsaroun.com

Recipient

ANDY SIN
TEIJIN FRONTIER HONG KONG LTD
17F TOWER 2CHINA HONG KONG
CITY 33 CANTON ROAD TSIM SHA TSUI
KOWLOON
HONG KONG

HONGKONG
Tel: 2300 0000

Summary

Shipper
Reference
Ship Date
Weight
Value
Vol. Weight
Time in Transit
POD Signature
Delivery Date

Tho
EXC
27-0
10.0
0.00
19.5
0.00
Awaiting delivery
Awaiting delivery

Actions

- Print Label
- Form View
- Commercial Invoice
- Upload Documents
- View Price Quoted
- Public Tracking
- Cancel Shipment

I require an additional copy of the label for each booking?

Login, click on your name on the top right hand corner

Choose Account Settings > Change “Customer Label required from No to Yes”

Account Settings

Email: courier-demo@test.com

Telephone: 02894464211

Label Size: 6x4 Label

Customer Label Required: No **Change**

Cancel Update Account

Can I reprint a label or commercial/customs invoice?

Yes

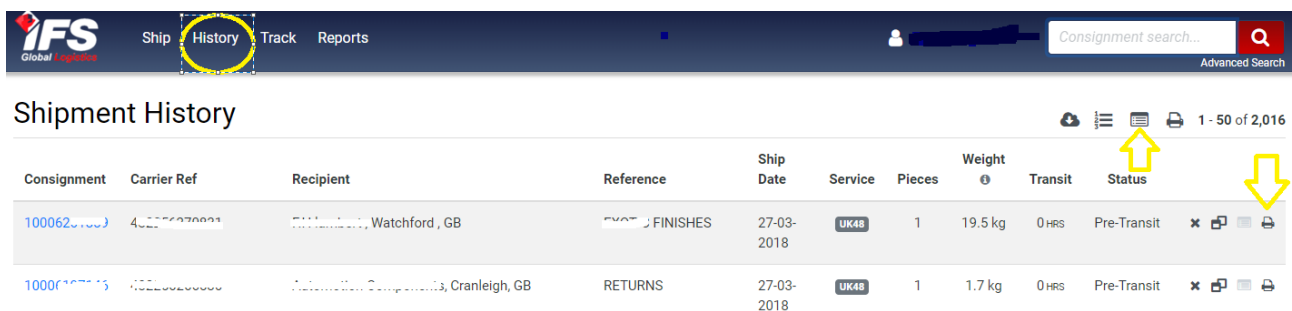
Click History







Click on the “Print Label” icon.

Click on the “Download commercial invoices” button.

If you are printing an A4 laser label the commercial invoice can form part of the label download. When you click on “Create Label” both the label and commercial invoice will be produced as one PDF document.

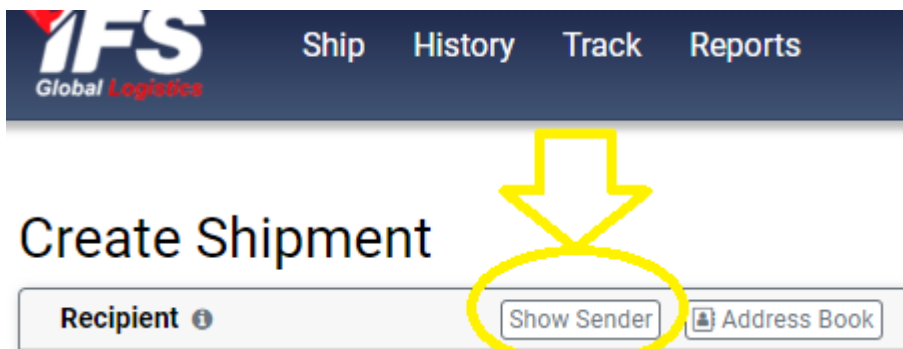
Contact IFS to request this feature to be switched on it@antrim.ifsgroup.com




| Consignment | Carrier Ref | Recipient | Reference | Ship Date | Service | Pieces | Weight | Transit | Status | |
|-------------|-------------|------------------------|-----------------|------------|---------|--------|---------|---------|-------------|---|
| 100062 | 42252270001 | WATKINS, Watchford, GB | EXPORT FINISHES | 27-03-2018 | UK48 | 1 | 19.5 kg | 0 HRS | Pre-Transit |    |
| 100061 | 42252270001 | WATKINS, Cranleigh, GB | RETURNS | 27-03-2018 | UK48 | 1 | 1.7 kg | 0 HRS | Pre-Transit |    |

Can I change my sender address?

Yes, click on Show Sender



Create Shipment

Recipient ⓘ **Show Sender**  Address Book

Make the changes

Click Save Address

• COMMODITY RELATED QUESTIONS


How can I save a new commodity?

Click Add Commodity

Click on “Create Commodity” to add a new commodity

Commodities

GBP ▾



Create Commodity

| Description | Product Code | Manufacturer | Country | Unit Value | |
|------------------|--------------|--------------|---------|------------|--|
| Cajon | | | GB | 0.00 GBP | |
| Childs Pram TEST | TEST | | GB | 2.00 GBP | |

Enter a Description, Country of manufacturer, UOM “Unit of Measure”

Create Commodity

It is your legal responsibility to provide correct commodity information. Please contact IFS if you require assistance.

See <https://www.gov.uk/trade-tariff/sections> for commodity code and <https://hts.usitc.gov/> for harmonized code.

Description: *

Commodity Code:

Product Code:

Harmonized Code:

Manufacturer:

UOM: *

Each ▾

Country Mfr.: *

UNITED KINGDOM ▾

Unit Weight:

kg ▾

Unit Value:

GBP ▾

Cancel

Save Commodity

Save Commodity to return to the previous screen.

How do I edit or delete an existing commodity?

Click Add commodity.

Click on the x icon to delete a saved commodity.





Click on the edit icon to change/update a saved commodity.

Commodities

Description or product code...

GBP

Create Commodity

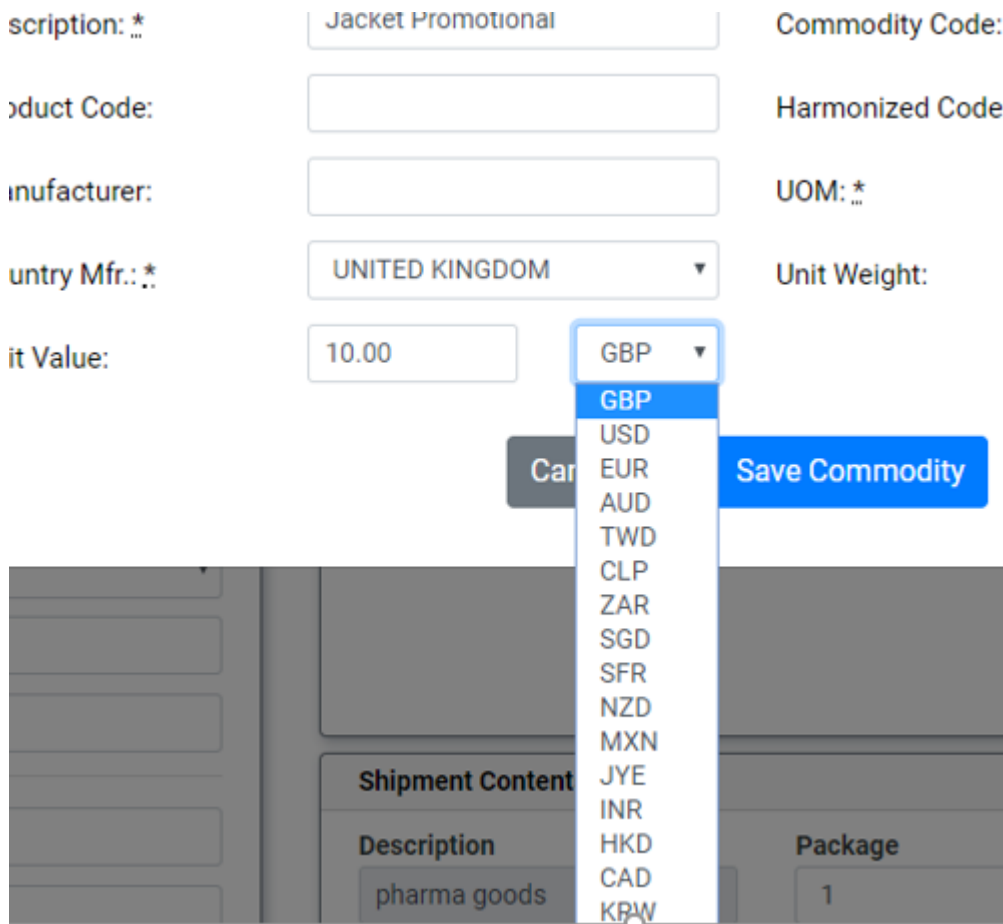
| Description | Product Code | Manufacturer | Country | Unit Value | |
|------------------|--------------|--------------|---------|------------|---|
| Cajon | | | GB | 0.00 GBP |   |
| Childs Pram TEST | TEST | | GB | 2.00 GBP |   |



How do I change the commodity currency?

Click Add Commodity

Edit existing commodity or create new commodity to define unit value and currency.



The screenshot shows a web form for managing commodities. The form includes the following fields and labels:

- Description: ***: Text input with "Jacket Promotional".
- Commodity Code:**: Text input.
- Product Code:**: Text input.
- Harmonized Code:**: Text input.
- Manufacturer:**: Text input.
- UOM: ***: Text input.
- Country Mfr.: ***: Dropdown menu with "UNITED KINGDOM" selected.
- Unit Weight:**: Text input.
- Unit Value:**: Text input with "10.00".
- Currency:**: A dropdown menu is open, showing a list of currencies: GBP (highlighted), USD, EUR, AUD, TWD, CLP, ZAR, SGD, SFR, NZD, MXN, JYE, INR, HKD, CAD, and KRW.
- Save Commodity**: A blue button.

Below the form, there is a table with the following structure:

| Shipment Content | |
|------------------|---------|
| Description | Package |
| pharma goods | 1 |

Select the currency as required then Save Commodity

Please define the various ship reasons?

The screenshot shows a shipping form with the following fields and values:

- Pieces: * 1
- Collection Date: * 27-03-2018
- Ship Reference: * invoice #165
- Hazardous: * None
- Ship Reason: * (dropdown menu open, showing options: Goods Sold, Documents, Unsolicited gift, Repair/ Warranty, Commercial Sample, Personal Effects, Return Shipment, Temporary Export)
- Instructions: (empty field)

On the right side, there are buttons for Alerts, Billing, Customs, and Options.

Below the Ship Reason dropdown, there is a 'Package Details' section with a table:

| # | Packaging Type | Weight | Length | Width | Height |
|---|----------------|--------|--------|-------|--------|
| 1 | Carton/ P | kg | 10 cm | 10 cm | 10 cm |

You've probably figured out by now that anytime you ship something internationally (with the exception of documents) a commercial invoice is required. There are many reasons this document is required but mainly, it is so that custom's officials can determine if the items you are shipping can be imported within the country (are they allowed, restricted, or prohibited), but also to calculate the amount of tax to impose on the shipment (if any).

The 'Ship Reason' is an important element on the commercial invoice and selecting the right option can affect how your shipment is cleared and how much tax is imposed on your shipment. Here are the 8 Reasons for Export that are currently permitted through IFS.

1. Permanent / Goods Sold

No explanation required :-)

2. Documents

No Commercial invoice required.

3. Unsolicited Gift

In the Customs world, a gift is defined as "Any shipment containing articles to be given as an unsolicited gift, from one private individual to another private individual, which are not being shipped by a business nor consigned to a business." If your shipping a gift, it also helps to include the wording "unsolicited gift" in the General Description and to have the word 'Gift' somewhere in the Detailed Description of Goods.

4. Repair / Warranty

There are two ways to look at this option - you are sending a shipment for repair or you have repaired the item and are shipping it back to the customer. If either of those are true, you'll use the Repair / Warranty option as the Reason for Export.

If you are sending a shipment for repair - make sure you are clear to Customs that the shipment is going FOR REPAIR or Warranty replacement. This can be done by listing this information anywhere on the commercial invoice (normally in the General Description text field).

If you have fixed a shipment and are returning it to the customer, Customs like to know the market value/purchase value of the shipment along with the repair cost.

5. Commercial Sample

A Commercial Sample is defined as "Any shipment containing articles which are sent free of charge that have been marked or mutilated or otherwise made unsuitable for sale or use except as commercial samples, being shipped with the view of soliciting an order or as a mock-up to furthering an existing order from the foreign entity."

What to take away from all that? Your sample is free of charge and mutilated or made unusable for resale.

6. Personal Effects

"Any shipment containing used personal articles such as unaccompanied baggage and household goods being shipped for relocation". This is typically used by those who are moving and are having their personal belongings shipped to an international location.

7. Return Shipment

If your shipment was temporarily exported and is now being returned back to you, this is the option you'll want to use. Customs likes to see the tracking number of the original shipment as well as the original arrival date into the country so specifying that somewhere on your commercial invoice is always a good idea.

8. Temporary Export

This option is meant for shipments that will be returning back to you. For example, you have tradeshow booth and event gear that will be shipped temporarily to the destination, used, and then shipped back to you when the show is finished. You would use this option when shipping your items to the destination. Customs officials like to know when the package is expected to be returned (or will leave the country) so find a way to include an expected return date on your

What if my shipment has multiple reasons for export?

This can happen in a number of ways but the best example that comes to mind is shipping items to a tradeshow. Typically, these kind of shipments will contain a tradeshow booth and some equipment that will be used at the tradeshow and then shipped back when the show is over. But you may also have some promotional material or printed matter that you will be giving out free of charge. Use the reason that describes the majority of the shipment. That said, you'll want to tell Customs what is returning and what is given out as a gift/commercial sample so you would specify this information for every part/line item (Detailed Description of Goods box) on your commercial invoice.

MAIN MENU OPTIONS

- [History](#)

The History section has many useful features, details are outlined below.



Click History to display all bookings /Check Transit times and Status / Reprint paperwork

Shipment History

| Consignment | Carrier Ref | Recipient | Reference | Ship Date | Service | Pieces | Weight | Transit | Status |
|-----------------------------|--------------------|--|----------------|------------|---------|--------|---------|---------|------------------|
| 10004946991 | 3235326452 | F.H Ia Kepa, Verdellino, GB | 3163095 | 27-03-2018 | UK48 | 1 | 19.5 kg | 0 HRS | Received |
| 10004854849 | 47979129955 | G.A.R. Srl, Middlesex, GB | RETURNS | 27-03-2018 | UK48 | 1 | 1.7 kg | 0 HRS | Received |
| 10004829780 | 1Z9221424449198859 | Teign Metal Finishes, Newton Abbot, GB | TEST - IGNORE | 27-03-2018 | UK24 | 1 | 4.5 kg | 12 HRS | Out For Delivery |
| 10004822072 | 10004822072 | DRS, livingston, GB | INVOICE #165 S | 21-03-2018 | UK24 | 1 | 15 kg | 14 HRS | Delivered |

Click on the Consignment number link to display detailed information about your booking.

Scroll down to view the following information on,

Tracking Events, Packages, Contents and Email requests requested at time of booking.

Tracking Events 22

| # | Date | Local Time | Event | Location |
|---|----------------|------------|--|------------------------|
| 1 | 9th Mar - 2018 | 4:30pm | Delivered | LISBON PT |
| 2 | 9th Mar - 2018 | 7:08am | On carrier vehicle for delivery | POVOA DE SANTA IRIA PT |
| 3 | 8th Mar - 2018 | 10:33am | At local carrier facility | POVOA DE SANTA IRIA PT |
| 4 | 8th Mar - 2018 | 8:37am | In transit | POVOA DE SANTA IRIA PT |
| 5 | 8th Mar - 2018 | 8:36am | Delivery exception (Future delivery requested) | POVOA DE SANTA IRIA PT |
| 6 | 6th Mar - 2018 | 6:01am | In transit | MADRID ES |
| 7 | 6th Mar - 2018 | 5:58am | In transit (Package available for clearance) | MADRID ES |

Packages 1 **View weights/dimensions, package number and confirm if the package has been received/scanned by IFS**

| # | Length | Width | Height | Weight | Packaging Code | Package Number | Received by IFS |
|---|--------|-------|--------|----------|----------------|--------------------|--------------------------------|
| 1 | 22 cm | 22 cm | 22 cm | 22.00 kg | CTN | 1Z922E2A6892756625 | ✓ Received at 17-01-2018 10:20 |

Contents 1 **View Package/Commodity details submitted at time of booking**

| # | Package | Description | Manufacturer | Country of Manufacture | Quantity | Unit Value |
|---|-----------|---------------------|--------------|------------------------|----------|------------|
| 1 | Package 1 | diagnostic reagents | | UNITED KINGDOM | 1 | 1.00 GBF |

Alerting 1 **View email notifications that were requested at time of booking**

| # | Email | Despatched | Out For Delivery | Delivered | Cancelled | Other Notifications |
|---|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| 1 | alerts.international@antrim.ifsgroup.com | Email not requested | Email not requested | Email not requested | Email not requested | Email Requested |



For every booking an Actions menu exists.

Ship History Track Reports

Shipment - 100062016 IFS Courier UK48
 Pre-Transit

Sender / Recipient

Sender

Garfield McBroom
Demo Company
Unit D
17 Bedford Street
Belfast
County Antrim BT2 7EF
UNITED KINGDOM

Tel: 02894464211
amchroom@antrim.ifsaroun.com

Recipient

ANDY SIN
TEIJIN FRONTIER HONG KONG LTD
17F TOWER 2CHINA HONG KONG
CITY 33 CANTON ROAD TSIM SHA TSUI
KOWLOON
HONG KONG

HONGKONG
Tel: 2366 0001

Summary

Shipper
Reference
Ship Date
Weight
Value
Vol. Weight
Time in Transit
POD Signature
Delivery Date

Tho
EXC
27-0
10.0
0.00
19.5
0.00
Awaiting Delivery
Awaiting Delivery

Actions

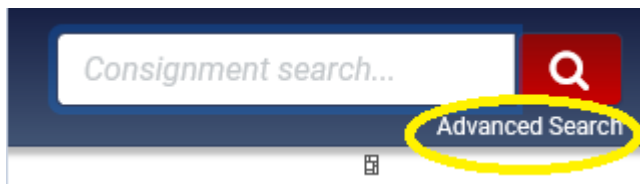
- Print Label
- Form View
- Commercial Invoice
- Upload Documents
- View Price Quoted
- Public Tracking
- Cancel Shipment

ACTIONS MENU

Click “Actions” to perform various useful tasks

1. Print Label – reprint a copy of the label.
2. Form View – view the information submitted when booking was created.
3. Upload Documents – this is useful if you wish to upload a proforma invoice.
4. Check price quoted – check back on the price quoted at time of booking.
5. Public tracking – takes you to the tracking information page.
6. Cancel Shipment – cancel a booking before the package is collected / scanned.

Use "Advanced Search" to display customised results then download to Excel if required.



Q Advanced Search ****Use the dropdown options to filter your search**** ×

Consignment or Reference:

Date From / To: ****Select a date range****

Shipper: ▼

Status: ▼ ****Search by Status eg. In Transit, Delivered etc.****

Service: ▼ ****Search by Service eg. UK48 / Courier Express****

Source / Destination: ▼ ▼

Recip. Name or Address: ▼ ****Search by Name or Postcode****

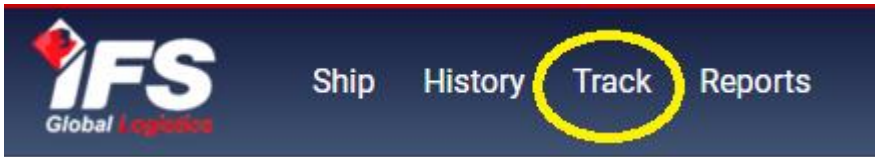
Recipient Address Type: ▼

Pieces: ▼

Traffic: ▼

Search →

- [Track](#)



Enter a valid tracking number. Click track to display results.

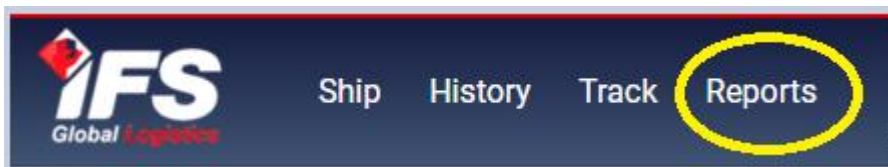


Track a Shipment



Need the status of your shipment or a proof of delivery?
Enter your tracking number below.

- [Reports](#)



Use the reports menu to view detailed information on your shipments.

Reports

| Name | Description |
|---|---|
| Active Shipments Report | Lists all currently active shipments awaiting delivery |
| Exceptions Report | Lists all shipments where delivery status has not been reported |
| POD Report | View latest POD information |

- 1.Active Shippers report will display all currently active shipments awaiting delivery.
2. Exceptions Report will display where delivery status has not been reported.
3. POD report will display the latest POD information including signature.