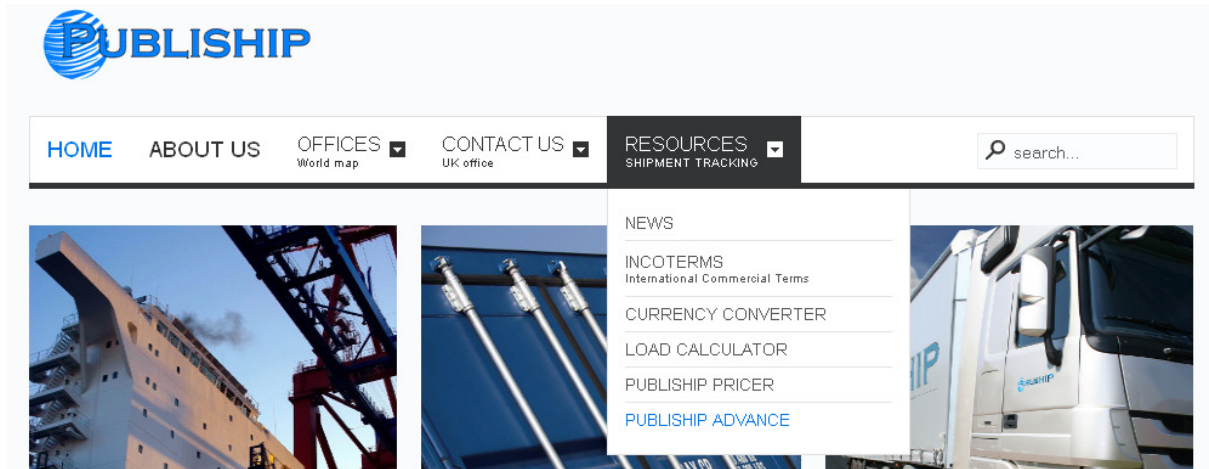
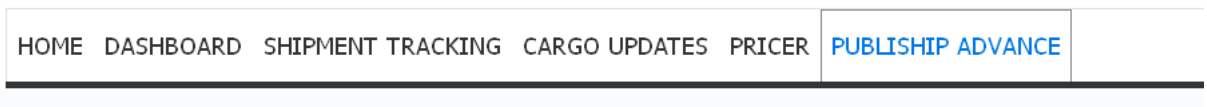


1. Go to our website <http://www.publiship.com>
2. On the main menu go to Resources then click on **Publiship Advance**.



3. You will need to log in before you can use Publiship Advance. You can use your existing login and password if you have one. If you don't have a log in, contact your local Customer Services contact, who will arrange it for you.
4. Once you are logged in click on the **Publiship Advance** tab.



5. Enter your order details

Enter your order details

Order number

[New order]

Payee

Enter payee name here

Delivery address

Enter delivery address

Destination country

Cargo ready date

Attention

For the attention of

Sender

Liverpool

Next: Add a title

- You need to enter a payee name and delivery address.
- You can select a destination country from the list.
- You can select a cargo ready date using the calendar.

- If the order is for the attention of a particular individual enter the name in the attention box.
- When you have completed the form click on **Next: Add a title** to go to the next stage.

#### 6. Enter a book title or description

Enter a title or description

Title

[Previous: Change order](#) [Next: Add Cartons](#)

Click **Previous: Change order** if you want to change the order details from stage 5.

Click **Next: Add cartons** to start adding the cartons for this title

#### 7. Add cartons for the title.

Cartons

Enter carton details for example title

Enter length Enter width Enter height Enter weight No. of cartons

Length Width Height Weight Cartons [Add](#)

Current cartons

- Type in the length, width, height and weight for the carton.
- Type in the number of cartons.
- Click the Add button to add to the current cartons list. For example if you enter 5 for the number of cartons, 5 identical cartons will be added to the current list.

Cartons

Enter carton details for example title

Enter length Enter width Enter height Enter weight No. of cartons

100 150 100 50 5 [Add](#)

| Current cartons                             |               |              |               |               |
|---|---------------|--------------|---------------|---------------|
| Options                                     | Carton Length | Carton Width | Carton Height | Carton Weight |
| <a href="#">Edit</a> <a href="#">Delete</a> | 100.00        | 150.00       | 100.00        | 50.00         |
| <a href="#">Edit</a> <a href="#">Delete</a> | 100.00        | 150.00       | 100.00        | 50.00         |
| <a href="#">Edit</a> <a href="#">Delete</a> | 100.00        | 150.00       | 100.00        | 50.00         |
| <a href="#">Edit</a> <a href="#">Delete</a> | 100.00        | 150.00       | 100.00        | 50.00         |
| <a href="#">Edit</a> <a href="#">Delete</a> | 100.00        | 150.00       | 100.00        | 50.00         |

[Previous: Change title](#) [Next: View summary](#)

- You can add more cartons for this title by typing in new length, width, height, weight and number of cartons and clicking the **Add** button again.
- You can also change the dimensions for individual cartons by clicking the edit button next to the carton. Change the dimensions then click update to save.
- Once you have entered all your cartons for the title, click on **Next: View summary** to see everything you have entered so far.

## 8. View summary.

Summary of order 120600021

Payee

sdfsd

Delivery to

fsdfsdfsd

Country

United Kingdom

Attention

zxf sdf

| Titles and cartons |               |               |               |               |
|--------------------|---------------|---------------|---------------|---------------|
| Options            |               | Title         |               |               |
| Edit New Delete    |               | example title |               |               |
| Options            | Carton Length | Carton Width  | Carton Height | Carton Weight |
| Edit New Delete    | 100.00        | 150.00        | 100.00        | 50.00         |
| Edit New Delete    | 100.00        | 150.00        | 100.00        | 50.00         |
| Edit New Delete    | 100.00        | 150.00        | 100.00        | 50.00         |
| Edit New Delete    | 100.00        | 150.00        | 100.00        | 50.00         |
| Edit New Delete    | 100.00        | 150.00        | 100.00        | 50.00         |

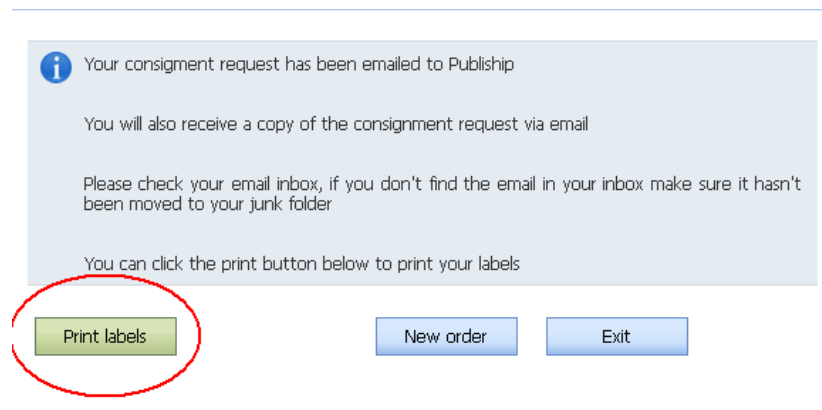
Previous: Change last cartons

Add a title

Finish

- The summary shows all the title(s) included in this order, with the cartons listed underneath each title
- You can add another title to this order by clicking **Add a title**. This will allow you to repeat steps **6** and **7** for a different title.
- You can change the title(s) by clicking the edit button next to a title, change the title then click update.
- You can also change the dimensions for individual cartons by clicking the edit button next to the carton. Change the dimensions then click update to save.
- Once you have added all the titles and cartons you require click **Finish** to send this order on to Publiship.

## 9. Finished!



- An email will be sent to Publiship containing your order details. Your order will be given an automatic consignment reference.
- You will receive a copy of this email.
- You can print address labels by clicking **Print Labels**. The labels will be created as downloadable PDF documents. Two address labels are printed for each carton.