NET4COURIER- SETUP GUIDE

The system need to be setup in the following order before starting the day-to-day operations:-

SETUP

Organisation:

Company

Branch

Depot

Currency

Manage Agents

Employees:

Designations

Departments

Manage Employees

UTILITIES

User Profiles

Create User

In this page the user can modify the User settings. By default the user will be assigned only with one branch. Additional branches can be assigned to each user based on their privileges. Only the branches assigned to the user will be available for selection during user login.

Functions: Change password, Assign additional branches. User email can be changed only in "Manage Employees".

SETUP

Shipment Properties:

Type of Goods

In this page you can define your items so that it will be auto-displayed in the "ShipmentCreate" by pressing SPACE.

Products & Services

In this page you can define the different type of Products or Service you are providing to your customers. For eg; Economy Service, Bullet Service etc..

Other Setup:

Other Charges

In this page you can setup the additional charges you need to charge your customers apart from the courier charges, tax and material cost.

Vehicle Type

Manage Vehicles

In this pages you can define the vehicle details. If you assign an employee/driver for a vehicle, then when you select that employee in the "CreateShipment" the vehicle details also will be available.

Zones:

Zone Category

You can categorise a Zone based on major Courier Companies such as DHL, FEDEX, ARAMEX, UPS or any other companies. The below mentioned chart will help you to understand this better:-

CATEGORY	Zone-A	Zone-B	Zone-C	Zone-D
DHL	India	UK	US	Malyasia
	Pakistan	France	Canada	Indonesia
	Bangladesh	Australia	Mexico	Philipines

CATEGORY	Zone-A	Zone-B	Zone-C	Zone-D
FEDEX	UK	US	India	Malyasia
	France	Canada	Pakistan	Indonesia
	Australia	Mexico	Bangladesh	Philipines

Like this you can setup a category for your own company which will be the default.

Zone Name

You can setup Zone names according to your requirement. For eg; zone names can be Zone-A, Zone-1, or any name you wish.

Zone Chart

The following chart illustrates a typical zone chart. The main objective of defining zone chart is to define the Forwarding Agents and Customer Rates. For eg:-

CATEGORY	Zone-A	Forwarding Agent Rate	Customer Rate	Weight Range
FEDEX	UK	50.00	75.00	1- 5kg
	France	45.00	60.00	
	Australia	70.00	90.00	

Employee Zone

In this page you can define zones for employees and assign the employees to their respective zones. The objective of this is to get the customer pickup request directly to employee mobile app (if they are using mobile app). For eg; if the customer located in "Karama" make a pickup request that request to will appear in the mobile app of the employee who is assigned to "Karama" zone.

Customer Rates:

Rate Type

In this page you can define the Rate Types. The rate type are different type of rates you wish to provide to your customers. The rate type can be "DHL Rates", "Fedex Rates", "Overnight Rates" etc..

Rate Chart

This page will facilitate the preparation of Customer Rate Chart for single or multiple customers

Assign Rate to Customers

In this page you can assign the Rate-charts to single or multiple customers. One customer can have multiple rate-charts

ACCOUNT RECEIVABLES
Manage Customers

In this page you can create and modify customer details. Customer code will be auto-generated. By default all customers will be defined as "Cash Customers". For cash customers only name is the mandatory detail.

For "Credit Customers", the user need to create a cash customer and "Approve" the same as "Credit Customer". To approve a credit customer, all the details of that customer need to be updated.

ACCOUNT PAYABLES
Manage Suppliers
Manage Forwarding Agents

In this page you can create and modify Supplier and Forwarding Agent details.

OPERATIONS:
AWB Stock Maintenance
Opening Stock
Courier AWB Issue
Customer AWB Issue

GENERAL LEDGER
Account Group
Chart of Accounts
Account Setup

TRANSACTIONS:
INBOUND
Shipment Booking
Customer Booking
In house Booking
Process Shipment
Create Shipment
Batch Shipment
Depot Inscan – Domestic

Import Shipments
Upload Manifests
Depot Inscan – Import

Transshipments
Upload Manifests
Co-Loader Invoice
OUTBOUND

DRS Maintenance
Depot Outscan
DRS Receipt
DRS Reconciliation

Export Shipments
Create Manifest
Export Shipment Receipts

OPERATIONS
Others
Track Shipments

DAY-TO-DAY OPERATIONS

- ADD OPENING STOCK IF THERE IS NEW PURCHASE OF AIRWAYBILLS (only if required)
- ISSUE AWB TO COURIER & CUSTOMER (only if required)

DEPOT INSCAN-DOMESTIC *[inbound-depot Inscan domestic]*
The local Depot will physically receive the collected shipments from the couriers. After this process the shipment status will be changed to *"Received at Origin Depot"*

CREATE SHIPMENT *[inbound-process shipment-create shipment]*
Update all the details of the received Air waybills from back-office. After this process the shipment status will be changed to *"Airway bill Processed"*

If the shipment is to be delivered to Domestic customers:-

DEPOT OUTSCAN *[Outbound-Manage Delivery Runsheet - Depot Outscan]*
This (OUTSCAN) is the process of transferring shipments from Depot to Courier Vehicles. After this process the shipment status will be changed to *"Out for Delivery"*

If the shipment is for export:

EXPORT MANIFEST
This process will update all the shipments for export with "Forwarding Agent" and "Delivery Agent" along with other relevant details. The user can update the "Forwarding Agent Number" if any. After this process the shipment status will be changed to *"Export Manifest Processed"*

o Forwarding Agents are domestic agents who will forward these shipments to export destinations.

o Delivery Agents are agents in the export destinations who will receive these shipments for further processing.

INTER-BRANCH OPERATIONS

EXPORT MANIFEST:
The exporting branch will prepare the export manifest with "Forwarding Agent" and "Delivery Agent" details.

INTER-BRANCH IMPORT:
The Importing branch should navigate to [*Inbound-Importshipments-Interbranch Import*]
Click on "Creat New" and then select the required "Agent" . After this press SPACE-BAR in the "Manifest Coloumn" and all the "Manifest Number" sent by the exporting branch will be visible. By selecting the required "Manifest number" from the drop-down list, the exported AWB's will be listed in the grid below. Upon "Save" the status of these shipment will be changed to *"Received at Destination Customs Facility".* This status indicates that the shipments are at the airport customs.

DEPOT INSCAN-IMPORT:
The next step is *[inbound-importshipments-Depot inscan Import]*
This process is to receive the shipments from Customs to the Depot. Upon clicking "Save" the status of this shipment will be changed to *"Received at Destination Facility".*

DEPOT OUTSCAN:
The next step is to *[Outbound-Manage Delivery Runsheet-Depot Outscan]*

This process is to transfer the shipment physically from the Depot to Courier Vehicle for delivering to the customers. After this the status of the shipment will be changed to *"Out of Delivery"*

PROOF OF DELIVERY:
The final process is *[Operations-Others-Proof of Delivery]*

In this page you can update the POD details of the shipment and the status will be changed to *"Delivered"*