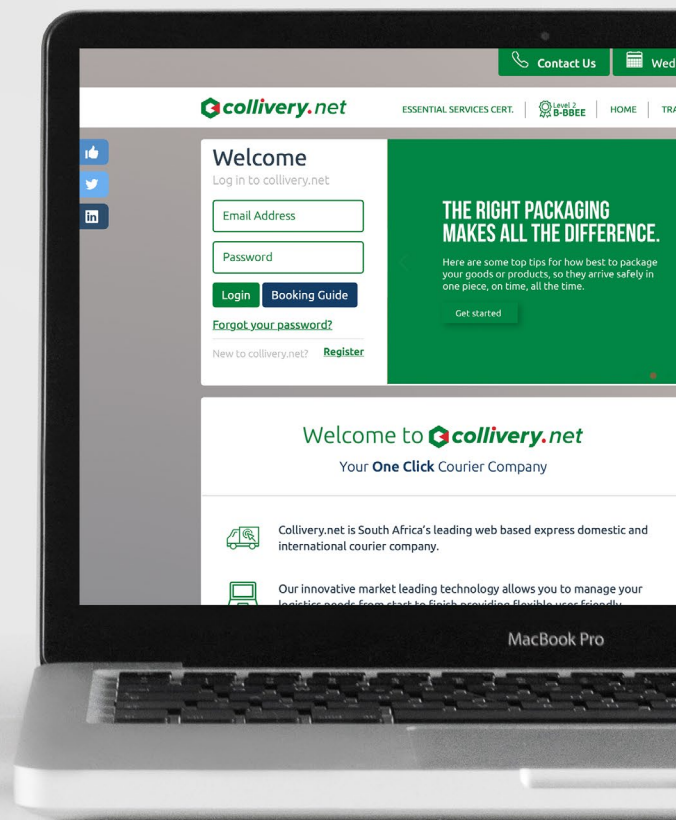


# BOOKING SYSTEM GUIDE



# INDEX

1

## Logging In

Need to Log in, Register or forgot your password, follow this guide to get started

2

## Adding a Collivery

Once logged in you can add a domestic Collivery, follow this guide to get started

3

## Generating a Quote

After adding a Collivery you can generate a quote, follow this guide to get started



# BOOK YOUR **COLLIVERY** TODAY

For the International  
Booking Guide click here



For Counter to Counter  
Booking Guide click here

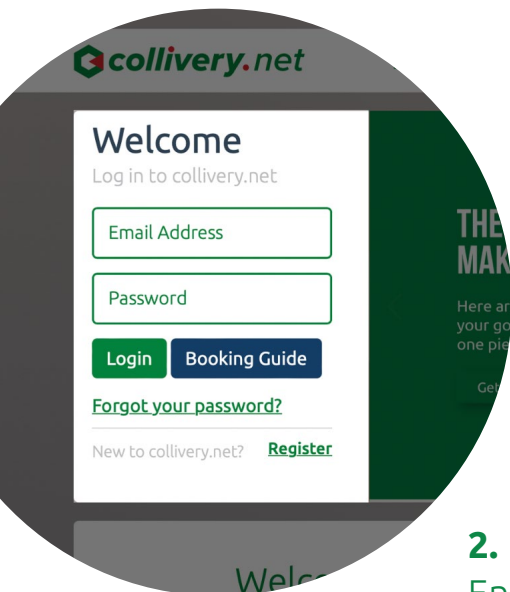


For additional  
assistance contact  
info@collivery.co.za



# STEP 1 LOGGING IN

1. Head on over to the Collivery website



2. Enter your email address and password, followed by clicking on the **'Login'** button to log into the collivery.net system.

## Forgotten your password

Recover it by clicking on: **'Forgot your password?'**

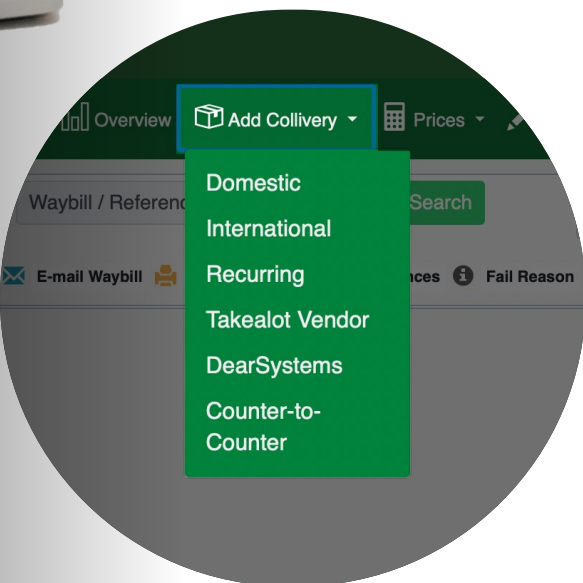
If you are new to Collivery please click on the **'Register'** button where you will need to fill out a form to create your Collivery account.

# STEP 2

## ADDING A COLLIVERY

1.

The landing page you see straight after logging in gives you an overview of all of your Colliveries. You will be able to view and manage your Colliveries from here once they have been booked.



2.

Once logged in click on the **'Add Collivery'** button. Select **'Domestic'** from the dropdown menu to book a local Collivery.

3.

You will land on the 'Domestic Waybill Quote' page, where you will need to input all the relevant information into the various fields to generate an accurate quotation.



### 3.

You will land on the 'Domestic Waybill Quote' page, where you will need to input all the relevant information to generate an accurate quotation.

## Collection & Delivery Details

In the 'Search and Select' bar typing your pre-saved address from your list of added addresses. Once you have selected an address click on the 'Search and Select Contact' bar to add a pre-saved contact for that address.

The screenshot shows the 'Domestic Waybill Quote' form. It is divided into two main sections: 'Collection Details' and 'Delivery Details'. Each section has an 'Address' field and a 'Contact' field, both with 'TYPE TO SEARCH' dropdown menus and '+', 'x', and 'edit' icons. A 'Swap address and contacts' button is located between the two sections. The 'Address' field in the Collection Details section is populated with 'MDS Collivery, MDS House, 58c Webber St, Selby, Johannesburg'.



### Add a new address

If you have not yet loaded an address onto the system, you can do so by clicking on the + button. Complete the form and click on the 'Save Button'. You may add as many addresses as you like.



### Add a new contact

If you have not yet loaded a contact for an address, select the address you wish to add a contact to, then click on the + button. Complete the form and click on the 'Save Button'.

The screenshot shows the 'Domestic Waybill Quote' form on a tablet. The form is titled 'Domestic Waybill Quote' and has a navigation bar at the top with 'collivery.net', 'Overview', 'Add Collivery', 'Prices', and 'Administration'. The form is divided into several sections: 'Collection Details', 'Delivery Details', 'Parcel Details', 'Time Frame', 'No Contact Delivery', and 'Extra Information'. The 'Collection Details' and 'Delivery Details' sections are highlighted in green. The 'Parcel Details' section is highlighted in blue and includes 'Parcel type' (Envelope, Package, Tender Document), 'Collect with' (Bike, Bakkie, Truck), and 'Package details' (Number of Packages, Actual Weight, Volumetric Weight). The 'Time Frame' section is highlighted in orange and includes 'Service type' (Same Day, Next Day, Road Freight Express, Road Freight), 'Collect After' (2022-06-09, 08:00), and 'Deliver Before' (2022-06-10, 16:00). The 'No Contact Delivery' section is highlighted in black and includes a checkbox for 'Opt-in to No Contact Delivery'. The 'Extra Information' section is highlighted in purple and includes 'Special Instructions', 'References', 'Sms Tracking', and 'Consignee only'.




## Selecting Your Service Type:

Select the service type that best suits your time frame for your delivery.

*Please note that the service type & volumetric weight will affect the costing of your quotation.*


The screenshot shows a form titled 'Time Frame:' with a 'Service type:' section. It includes radio buttons for 'Same Day', 'Road Freight Express', 'Next Day', and 'Road Freight'. Below this are 'Collect After:' and 'Deliver Before:' fields with date and time pickers. A green arrow points from the 'Road Freight' option to the explanation box below.

## Each service type is explained as follows:




### Road Freight

Will be delivered 24 to 48 hours within Major Centres



Has a 5kg limit, surcharge applied to the costing if above.



## Error Messages



Please select one of these options.

Do not worry if you have missed a step, our system will show you the way. If you forgot a required step you will see this tool tip pop up. Other error messages will appear in red, at the top of the page.

Parcel Details:

Parcel type:  Envelope  Package  Tender Document

Collect with:  Bike  Bakkie  Truck

Package details: 1 0 0  
 Number of Packages      Actual Weight      Volumetric Weight

---

No Contact Delivery:

We now offer to meet you at the delivery point, but leave the parcels on the ground for you to pick up. Instead of signing the waybill - a photograph of the person receiving the parcel/s will be taken.

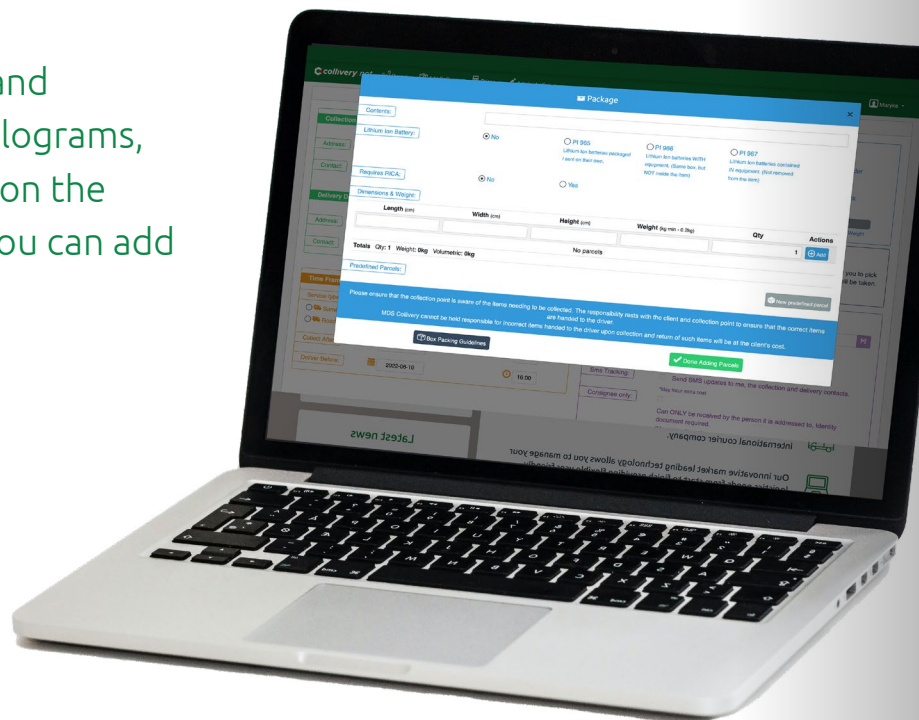
Opt-in to No Contact Delivery

## Adding a Package / Parcel

First select your parcel type. By clicking on **'Envelope'**, **'Package'**, or **'Tender Document'**. When you click on the **'Radio Button'**, an 'Add Parcel' form will be opened.

Fill out the form, it's important to measure and weigh your parcel once completely packaged, and not the contents inside the packaging.

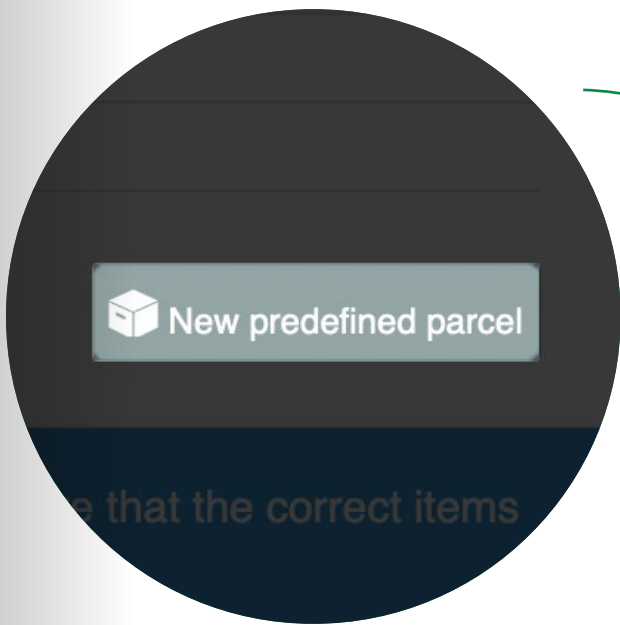
Fill in your parcels Length, Width, and Height in centimeters, Weight in kilograms, and Quantity; followed by clicking on the **'Add Button'** to add your parcel. You can add as many parcels as you like.



## Create Pre-defined Parcel

You may also choose from a variety of predefined parcels or create your own predefined parcel preset for your convenience. If you have a fixed size parcel that you would like to add on a regular basis, creating your own predefined parcels is recommended.





This can be done by clicking on the **'New Predefined Parcel'** Button.

Fill out the form, followed by clicking on the **'Add'** Button. You can access all your saved predefined parcels by clicking on the predefined parcels drop-down.

Once you are finished adding parcels, click on the **'Done Adding Parcels'** Button. To add additional parcels or edit added parcels just click on the 'Envelope', 'Package', or 'Tender Document' buttons.

## Adding Extra Information

If you need to list any special instructions or delivery requests, fill in the 'Special Instructions' field. Custom references are available, to add a custom reference click on the **'Add References'** Button.

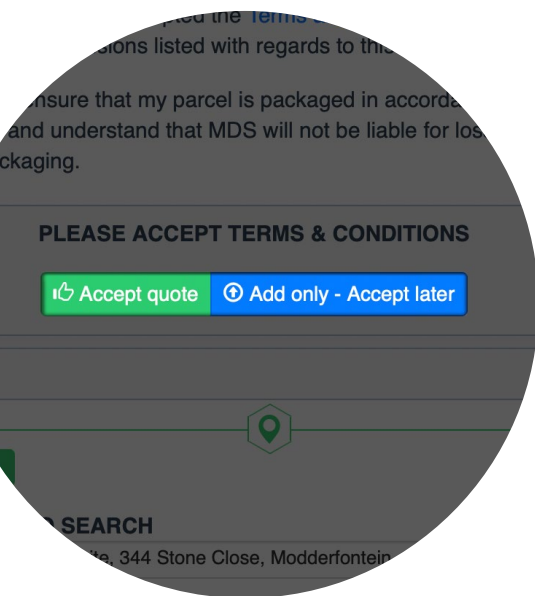
When you have finished adding all of your references click the 'Done Adding Parcels Button'.

Lastly you will need to decide if you would like to add Risk cover that covers up to a maximum of R10 000.00 at an additional cost or carry the risk on your consignment. *Please note that all framed pictures, artwork, solar panels and mirrors are carried at the clients' risk. For more information on how to pack your parcel go here*

# STEP 3

## GENERATING A QUOTATION

1. After clicking on **'Get Quote'** a quotation will be generated.



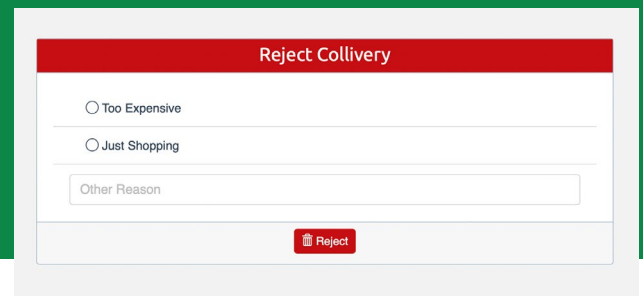
You have the ability to change the parameters of your quote, and clicking on the **'Get Quote'** Button again to update your quotation.

Accept the quotation once you are happy with the quoted amount by accepting the terms and conditions, then click on the **'Accept Quote'** Button.

Alternatively you can click on the **'Add Only - Accept Later'** Button. You will receive a notification at the top of your screen informing you that your Waybill has been added and can be accepted from the Overview screen.

## How to reject a Quote

You may also choose to reject the Collivery quotation by clicking on the **'Reject'** Button. Giving us a reason for the rejection will help us improve your future courier needs.



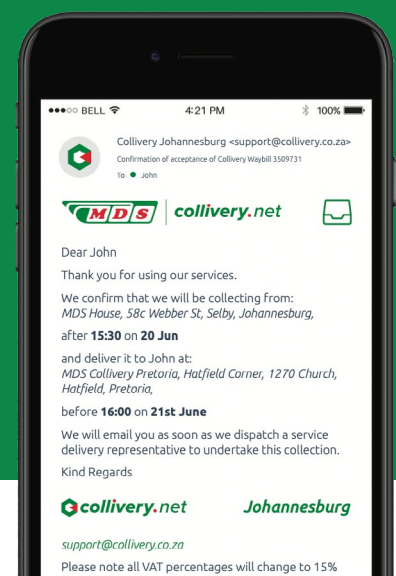
## What to do with your Waybill

After clicking on the **'Accept Quote'** button your Waybill will be generated with a unique Waybill number. Click on the **'Print Waybill'** button to print out a hard copy of your waybill or save a copy to your device to print later.



## Email Notification

You will also receive an email notification confirming acceptance of your booked Collivery, with your waybill attached. Our system automatically sends you email updates to notify you of the status of your Colliveries.



# BOOKING SYSTEM GUIDE

