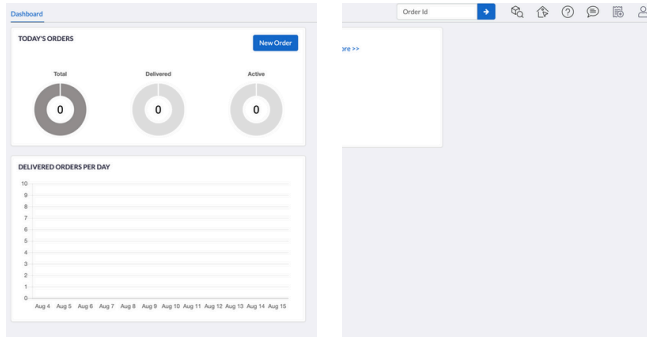


How to Book an Order – Customer Portal Website

Starting a New Order



- Click the New Order button in the middle of your dashboard, at the top right of the screen, or in the My Orders section.
- You can also click the chevron next to an order in your My Orders table and select an option.

***Both options will launch the Order-Entry screen**

Order-Entry Steps

Pickup Address

- Usually pre-filled with your business address.
- To change, click Edit, update contact details, then click **Continue**.

Delivery Address

- Auto-Complete: Start typing the contact name. If found in your contacts, select it and the form fills automatically.
- If not in contacts, enter contact name, email, and phone manually.
- Start typing the street address to see suggestions.
- Select the correct one, then complete Address Line 2, company name, unload time, and notes.
- Click **Continue**

Order-Entry Steps

Order # AMX081811

Pickup Address: 1000 Airport Blvd, Pittsburgh, PA, 15231

Delivery Address: [Empty]

Items:

Qty	Parcel type *	L x W x H	Weight	Description
1	Envelope	4.9 x 1 in	0 lb	

Summary: Price unavailable, Order Total: \$30.00

Items

- Click + to add more of the same item or +Add Item for different items.
- Select item type, enter weight and optional description.
- Click **Continue**.

Order # AMX081811

Pickup Address: 1000 Airport Blvd, Pittsburgh, PA, 15231

Delivery Address: [Empty]

Items:

Qty	Parcel type *	L x W x H	Weight	Description
1	Envelope	4.9 x 1 in	0 lb	

Summary: Price unavailable, Order Total: \$30.00

Shipping Details

- Summary Tab:** View price estimate, vehicle type, or add pricing items.
- Additional Info:** Add PO number or other required details.
- Items Tab:** Edit or remove items.
- Attributes Tab:** Request special order attributes.
- Notifications Tab:** Choose who receives updates, edit defaults, or add recipients.

Order # AMX081811

Pickup Address: 1000 Airport Blvd, Pittsburgh, PA, 15231

Delivery Address: [Empty]

Items:

Qty	Parcel type *	L x W x H	Weight	Description
1	Envelope	4.9 x 1 in	0 lb	

Summary: Price unavailable, Order Total: \$30.00

Notes & Timing

- Add special instructions.
- Set ready time (default is Now) and pickup/delivery windows.
- Click **Create Order** to finish.

Order # VC17.032221

Pickup Address: George Jones (g@jmail.com), 212-451-5321

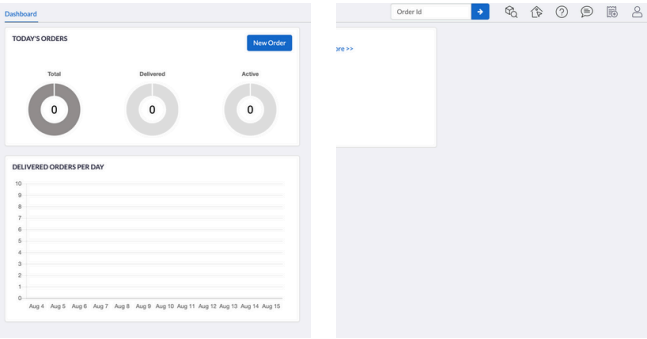
Delivery Address: 9055 Katy Pkwy, Houston, TX, 77024

Summary: Price unavailable, Order Total: \$30.00

Tip

- To print a barcode or order details, open the order, click Export, and select Barcode Label.

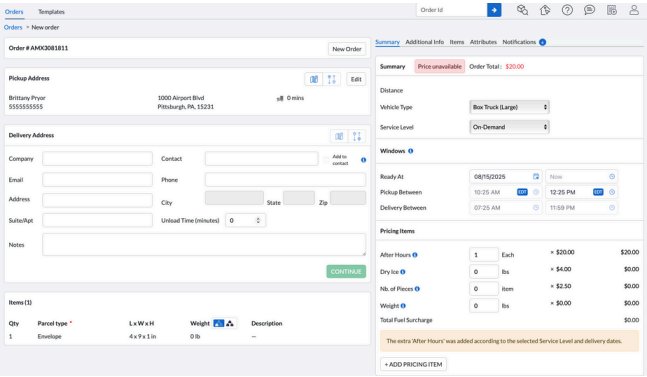
Starting a New Order



- Click the New Order button in the middle of your dashboard, at the top right of the screen, or in the My Orders section.
- You can also click the chevron next to an order in your My Orders table and select an option.

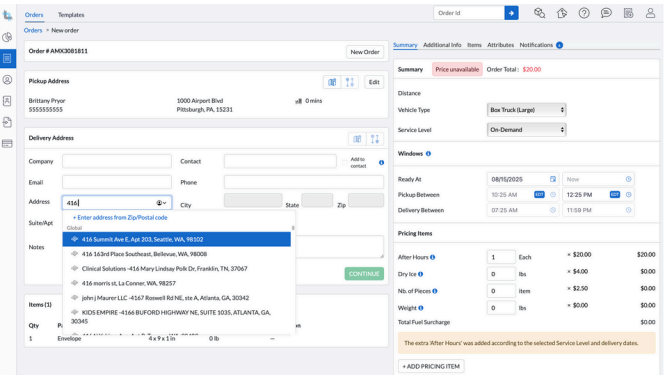
***Both options will launch the Order-Entry screen**

Order-Entry Steps



Pickup Address

- Usually pre-filled with your business address.
- To change, click Edit, update contact details, then click **Continue**.



Delivery Address

- Auto-Complete: Start typing the contact name. If found in your contacts, select it and the form fills automatically.
- If not in contacts, enter contact name, email, and phone manually.
- Start typing the street address to see suggestions.
- Select the correct one, then complete Address Line 2, company name, unload time, and notes.
- Click **Continue**

Order-Entry Steps

Order # AMK028121

Pickup Address: 1000 Airport Blvd, Pittsburgh, PA, 15221

Delivery Address: Brittany Pryor, 5555555555

CONTINUE

Items

- Click + to add more of the same item or +Add Item for different items.
- Select item type, enter weight and optional description.
- Click **Continue**.

Order # AMK028121

CONTINUE

Items (1)

Qty	Parcel type *	L x W x H	Weight	Description
1	Envelope	4.9 x 1 in	0 lb	

Order Total: \$20.00

CREATE ORDER

Shipping Details

- Summary Tab: View price estimate, vehicle type, or add pricing items.
- Additional Info: Add PO number or other required details.
- Items Tab: Edit or remove items.
- Attributes Tab: Request special order attributes.
- Notifications Tab: Choose who receives updates, edit defaults, or add recipients.

Order # AMK028121

CONTINUE

Additional Info

Reference 1: Reference 2: Reference 3:

User Fields

QuickCard Proof of Delivery

Received By:

Delivery:

Signature: (Repeat Signature)

Order Total: \$20.00

CREATE ORDER

Notes & Timing

- Add special instructions.
- Set ready time (default is Now) and pickup/delivery windows.
- Click **Create Order** to finish.

Order # VC17.032221

Export

Barcode Label

Order Details

New Order

Tip

- To print a barcode or order details, open the order, click Export, and select Barcode Label.