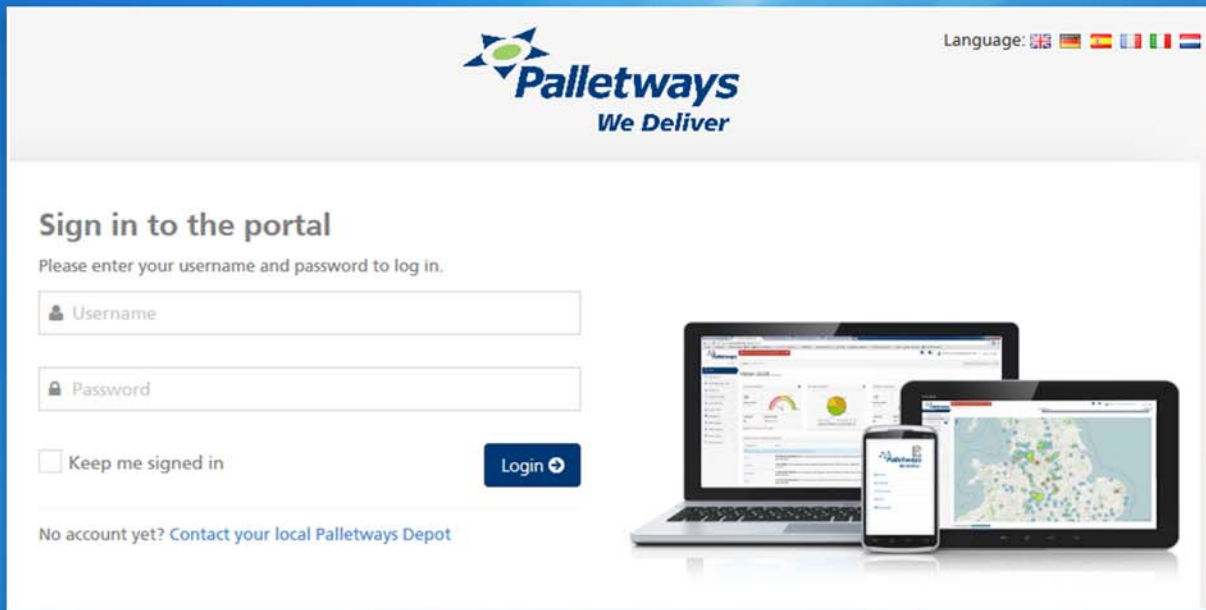


A

Arranging the Collection and Subsequent Delivery of Pallets

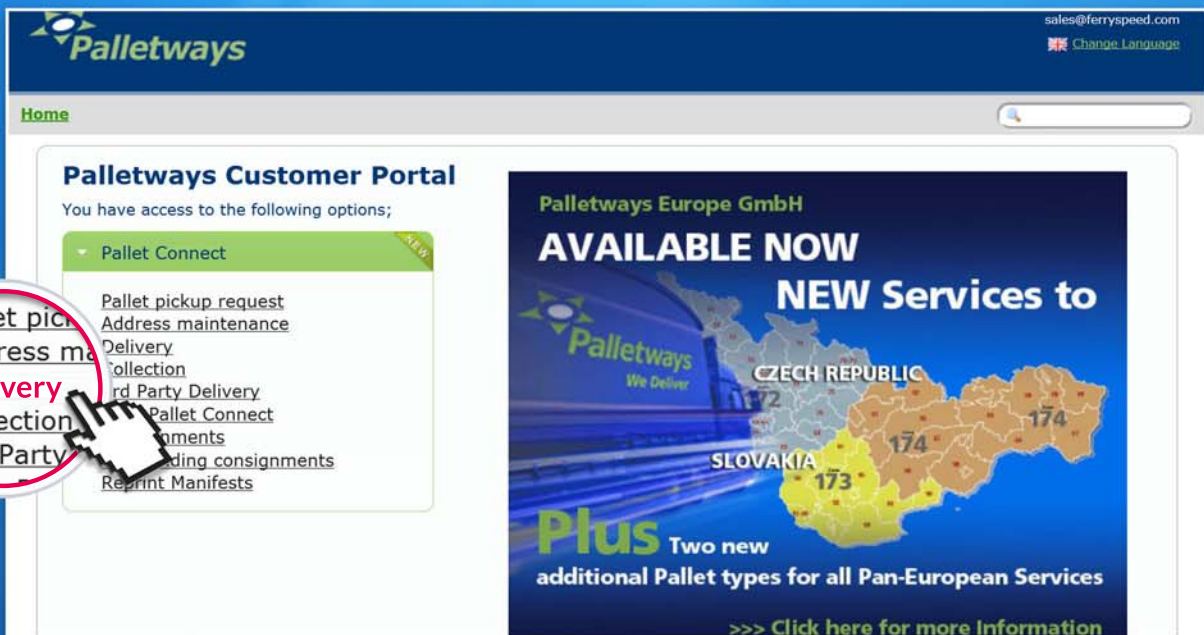
1

Go to www.MadexLogistics.co.uk and then select "Portal Account Holder"



2

The Home Page is displayed. Click 'Delivery':



3

The main “Arrange a Delivery” screen is now displayed

The screenshot displays the 'Arrange a delivery' interface. At the top, there's a navigation bar with 'Home' and 'Pallet Connect'. Below this, a section titled 'Arrange a delivery' contains a collection address: 'FERRYSPEED, ACKWORTH ROAD, PORTSMOUTH, PORTSMOUTH, HAMPSHIRE, ENGLAND, PO3 5JT'. A 'Deliver To' section features a quick search box with 'FERRYSPEED' entered, showing a dropdown list of company details including 'FERRYSPEED', 'NATIONAL LOGISTICS', and 'MILL ROAD'. To the right, 'Consignment Information' includes fields for 'Consignment No' and 'Customer Ref'. Below that, 'Pallets' information shows available sizes (Full, Half, Quarter) and input fields for 'Pallet Lifts' and 'Weight'. The 'Service information' section includes a 'Delivery Service' dropdown set to 'PREMIUM NEXT DAY STAN', checkboxes for 'Booking in required?', 'Hand Ball?' (checked), and 'Tail Lift?'. A 'Special Instructions' text area is also present. A yellow tip box states: 'Tip: Addresses entered will automatically be saved. They can be quickly re-used in the future by using the quick search box above.' A 'Finish' button is located at the bottom right.

COMPLETE THE FOLLOWING FIELDS:

- (a) **Company Code** – i.e., your code for the company you are delivering to.
(This is an optional field);

- (b) **Company Name** – i.e., the name of the Company to whom the pallet is to be delivered;

- (c) **Address** – i.e., the address of the Company where the pallet is to be delivered to
(especially postcode, and where applicable, Country);

- (d) **The Contact Name** at the receiving site;

- (e) **A Contact Telephone number** at the receiving site;

- (f) **Consignment No** – i.e., your reference for the consignment;

(g) **Customer Ref** – i.e., a secondary reference for the consignment, if you have one;

(h) **The number of Pallet Lifts comprising the consignment**
(i.e., the number of pallets, whether standard or oversize);

(i) **The number of Full, Half or Quarter Pallets** – whereby a quarter pallet has maximum dimensions of 1.2m (w) x 1m (d) x 80cm (h) and a maximum weight of 250kg;

a half pallet has maximum dimensions of 1.2m (w) x 1m (d) x 1.1m (h) and a maximum weight of 500kg;

and a full pallet has maximum dimensions of 1.2m (w) x 1m (d) x 2.2m (h) and a maximum weight of 1,200kg.

If your pallet is larger than these dimensions (i.e., *oversize*), enter it as a multiple of these single units.

So, if you have a single pallet which has a footprint larger than 1.2 x 1m, but is only stacked to 60cm in height, you would enter it as 2 x quarter pallets.

(j) **Enter the Approximate Weight of the Entire Consignment;**

(k) **Delivery Service** – this will default to premium next day, but if you would like to select another service, use the **drop down menu** to select as required.

(l) If the delivery needs to be booked in with the consignee, requires a tail lift delivery, or if there are any special delivery instructions, please enter the details where stated.

N.B. If you would like to request a timed delivery, please select this service using the **“Delivery Service”** drop down menu described in (k) above – entering the details in the **“Special Instructions”** box alone will not flag the consignment to the delivery depot as requiring a timed delivery.

4

Click "Finish":

Arrange a delivery

Please choose the collection address you wish to use

● FERRYSPEED, ACKWORTH ROAD, PORTSMOUTH, PORTSMOUTH, HAMPSHIRE, ENGLAND, PO3 5JT

Deliver To: Quick Search **FERRYSPEED** x

Company Code	cv21 1p
Company Name	FERRYSPEED
Address	NATIONAL LOGISTICS CENTRE MILL ROAD
Town	RUGBY
County	WARWICKSHIRE
Post Code	CV21 1PR
Country	United Kingdom
Contact Name	
Contact Telephone	
Contact Fax	

Consignment Information

Consignment No Customer Ref

Pallets

The following pallet sizes are available:

Full Pallet Half Pallet Quarter Pallet

Pallet Lifts Weight kg

Service information

Delivery Service **PREMIUM NEXT DAY STANDARD**

Booking in required? Hand Ball? Tail Lift?

Special Instructions

Tip: Addresses entered will automatically be saved. They can be quickly re-used in the future by using the quick search box above.

Finish

The Consignment Confirmation screen will now be displayed:

Consignment Confirmation

Consignment: A123456, (ref:)

Collect From: FERRYSPEED ACKWORTH ROAD PORTSMOUTH PORTSMOUTH HAMPSHIRE PO3 5JT GB	Deliver To: FERRYSPEED NATIONAL LOGISTICS CENTRE MILL ROAD RUGBY WARWICKSHIRE CV21 1PR GB
---------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------

Consignment Information:

Consignment:
Billing Units: FP-1|HP-0|QP-0
Physical Lifts: 1
Weight: 750 kg

[Print Details](#)

[Print A4 Pallet Labels](#)

[+ Add another delivery](#)

[Main Menu](#)

[List Outstanding Consignments](#)

Service Information

Service chosen: TIMED DELIVERY (PRE BOOKED)
Requested delivery date: 24/09/2013
Requested delivery time: 1000

[CLICK TO VIEW CONSIGNMENT MAP](#)

5

To add another delivery, click “Add Another Delivery” (circled below), and follow these instructions for your next consignment from **Step 3**.

Consignment Confirmation

Consignment: A123456, (ref:)

Collect From: FERRYSPEED ACKWORTH ROAD PORTSMOUTH PORTSMOUTH HAMPSHIRE PO3 5JT GB	Deliver To: FERRYSPEED NATIONAL LOGISTICS CENTRE MILL ROAD RUGBY WARWICKSHIRE CV21 1PR GB
---------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------

CLICK TO VIEW CONSIGNMENT MAP

Service Information

Service chosen: TIMED DELIVERY (PRE BOOKED)
Requested delivery date: 24/09/2013
Requested delivery time: 1000

Consignment Information:

Consignment:
Billing Units: FP-1|HP-0|QP-0|
Physical Lifts: 1
Weight: 750 kg

- Print Details
- Print A4 Pallet Labels
- + Add another Delivery**
- Main Menu
- List Outstanding Consignments

6

Once you have added all of your consignments to the submission queue, you will need to submit them to Ferryspeed.

!

THIS IS VERY IMPORTANT - until you submit the consignments to us, we will have NO visibility of them.

To do so, click “List Outstanding Consignments”:

HAMPSHIRE
PO3 5JT
GB

WARWICKSHIRE
CV21 1PR
GB

CLICK TO VIEW CONSIGNMENT MAP

Service Information

Service chosen: TIMED DELIVERY (PRE BOOKED)
Requested delivery date: 24/09/2013
Requested delivery time: 1000

- Print Details
- Print A4 Pallet Labels
- + Add another delivery
- Main Menu
- List Outstanding Consignments**



A list of those consignments awaiting submission to **Ferryspeed** will now be displayed:

Logged in as **027-001-FERRYSPEED** (Logout)
sales@ferryspeed.com
[Change Language](#)

Home » Outstanding Consignments

Outstanding consignments on Pallet Connect

Information: This is a list of your pallet connect consignments. You must confirm each of these consignments to send them to Palletways. Alternatively, you can select multiple consignments using the checkboxes; once confirmed, no further changes can be made.

Consignment	Type	Entered	Status	From/To	Actions
<input type="checkbox"/> A123456	Delivery TIMED DELIVERY (PRE BC	20/09/2013	1 lift not sent	From: FERRYSPEED To: FERRYSPEED Requested date: 24/09/2013 Requested time: 10:00	Delete Modify Print

Confirm all selected



To submit your consignments to **Ferryspeed**, tick the box to the left of each relevant consignment listing, and click **“Confirm all Selected”**:

Home » Outstanding Consignments

Outstanding consignments on Pallet Connect

Information: This is a list of your pallet connect consignments. You must confirm each of these consignments to send them to Palletways. Alternatively, you can select multiple consignments using the checkboxes; once confirmed, no further changes can be made.

Consignment	Type	Entered	Status	From/To	Actions
<input checked="" type="checkbox"/> A123456	Delivery TIMED DELIVERY (PRE BC	20/09/2013	1 lift not sent	From: FERRYSPEED To: FERRYSPEED Requested date: 24/09/2013 Requested time: 10:00	Delete Modify Print

Confirm all Selected

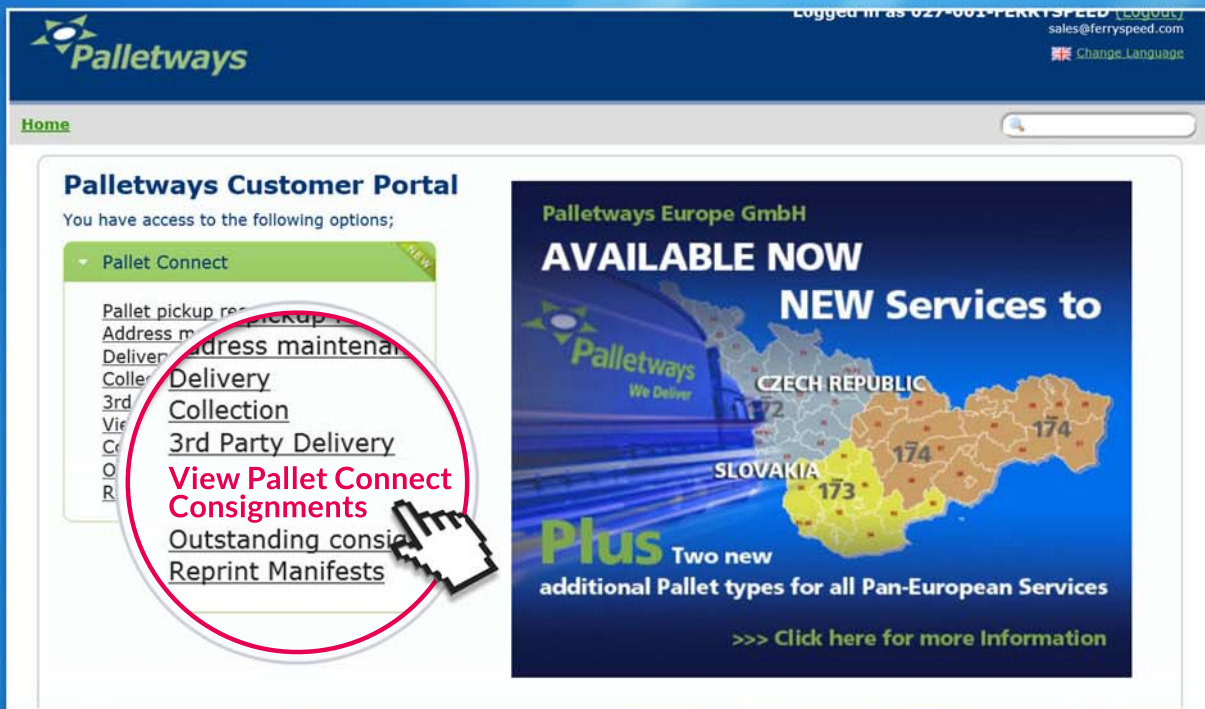


A manifest will then be produced, which can be printed off for your own records

B Tracking a Consignment

1 Login to the **Palletways Portal**, according to **Step 1** (above).

2 Click “View Pallet Connect Consignments”:



3 To track a consignment, click “Track” to the right of the relevant consignment details:

