

Your Olympex Global Online User Manual

www.olympexglobal.com

To use the on line booking facility you will need to have your User ID and password to hand.

If you have any problems using this service please contact customer.services@olympexglobal.com or contact via Skype at [olympexglobal7](https://www.skype.com/en/contacts/olympexglobal7) and a member of the team will be on hand to help you resolve your queries.

Once you've logged in you will be taken to the Main Menu.

From this screen you can:-

- See how many shipments you have booked in for that day
- Check on important updates on the Notice Board
- Make all of your on line Courier Bookings – and update any booking already made
- Access the Track & Trace to find the latest information on all of your shipments
- View and edit any of your addresses saved in your database
- Update the Contact Telephone Number and Email address. You can also confirm if you want to receive confirmations of your orders

Making a Booking

There are four booking tabs to choose from:

1. Create Consignment
2. Book a Collection
3. Create Distribution – Please contact your account Manager to discuss this option
4. Manage 3rd party Collections

All of your shipments booked will appear on this screen. You can then either:

- Print labels
- Print Hawb
- Print Customs Invoice
- Print a Drivers manifest
- Edit your shipments
- Delete a shipment – PLEASE CALL US TO CONFIRM IF A SHIPMENT DOES NEED TO BE CANCELLED

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Create Consignments

Once you've click on this tab you are taken to the Booking form – Every line in RED needs to be completed to enable to the booking to be finalised.

We do advise that you always add a Consignee name and a Contact Number to your bookings as this does help with the delivery. An email address is always useful to.

You can either enter the Shipping address/Consignee's details manually or you can choose to select from your address book.

Delivery Address [get from my address book](#) Go Back to Main Status Page

Company Name	<input type="text"/>	Post Code	<input type="text"/>
Address line 1	<input type="text"/>	Country	- please select - <input type="text"/>
Address line 2	<input type="text"/>	Attention of	<input type="text"/>
Address line 3	<input type="text"/>	Contact Telephone No	<input type="text"/>
City/Town	<input type="text"/>	Contact Email	<input type="text"/>
State/Country	<input type="text"/>	Contact FAX	<input type="text"/>
<input checked="" type="checkbox"/> Save Address to my address book			
Value for Insurance	<input type="text"/> Currency <input type="text" value="UKL"/>	Number of Pieces	<input type="text" value="1"/> Weight (Kgs) <input type="text"/>
Value for Customs	<input type="text"/> Currency <input type="text" value="UKL"/>	<input checked="" type="checkbox"/> No Volumetric Pcs	
Description	<input type="text"/>		<input type="checkbox"/> Docs only
Special Instructions	<input type="text"/>		
Please confirm any special instructions with our customer services department - thank you.			
Customer Ref 1	<input type="text"/>	Customer Ref 2	<input type="text"/>
Customer Ref 3	<input type="text"/>	Quotation Number	<input type="text"/>
Send Pre-Alert <input type="checkbox"/>	<input type="text"/>	Service Level	EXPRESS <input type="text"/>
<input type="checkbox"/> I have read and accept the Terms and Conditions of Carriage		Duties and Local Taxes	Delivered Duty Unpaid <input type="text"/>
			Cancel Submit

Get from my address book and making your booking

Click on this option, to bring up all of your address's saved in your on line database. You can click on the **Show All** tab and this will show you everything you have saved or filter your selection and click on **Go**.

Once you find the address you need click on the **Select** tab and this will auto fill the awb for you.

You can edit this address from here i.e. change the Consignee name/number

If you wanted to **Pre-Alert** the consignee of this shipment you simply tick the tick box and add their email address and once booking has been confirmed a copy of the awb will be sent automatically from the system to that address.

Click on the **Service** required tab and select one of the options available

Please make sure you tick the **Terms and Conditions** tab otherwise you won't be able to complete the booking.

If you have made changes to the **Saved** address and you wanted to add this to your on line database please tick on **Save Delivery Address to my Address Book** tab

If you're happy with all the information added you can now click **Submit** and the booking will now be confirmed.

You will be taken to a new screen which confirms the booking has been made for you and from here you can print your hawb and customs commercial invoice, if the shipment needs one.

Click on **Yes** to add the new collection to your daily collection or no if this booking is for another date.

You will now be taken back to the main booking screen where you will now see this job has been added to all of your other bookings.

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Book a Collection for your Consignment Tab

Use this option if you haven't confirmed any of your shipments previously or if you needed to book a collection in a hurry, i.e. You don't have all the information needed to make the booking or the shipments aren't ready. This will ensure our driver does come in to you.

Manage Third Party Collections

Click on this tab and you will then be asked to click on the 3rd party Consignment tab.

[Go Back to Main Status Page](#)

<p style="text-align: center;">get from my address book</p> <p>FROM</p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>City <input type="text"/></p> <p>State/County <input type="text"/></p> <p>Post Code <input type="text"/></p> <p>Country <input type="text" value="- please select -"/></p> <p>Contact Name <input type="text"/></p> <p>Telephone Number <input type="text"/></p> <p>Email <input type="text"/></p>	<p style="text-align: center;">get from my address book</p> <p>TO</p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>City <input type="text"/></p> <p>State/County <input type="text"/></p> <p>Post Code <input type="text"/></p> <p>Country <input type="text" value="- please select -"/></p> <p>Attention of <input type="text"/></p> <p>Telephone Number <input type="text"/></p> <p>Email <input type="text"/></p>
<p>Value for Insurance <input type="text"/> Currency <input type="text" value="UKL"/></p> <p>Value for Customs <input type="text"/> Currency <input type="text" value="UKL"/></p> <p>Description <input type="text"/></p> <p>Special Instructions <input type="text"/></p> <p>Customer Ref 1 <input type="text"/></p> <p>Customer Ref 3 <input type="text"/></p> <p>Collection Date <input type="text" value="22-Aug-2017"/></p> <p>Collection Time <input checked="" type="radio"/> 09.00 - 17.00 <input type="radio"/> 09.00 - 12.00 <input type="radio"/> 12.00 - 17.00</p> <p style="font-size: small;">AM/PM Collections may attract additional charges</p>	<p>Number of Pieces <input type="text"/> Weight (Kgs) <input type="text"/></p> <p>Vol Weight (Kgs) <input type="text"/> Edit volumetric dimensions</p> <p><input type="checkbox"/> Docs only</p> <p>Customs Invoice Edit / Print Proforma Invoice</p> <p>Customer Ref 2 <input type="text"/></p> <p>Quotation No <input type="text"/></p> <p>Service Level <input type="text" value="EXPRESS"/></p> <p>Duties and Local Taxes <input type="text" value="Delivered Duty Unpaid"/></p>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

This booking screen is very similar to the standard booking screen. There is an additional part where you can add if the shipment needs to be collected at a set time. Please be aware there could be additional charges for this timed service.

Fill in the address details for the collection and the delivery address as the standard booking screen and add any special requirements in the special instruction box.

Click on **Save** to accept/confirm the booking.

PLEASE CONTACT CUSTOMER SERVICES FOR ALL THIRD PARTY COLLECTIONS/IMPORTS TO PRE ALERT US TO GET THIS ARRANGED FOR YOU.

If you experience any problems with your bookings on line please contact Customer Services ASAP and a member of the team will be happy to help you resolve the problem.