

CREATING A SHIPMENT - SHIPTRACK

Creating a Shipment – Details

* Select ‘Create Shipment’ from main screen
* Select ‘Service Type’ from drop down menu

\*\* If Shipping Collect or 3rd Party a valid MBW Account # must be

Entered in ‘Reference 1’. If no Account # is provided the Shipper will be charged\*\*

* Select the calendar to choose ‘Requested Date’
* Enter item ‘Description’
* Select ‘Parcel Type’
* Ensure ‘Reference 2’ line remains blank
* Enter ‘Sales Order’ information if applicable (PO # etc)
* Select barcode icon to generate a unique ‘Shipment Reference Number’
* Enter ‘Comments’ if required

\*\*If shipping Dangerous Goods please enter in the comments section\*\*

Creating a Shipment – Pieces Details

* Unit of Measure must be set to ‘Pounds’ and ‘Inches’
* Enter item ‘Description’

\*\* Each item must be entered 1 at a time\*\*

* Ensure number of items is set to ‘1’
* Enter item ‘Weight’
* Enter ‘Dimensions’ **(L)**ength **(W)**idth **(H)**eight

\*\* MBW Courier Inc. reserves the right to cube all Shipments\*\*

* Select ‘Save’ icon to save each item
* Upon saving the ‘Total’ number of pieces will be shown summarizing the Actual and Dimensional Weight

Creating a Shipment – Pick Up & Delivery Details

* Enter all required Pick Up & Delivery Details

\*\* Postal Codes must be accurate as they determine how shipments

are sorted. Incorrect postal codes could result in delivery delays\*\*

* To save an Address select ‘Save’ to add to Address Book. Address Book auto populates delivery details for future shipments
* Select ‘Receive Status Change Notifications’ to receive updates as your freight travels
* Select ‘Create’ icon to create the order

\*\* The items must be ready for pick up on ‘Requested Date’ to avoid additional fees\*\*



Creating a Shipment – Printing Labels

* The most recent shipment will be at the top of the Recent Shipment Table
* Select ‘Label’ on the far right of the Recent Shipment Table

\*\*If using Google Chrome (recommended) click the printer icon to print\*\*

* Select ‘Print’ and affix the label to the freight

`Editing / Cancelling Shipment

* Select the gear icon to edit or cancel shipment

\*\* Once a package is picked up you can not edit shipment details\*\*