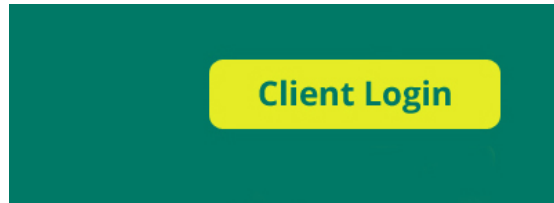


Logging into eTransport / eSubcontractor

Go to www.harbourfreight.co.uk click on "Client Login"



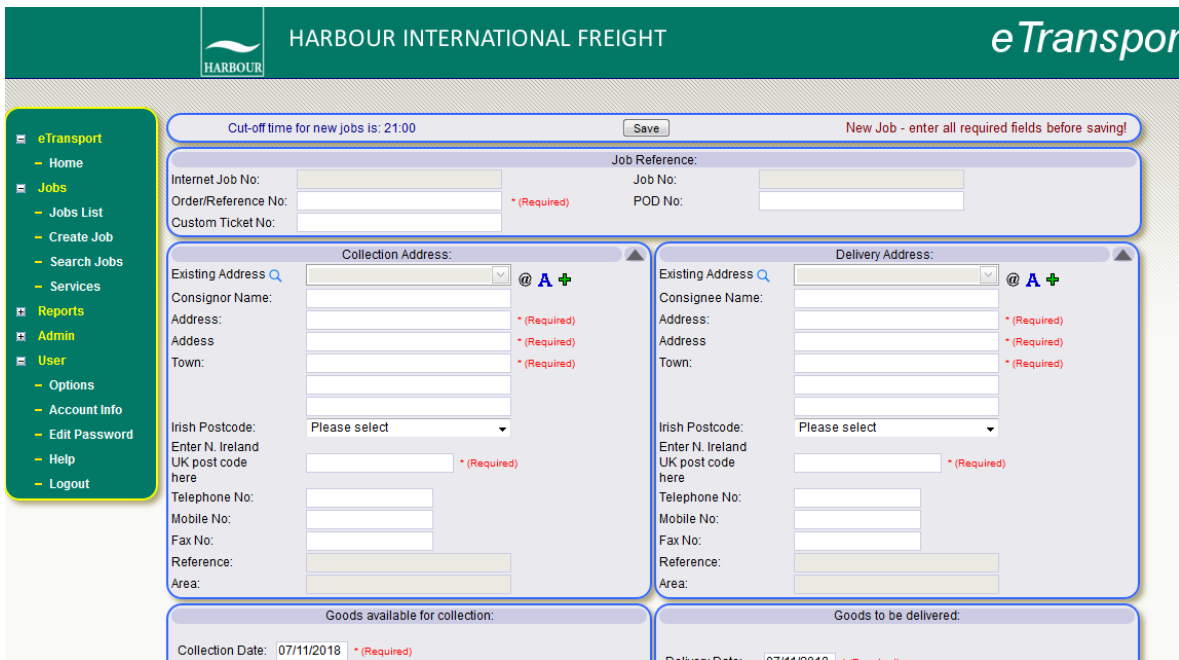
Login Credentials

Username: _____

Password: _____

Adding a Collection / Delivery

When you are in eTransport select **Create Job** (in the **Jobs** menu) to create a new collection. The input screen will appear, similar to below:



Reference Number

Enter your Reference Number in the **Order/Reference No:** field.

Collection Details

Fill in the **Collection Address** fields. Clicking on the (blue) **A** will insert your own address.

Delivery Details

Fill in the fields in **Delivery Address** with the address and contact details.

Choose the collection area from the **Area/PostCode:** drop down list. This will populate the field below automatically. For UK or NI addresses choose **UK Postcode** and fill in the postcode in the field labelled *Enter N. Ireland UK post code here*.

- If you want to save the address for future use click on the green plus sign (+) and follow the instructions
- If you want to use a previously saved address the click on the @ and select the appropriate address.
- Clicking on the (blue) A will insert your own address.

Goods Details

Select **Service Level** as appropriate. Typical levels available are:

- IRISH EXPORT
- EURO ROAD
- UK DOMESTIC OVERNIGHT
- UK ECONOMY
-

Description is REQUIRED and will assist the collecting and delivering driver.

Enter the quantities (**Qty**) in the Splits section as well as the quantity section it must go in BOTH

Collection & Delivery Dates and Instructions

The **Goods available for collection date** date defaults to today

The **Goods to be delivered:** will be set as the appropriate number of working days later.

In the **Collection Instructions** and **Delivery Instructions** fields fill in any special notes about the job. (Palletised / not-palletised, special equipment required, etc.). Please include the name of the contact person on site.

If you require timed delivery/collection or special handling, you must contact JMC to arrange. Filling in time instructions here will not guarantee your job will be collected/delivered by the specified time. Filling in handling instructions here will not guarantee your job will be handled as per your request.

Collection & Delivery Dates and Instructions

Select the appropriate date for **Goods available for collection:** depending on where the collection is and the time of day you are booking it.

For all bookings the **AWAY COLLECTION** box **MUST** be ticked.

Time (specific): hh:mm(24hr)

Collection Instructions

AWAY COLLECTION

Very Important

In the **Collection Instructions:** field fill in any special notes about the collection. (Palletised / not-palletised, special equipment required, etc.) Please include the name of the contact person on site.

If you require timed delivery/collection or special handling, you must contact JMC to arrange. Filling in time instructions here will not guarantee your job will be collected/delivered by the specified time. Filling in handling instructions here will not guarantee your job will be handled as per your request.

Saving and Submitting

Finally click the **Save** button at the top or bottom of the form.

If you have not filled in any mandatory fields a message appears at the top of the screen:

Complete the form and click **Save** again.

Provided you have filled in all the required fields you will now see the message below, which confirms your job has been accepted.



The job is now on Harbour's system.

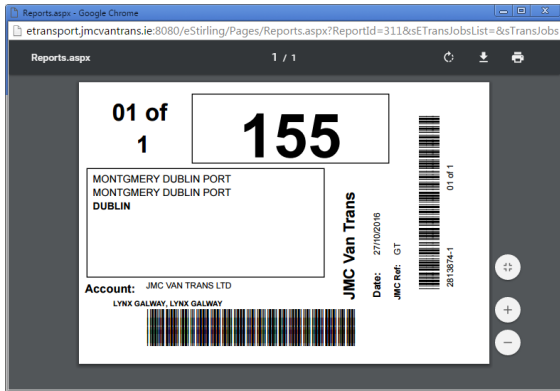
It may take up to 2 minutes until the job is 'live'. Once it is it will be shown as below:

72 job(s) returned. Go To Page: 1 < > Page 1 of 2

	<input type="checkbox"/>	Internet Job No	Pall-Ex	Job Status	Job No/Item	Order/Ref No
	<input type="checkbox"/>	634504		New Job	4579261 [1]	SO0122
	<input type="checkbox"/>	634500		New Job	4579258 [1]	SO0124

Printing a Label

To print the label for it, tick the box to the left of the job and choose **Sticky Labels** from the **Reports** menu on the left. This will open a pdf of the label that can be printed.



For UK DOMESTIC ONLY – HIT THE PALLEX LOGO AS ABOVE FOR THE LABEL

Printing a Delivery Docket

To print the label for it, tick the box to the left of the job and choose **Delivery Note** from the **Reports** menu on the left. This will open a pdf of the label that can be printed.