



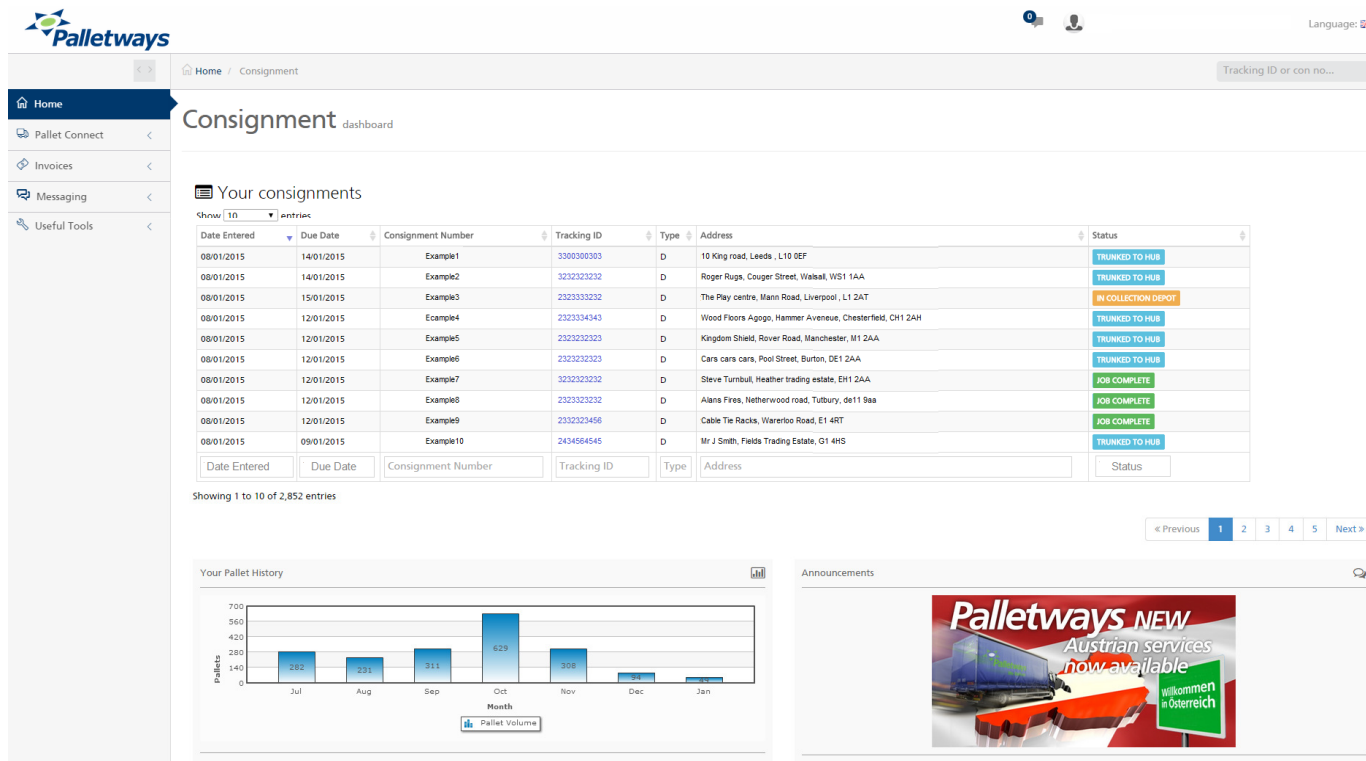
Palletways Portal

PalletConnect user Guide

Palletways Portal

Home page

When you log into the Palletways Portal you will see the home page. From the home page you will be able to access all the features and services you have allocated by your depot.



The screenshot shows the Palletways Portal home page. The top navigation bar includes the Palletways logo, a user profile icon, and a language selector set to 'UK'. Below the navigation bar is a breadcrumb trail: 'Home / Consignment'. A search bar on the right prompts 'Tracking ID or con no...'. The left sidebar contains a menu with 'Home' (selected), 'Pallet Connect', 'Invoices', 'Messaging', and 'Useful Tools'. The main content area is titled 'Consignment dashboard' and features a section for 'Your consignments'. This section includes a table with columns for Date Entered, Due Date, Consignment Number, Tracking ID, Type, Address, and Status. The table lists 10 example consignments with various statuses like 'TRUNKED TO HUB', 'IN COLLECTION DEPOT', and 'JOB COMPLETE'. Below the table, it indicates 'Showing 1 to 10 of 2,852 entries'. At the bottom, there are two sections: 'Your Pallet History' with a bar chart showing pallet volume by month (Jul to Jan), and 'Announcements' featuring a banner for 'Palletways NEW Austrian services now available' with a 'Willkommen in Österreich' sign.

Consignment dashboard

Your consignments

Date Entered	Due Date	Consignment Number	Tracking ID	Type	Address	Status
08/01/2015	14/01/2015	Example1	3300300303	D	10 King road, Leeds, L10 0EF	TRUNKED TO HUB
08/01/2015	14/01/2015	Example2	3232323232	D	Roger Rugs, Cougar Street, Walsall, WS1 1AA	TRUNKED TO HUB
08/01/2015	15/01/2015	Example3	2323333232	D	The Play centre, Mann Road, Liverpool, L1 2AT	IN COLLECTION DEPOT
08/01/2015	12/01/2015	Example4	2323334343	D	Wood Floors Agogo, Hammer Avenue, Chesterfield, CH1 2AH	TRUNKED TO HUB
08/01/2015	12/01/2015	Example5	2323232323	D	Kingdom Shield, Rover Road, Manchester, M1 2AA	TRUNKED TO HUB
08/01/2015	12/01/2015	Example6	2323232323	D	Cars cars cars, Pool Street, Burton, DE1 2AA	TRUNKED TO HUB
08/01/2015	12/01/2015	Example7	3232323232	D	Steve Turnbull, Heather trading estate, EH1 2AA	JOB COMPLETE
08/01/2015	12/01/2015	Example8	2323232323	D	Alans Fires, Netherwood road, Tutbury, de11 9aa	JOB COMPLETE
08/01/2015	12/01/2015	Example9	2323232456	D	Cable Tie Racks, Waterloo Road, E1 4RT	JOB COMPLETE
08/01/2015	09/01/2015	Example10	2434564545	D	Mr J Smith, Fields Trading Estate, G1 4HS	TRUNKED TO HUB

Showing 1 to 10 of 2,852 entries

Your Pallet History

Month	Pallet Volume
Jul	282
Aug	251
Sep	311
Oct	629
Nov	308
Dec	25
Jan	10

Announcements

Palletways NEW
Austrian services now available
Willkommen in Österreich

Palletways Portal

Home page

Your Consignments

This table displays all of the consignments that have been ever been shipped for your account.

Your consignments

Show entries

Date Entered	Due Date	Consignment Number	Tracking ID	Type	Address	Status
08/01/2015	14/01/2015	Example1	3300300303	D	10 King road, Leeds , L10 0EF	TRUNKED TO HUB
08/01/2015	14/01/2015	Example2	3232323232	D	Roger Rugs, Couger Street, Walsall, WS1 1AA	TRUNKED TO HUB
08/01/2015	15/01/2015	Example3	2323333232	D	The Play centre, Mann Road, Liverpool , L1 2AT	IN COLLECTION DEPOT
08/01/2015	12/01/2015	Example4	2323334343	D	Wood Floors Agogo, Hammer Avenue, Chesterfield, CH1 2AH	TRUNKED TO HUB
08/01/2015	12/01/2015	Example5	2323232323	D	Kingdom Shield, Rover Road, Manchester, M1 2AA	TRUNKED TO HUB
08/01/2015	12/01/2015	Example6	2323232323	D	Cars cars cars, Pool Street, Burton, DE1 2AA	TRUNKED TO HUB
08/01/2015	12/01/2015	Example7	3232323232	D	Steve Turnbull, Heather trading estate, EH1 2AA	JOB COMPLETE
08/01/2015	12/01/2015	Example8	2323323232	D	Alans Fires, Netherwood road, Tutbury, de11 9aa	JOB COMPLETE
08/01/2015	12/01/2015	Example9	2332323456	D	Cable Tie Racks, Waverloo Road, E1 4RT	JOB COMPLETE
08/01/2015	09/01/2015	Example10	2434564545	D	Mr J Smith, Fields Trading Estate, G1 4HS	TRUNKED TO HUB
Date Entered	Due Date	Consignment Number	Tracking ID	Type	Address	Status

Type in these fields to filter down the data.

Palletways Portal

Home page

Your Activity

This table displays all of the consignments that have been ever been shipped for your account.

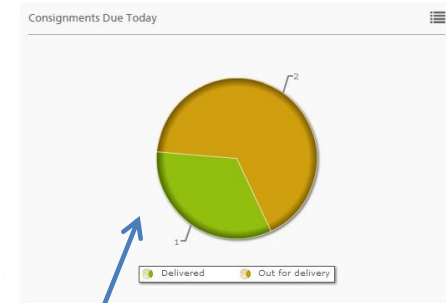
Your pallet history shows how many pallets you have shipped by month. Clicking the bars on the graph will drill down to the day.



Orange Truck Icons show consignments on vehicles being delivered today

Green Ticks show consignments that have been delivered today

Consignments being delivered today:



The pie chart displays today's consignments out for delivery and their current status. Clicking on the segments of the pie chat will show the consignment details.

Palletways Portal

Pallet Connect> Consignment Entry

Movement Type Tab- Is the consignment being sent out (delivery), Collection (Brought back to account address, Third Party (Collected and delivered between to locations different from the account holder)

Consignment Number - This is the number you wish to track the consignment by.

Consignment Reference - This is a field you can put any reference you need. This is printed on the label along with the consignment number

Service Information— The service you will be sending the pallet on and any additional details such as rail lift.

Collection Address - If you have more than one collection address you can specify which one.

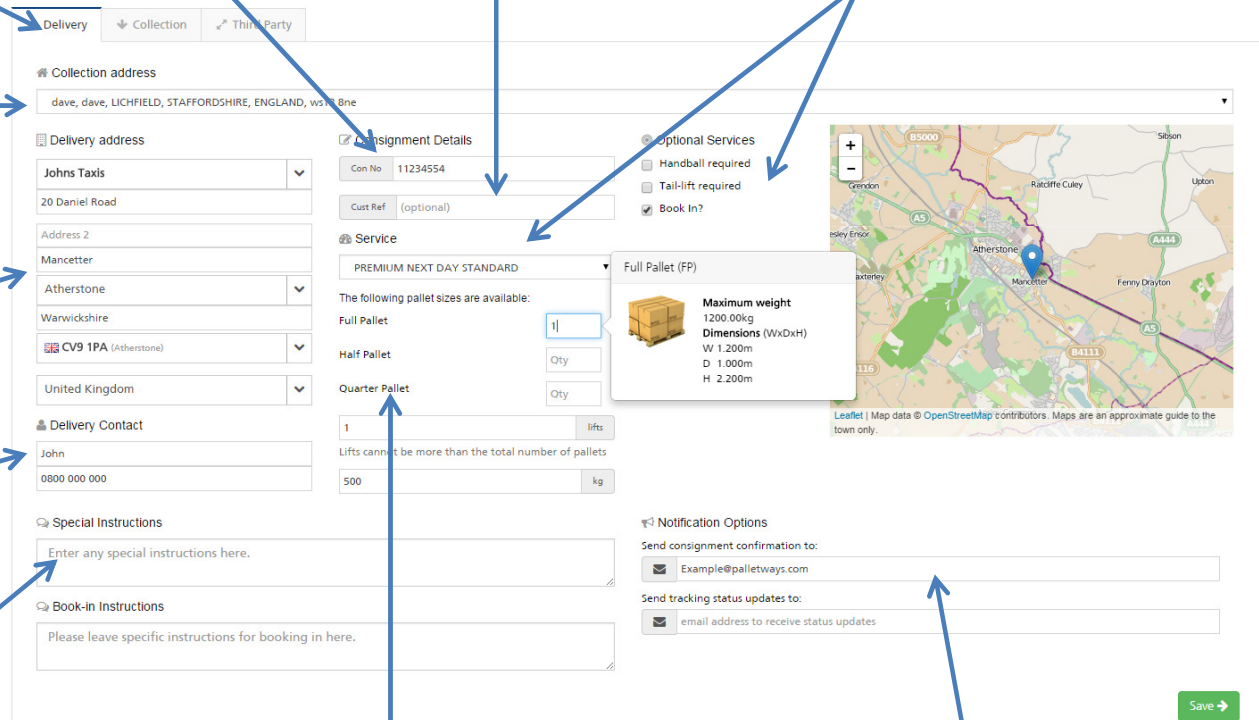
Delivery To - This is the place you wish to have the consignment delivered to. You can select an address using the quick search or enter a new address.

Contact Details – Contact details for delivery destination.

Special Instructions— Enter any further information on the delivery into this field

Pallet Definition – The number of physical lifts and spaces they take up on a vehicle. Please refer to your depot for further details.

Email Notifications— Emails will be sent to the addresses entered into these fields with notifications of the pallets progress such as out for delivery.



The screenshot shows the 'Consignment Entry' form in the Palletways Portal. The form is divided into several sections:

- Movement Type Tab:** At the top, there are three tabs: 'Delivery' (selected), 'Collection', and 'Third Party'.
- Collection address:** A text field containing 'dave, dave, LICHFIELD, STAFFORDSHIRE, ENGLAND, w81 8ne'.
- Delivery address:** A dropdown menu showing 'Johns Taxis' and a text field with '20 Daniel Road'. Below this is 'Address 2' (empty), a dropdown for 'Mancetter', a dropdown for 'Atherstone', a dropdown for 'Warwickshire', a dropdown for 'CV9 1PA (Atherstone)', and a dropdown for 'United Kingdom'.
- Consignment Details:** A section with 'Con No' (11234554), 'Cust Ref' (optional), and 'Service' (PREMIUM NEXT DAY STANDARD). Below this is a section for 'The following pallet sizes are available:' with options for 'Full Pallet', 'Half Pallet', and 'Quarter Pallet'. Each option has a 'Qty' field. A tooltip for 'Full Pallet (FP)' shows a pallet icon and details: 'Maximum weight 1200.00kg', 'Dimensions (WxDxH) W 1.200m, D 1.000m, H 2.200m'.
- Optional Services:** A section with checkboxes for 'Handball required', 'Tail-lift required', and 'Book In?'.
- Delivery Contact:** A section with 'John' and '0800 000 000'.
- Special Instructions:** A text area with the placeholder 'Enter any special instructions here.'.
- Book-In Instructions:** A text area with the placeholder 'Please leave specific instructions for booking in here.'.
- Notification Options:** A section with 'Send consignment confirmation to:' (Example@palletways.com) and 'Send tracking status updates to:' (email address to receive status updates).
- Map:** A map showing the location of the delivery address (Mancetter) with a blue pin.
- Save Button:** A green button labeled 'Save' with a right arrow.

Annotations with blue arrows point from the text blocks to the corresponding fields in the form:

- From 'Movement Type Tab' to the 'Delivery' tab.
- From 'Consignment Number' to the 'Con No' field.
- From 'Consignment Reference' to the 'Cust Ref' field.
- From 'Service Information' to the 'Service' dropdown and the 'Optional Services' section.
- From 'Collection Address' to the 'Collection address' field.
- From 'Delivery To' to the 'Delivery address' dropdown and text field.
- From 'Contact Details' to the 'Delivery Contact' section.
- From 'Special Instructions' to the 'Special Instructions' text area.
- From 'Pallet Definition' to the 'Full Pallet' option in the 'The following pallet sizes are available:' section.
- From 'Email Notifications' to the 'Send tracking status updates to:' field.

Palletways Portal

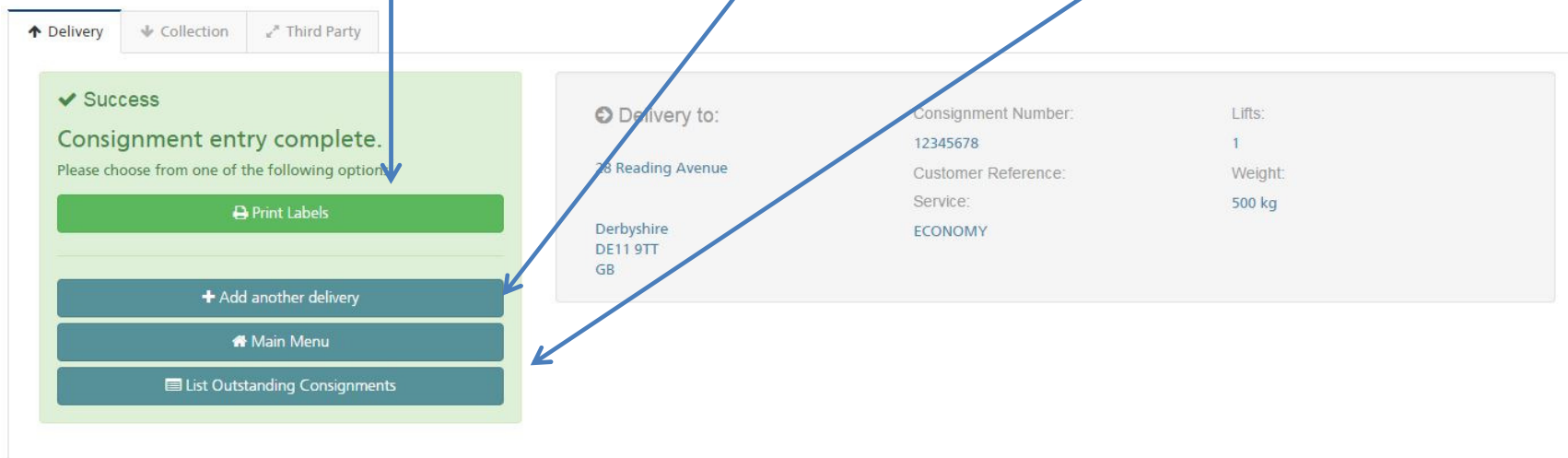
Pallet Connect> Consignment Entry

After the consignments have been confirmed you will be taken to the screen below which allows you to print your consignment labels to a thermal printer.

Print Thermal labels – This will display the labels that are to be printed and attached to the pallets that have been entered into the system.

To add another delivery before sending to Palletways – Click this button to continue adding more consignments.

To send consignments to Palletways – To send the data to Palletways click this link to go to the transmission screen when you are ready.



The screenshot shows the 'Consignment entry complete' screen. At the top, there are three tabs: 'Delivery' (selected), 'Collection', and 'Third Party'. Below the tabs, a green box displays a success message: '✓ Success Consignment entry complete. Please choose from one of the following options'. Below this message are four buttons: 'Print Labels' (green), '+ Add another delivery' (teal), 'Main Menu' (teal), and 'List Outstanding Consignments' (teal). To the right of these buttons is a grey box containing delivery details. Blue arrows point from the text annotations to the 'Print Labels' button, the '+ Add another delivery' button, and the 'List Outstanding Consignments' button.

Delivery to:		Consignment Number:	Lifts:
78 Reading Avenue		12345678	1
Derbyshire DE11 9TT GB		Customer Reference:	Weight:
		Service: ECONOMY	500 kg

Palletways Portal

Pallet Connect> Outstanding Consignments

The Outstanding Consignments

Shows consignments that you have entered but not sent through to the depot. These can be amended, deleted or reproduce the Palletways routing labels.

From/To—This is the details of where the consignment is being collected from and delivered to.

Actions – Delete permanently removes the consignment. Modify alters the details and barcodes allows the reprint of labels.

Select all - Will select all consignments on the screen.

Consignment Number- This is the number to track the consignment through the Palletways system.

Service -The service the consignment is travelling on for example Premium next day.

Date Entered—This is the original date the consignment was entered into the system.

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.

Outstanding Consignments

Show10entries

☐	Consignment	Type	Entered	Status	From / To	Actions
☐	1212_1	Delivery ECONOMY	08/01/2015	1 lift NOT SENT	From: dave To: John Smith Requested time: 00:13	Delete Modify Barcodes LABELS NOT PRINTED
☐	1212	Delivery ECONOMY	08/01/2015	1 lift NOT SENT	From: dave To: John Smith Requested time: 00:13	Delete Modify Barcodes
☐	518D0312	Non-Network	10/05/2013	5 lifts NOT SENT	From: PALLETWAYS UK LTD To: PALLETWAYS UK LTD Requested date: 0000-00-00	Delete Modify Barcodes
☐	Con No 123 Cust Ret	Non-Network	10/05/2013	1 lift NOT SENT	From: From Company To: To Company Requested date: 0000-00-00	Delete Modify Barcodes
☐	depot37test5 test consignment	Delivery COLLECTION	09/05/2013	1 lift NOT SENT	From: PALLETWAYS UK LTD To: test	Delete Modify Barcodes
☐	Depot 37test1 test consignment	Delivery ECONOMY	09/05/2013	1 lift NOT SENT	From: PALLETWAYS UK LTD To: dave dave	Delete Modify Barcodes
☐	depot37test3	Delivery ECONOMY COLLECT 30 FRANCE	09/05/2013	1 lift NOT SENT	From: PALLETWAYS UK LTD To: dave	Delete Modify Barcodes

Showing 1 to 7 of 7 entries

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Print labels for selected consignment – Any consignments with the tick box selected will have their labels printed.

Confirm All Selected— Sends the consignments to the depot to action and allows the printing of a manifest.

[More options](#)
[Print labels for selected consignments](#)
[Confirm all selected](#)

Palletways Portal

Pallet Connect> Reprint Manifests

Reprint Manifest Screen

Allows the printing of historical manifests.

View Manifest – Loads the manifest to be viewed on screen or printed.

Filter manifests– Filter down to a range of consignments by date range.

Filter your manifests

From date

To date

✕ Clear Filter

▼ Apply Filter

Manifest Date– The date the consignment was manifested originally.

Your manifests

Show 10 entries

Manifest Date	No. of consignments	Action
11/06/2013 10:34	1	View Manifest
11/06/2013 10:28	1	View Manifest
10/06/2013 13:20	3	View Manifest
09/05/2013 15:52	2	View Manifest
21/03/2013 13:50	1	View Manifest
21/03/2013 13:47	1	View Manifest
13/03/2013 10:09	1	View Manifest
25/02/2013 13:30	1	View Manifest
21/02/2013 11:22	1	View Manifest
11/02/2013 13:19	1	View Manifest

Palletways Portal

Pallet Connect> Pallet Pickup Request

When the full details of a consignment are not yet known but you are aware a collection of pallets is required then you can enter them into the pickup request screen. When the full details of the consignment are known then they should be entered into the consignment entry screen.

Information

Use the following form to request pallet pickups from your local depot. A message will be sent to the depot to arrange the collection, but you should monitor this page to check they have confirmed the collection. Include any useful instructions or information in the box provided; this information will be transmitted to the depot.

Pallet pickup request

No. of pallets
Time ready from

Other information

We will have four Pallets for collection which will be at a weight of around 400 KG,

Request Pickup →

Requests made today

Please Note - this information will update automatically every 60 seconds

Show entries

Request time	No. of pallets	Time ready from	Status
No pickup requests made so far today			

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Pallet Details- Consignment details need to be filled in with as much detail as possible. The number of pallets the earliest time the pallets will be ready and as much detail regarding the weight and size as possible.

Requests Made Today – The pickup requests that have already been entered today.