

SENDING YOUR SHIPMENTS MANUALLY

If you don't have access to Intraship or Easyship, you can send your shipment manually. Below are the key steps detailing how to complete the pick-up manifest.

1. Complete your details, or the party to be invoiced, in the appropriate "Invoice to" box, remembering to insert the appropriate contract or account number.
2. If the sender is different to the party to be invoiced, then complete their details in the "Sender" box.
3. Use the "Order no." box to enter any reference details you may need.
4. The product being used should be indicated in the "Product" box from the given selection.

Details of products and associated features are given in the product guide. DO NOT MIX PRODUCTS ON A MANIFEST. Should you require different products then please use a new manifest. Multiple features can be used on a single manifest.

5. Enter the full name, address and postcode for each consignment. Postcode accuracy is essential. A missing or inaccurate postcode could result in a delay and/or surcharge.
6. For each consignment place the lowest numbered barcode counterfoil in the "From" box and the highest numbered counterfoil in the "To" box. For single parcel consignments there is only a requirement for a counterfoil in the "From" box. Note: If for any reason the parcel label sequence is broken (e.g at the end of a roll), then start a new line. If a small number of labels have been spoiled, then simply stick the spoiled counterfoils in the "Void parcels numbers" box.
7. There should not be a difference between the label and the feature.
8. Place the second set of counterfoils in the "From" and "To" boxes on the customer copy as your record of dispatches. Alternatively you could use the counterfoils to set up your own dispatch record system.
9. Enter the number of items in the "No of items" box.
10. Enter the total weight of each consignment in the "Weight" box.
11. Enter the dimensions in the "Dimensions" box.

12. For non UK shipments only please provide details of the customs value, currency and terms in the appropriate box.
13. Enter the appropriate feature for the selected consignment in the "Features" box.
14. Once you have checked that the SPS 24 has been completed correctly, print your name in the "Customer name" box and sign your name in the "Customer signature" box.
15. When you need to re-order, please contact our stationery allocation department on 0844 248 0533 quoting your contract number, collection address and last manifest number.