



Booking Hotline: 01282 415454

Enquiries: 01282 410040

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www.efs.global

Palletways Portal Pallet Booking Guide

Web page – https://portal.palletways.com/login_v2.php

Sign in to the portal

Please enter your username and password to log in.

Keep me signed in

No account yet? [Contact your local Palletways Depot](#)



Your username and password will have been emailed to yourselves however should you have forgotten this please contact pallets@efs.global to have this reset.

Once you have entered your username and password press the Login button to take you to your personal homepage. Here you will be able to see your consignments once they have been booked, you will also have access to tracking, be able to see ETA (estimated time of arrival), status of pallet and POD's from this screen.



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Jones Metcalf Ltd Trading as Express Freight Solutions VAT No: 546 3043 57 Registration No: 3926657 Director: M Jones



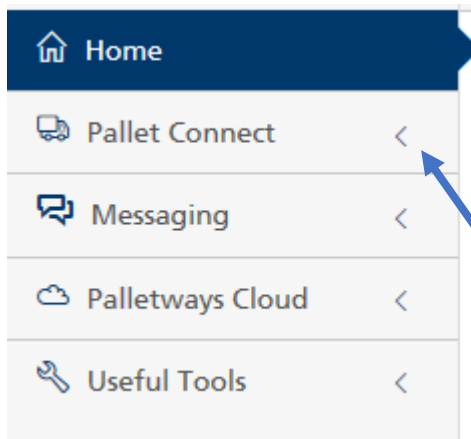
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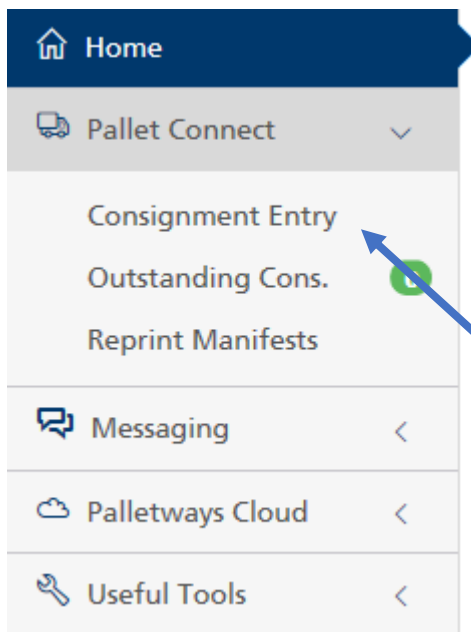
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Booking a pallet on the system

On the left you will have the below options



Select **Pallet Connect**



Then select **Consignment Entry**



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The booking screen will now appear

At the top you have 4 options

1. Delivery
2. Collection
3. Third Party
4. Company Directory

1. Delivery

This is where you require your pallet collecting from **your** allocated business premises and then delivered to your recipient

2. Collection

This where you require your pallet collecting from an address and delivering back to **your** allocated business premises

3. Third Party

You would only use this option if the Pallet is not being collected or delivered to your business premises.



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4. Company Directory

This is where all your customer address details are stored for auto populating the bookings for future consignments.

Option 1 Delivery

Step 1.

Enter postcode in the **Delivery Postcode** box

Select the one matching your recipients address, this will then produce a pop-up screen

Choose address:

| Company | Address | Town | County | Postcode | |
|------------------------------------|-------------|---------|------------|----------|------------------------|
| | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |
| Eyre & Elliston Ltd | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |
| Tempest Motors Ltd | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |
| Newey & Eyre Ltd | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |
| Tuffpipes Ltd | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |
| Lancashire Commercial Vehicles Ltd | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |

This is where you can select the address you wish to send to by selecting the select button

Once selected this will take you back to the original screen with the delivery details now populated.



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Martyn Stanworth, EFS Global, Phoenix Way, BURNLEY, GB, BB1

Delivery address

| | |
|--------------------|---|
| A A Services | ▼ |
| Phoenix Way | |
| Address 2 | |
| Address 3 | |
| BURNLEY | ▼ |
| Lancashire | |
| BB11 5SX (BURNLEY) | ▼ |
| United Kingdom | |

Delivery Contact

| |
|--------------------------|
| Contact Name |
| Contact Telephone Number |

You will now need to add contact name and number.

Should the address not be in the list you will see the following which can be used then edited to save your recipients details.

| | | | | | |
|------------------------|-------------|---------|------------|----------|--------|
| Compton Electrical Ltd | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |
| ⊗ | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |
| A A Services | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |
| ⊗ | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |
| ⊗ | Phoenix Way | BURNLEY | Lancashire | BB11 5SX | select |

Once you have pressed select it will take you back to the same screen but will not have a name in the top box this is where you will need to type your recipients name.

Once typed it will appear in a blue box underneath your typing and you need to select this for it to save

Delivery address

| |
|--------------|
| Address 3 |
| Mickey Mouse |
| Mickey Mouse |



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Now you can move on to **Consignment details**

Consignment Details

Con No

Cust Ref

Service

The following pallet sizes are available:

Full Pallet

Light Pallet

Half Pallet

Quarter Pallet

Mini Quarter Pallet

3

1. You can use your own consignment number as this appears on your invoices so you can match them up or you can use the round arrow to generate a random one for you.
2. This is where you pick the delivery service (will explain service later in document)
3. This is where you put the number of pallets you are sending when you select the box it will give you a pop up with the dimensions of a standard pallet size for that option.



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The following pallet sizes are available:

Full Pallet

Light Pallet


Half Pallet

Quarter Pallet

Mini Quarter Pallet

Classification

Light Pallet (LP)



Maximum weight
750.00kg

Dimensions (WxDxH)
W 1.200m
D 1.000m
H 2.200m

Product List

No products have been entered for t

Once you have determined the correct size you would put the number of pallets your sending in the correct box. Should your pallet be bigger than the standard size you would need to work out how many pallet sizes it would be, for example based on the above picture if my pallet was W 2.000m D 2.000m H 2.200m and weighed 650kg this would work out at 4 spaces as this is bigger on both W & D. If the Pallet was W 1.200m D 2.000m H 2.200m and weighed 650kg then this would only be 2 spaces. (if ever unsure please ask as failure to disclose correct size may result in delayed collection/delivery)

4. Lifts refers to the how many pallets you require picking up so if you are sending 1 standard pallet you would input 1 in the correct size pallet and 1 in lifts. If you are sending an oversized pallet you would put the number of pallet spaces in the correct size pallet and only 1 in the lifts. Based on the example where the pallet worked out to be 4 spaces you would put 4 in the correct size pallet box and 1 in the Lift box (if unsure please ask for advice)
5. This is the weight of the total consignment you are inputting for example if sending 3 pallets the weight of the 3 pallets added together.



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You will now be required to select any optional services you require along with stating if this pallet is being delivered to a business or residential address.

Optional Services

Handball required

Tail-lift required

Book In?

Insurance

Low

Classification

Please select an option...
Business to Business
Business to Residential

You have an option to add special instructions in the box at the bottom, so you can put anything that you feel may help in the delivery of your pallet

Special Instructions

Enter any special instructions here.

You have an option to receive either email or text confirmation for updates on your consignment this can be your details or your customers details. This is an optional service please speak to your rep for more details.

Notification Options

Tick this box if you require a confirmation email or tracking updates.

Request Consignment Notifications



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Once you have completed all sections you need to press Save and Confirm for this to be booked on the system and sent through to the depot.

Save and Confirm →

You will then have the option to print your Palletways barcoded label off to attach to your pallet/s

You will also see there is a green Save button to the left of this, should you select this it will ONLY save it on your system and NOT send through to depot, so the pallet WON'T be collected.

Save →

If this happens you will have a notification on your home screen to make you aware that it has not been confirmed

Outstanding consignments

You currently have **1** consignment(s) awaiting confirmation

[View and confirm your outstanding consignments](#) ↗

If you miss this when you go to log out you will get another reminder

Outstanding consignments

You have entered **1** consignments that have NOT been sent to the depot. These may not be delivered as per your requirements if you do not send them to the depot.

[Logout anyway](#)

[View these consignments](#) ↗

Both options will give you the option to view these consignments then you will be able to confirm them and send the details through to the depot for collection.



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Outstanding Consignments

Show 25 entries

| Consignment | Service Details | Entered | Status | From / To | Actions |
|-------------------------------|---------------------------|------------|----------------------------------|--|---------------------------------|
| <input type="checkbox"/> TEST | Delivery NEXT DAY BY 1700 | 16/06/2020 | 1 lift, 600kg NOT SENT | From: Martyn Stanworth To: Mickey Mouse | ⚠ LABELS NOT PRINTED |

Showing 1 to 1 of 1 consignments

| Lifts | Pallets | LP |
|-------|---------|----|
| 1 | 1 | 1 |

« Previous 1 Next »

More options Print labels for selected consignments Confirm all selected

You will need to tick where highlighted then press the green **Confirm all Selected** button.

Option 2 Collection

This is the same process as **Option 1 Delivery**, the only differences are

1. The service option has 2 options, and both need to be selected for the consignment to save.
2. Only one save option as the depot has to confirm the collection.
3. You do not need to print a label

Option 3 Third Party

ONLY use this option if the pallet is not being collected or delivered to your saved business address

The majority of the information required is the same as Option 2 Collection the only difference is you will need to enter BOTH delivery and collection addresses.



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Sending to the same recipient again

The 2nd time you send to the same recipient you can start typing the name in the Company Name box and then select the saved option

 Delivery address

 Lookup a company name or code

 
mar
Martyn Stanworth
Company Code: MARTYN
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This will then auto populate the address and contact details from the previous consignment. If you decide to enter details from the beginning again this will save the address in the system again and you will end up with multiple entries of the same recipient.

This is just a [basic guide](#) to help with booking your pallets on the portal should you wish to have specialised one to one training session please contact sales@efs.global to book an appointment. They will be able to go through the full functions of the portal and help with any questions or queries you may have.

Alternatively, if you prefer to speak to somebody you can call 01282 410040



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