



edge
transport

Portal
Step-by-Step
Guide

Edge Transport 2023 Portal Guide – for use of Edge Transport customers only.

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If you know the section you are looking for – click the icons here or at the bottom of the page

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Each of the **icons above can be clicked** on throughout the document. If you know which area you need refreshing on, or, if you need a full run through then follow each step as it goes.

Titles highlighted in **RED** are sections that are not in chronological order (these are section reminders that correlate to a specific section)

Keep your **Customer Distribution Guide** handy!

Welcome

- This is where you enter & track your consignments
- The data you input is vital for accuracy and making this process as easy as possible for you
- Any European jobs will be on a quote-by-quote basis
please email ask@edgetransport.co.uk
- Keep your **Customer Distribution Guide** handy!
- *Our Terms & Conditions can now be found on the portal!*



- On the customer portal, you can **enter & track** your consignments.
- The information we have is only as useful as the data you input, please take care when inputting a job and make sure all required information is accurate.
- **European Jobs** will be on a quote by quote basis or referred to a more suitable option for your needs.
- Keep your **Customer Distribution Guide** handy, you will need it!
- Our terms & conditions can now be found on the portal with extra information on a wide range of things.

Where to access my portal?

- <https://edgetransport.co.uk/>
- Enter Customer Area
- Job Entry (Vigo)
- Log in with provided Username & Password

- This will then take you to the landing page of our portal.

Inputting New Consignments

The screenshot displays the 'edge' software interface. On the left sidebar, a red circle with a white plus sign is labeled (1). The main content area shows a 'Collection' form. At the top of the form, there are three tabs: 'Delivery', 'Reverse Collection', and 'Third Party', with 'Reverse Collection' selected. Below the tabs, there are fields for 'Collection Date' (labeled 4) and 'Collection Time' (labeled 5). Below these is a 'Select Address' field (labeled 6) with a note: 'Select collection address (should pre-populate your normal site collection)'. At the bottom right of the form is a blue 'Complete' button. Below the form are buttons for 'Reset', 'Save', and 'Save & Print'. At the bottom of the screen is a navigation bar with several icons: a home icon, a laptop icon, a plus icon (labeled 2), a person icon, a truck icon, a letter 'a' icon, a clipboard icon, a checkmark icon, an eye icon, and a location pin icon. A legend below the form identifies the icons: '+ Icon', 'Consignment type', 'Collection date', 'Collection time', 'Collection address', and 'Complete'.

Once you have logged in – You will see the home screen.

1. To the left of our Edge logo you will see a drop-down menu button (3 lines descending down) – click it
2. Then go down to the '**+ New Job Entry**' icon to begin adding your new consignment
3. This is your **consignment type**. Please select whether you require: Delivery (*goods collected from your usual collection address*) reverse collection (*goods coming from another area back to your location*) or Third Party (*goods delivered from an alternative collect and delivery location*)
4. This is your **collection date**. Please select the date that you wish for the goods to be collected (*This will show today's date unless the input cut of time has passed*).
5. This is your **collection time**. (*This is an optional field if you know this information – if you put a time there may be an additional surcharge*).
6. This is the **collection address** where we will collect the goods from. This should be pre-populated as your normal site collection address. (*if you need to add a new address then go to "Address book" on the slideshow then return to this section*)

Then click **continue** (*please complete all steps & check information is accurate*)

New Delivery Address?

edge

Menu > Address Book

View Address Add Address

Search by Address

Company Name or Individual *

Contact

Address *

House No. / Property Name *

Street

Town / City

County / State

Postcode

Unit

Is this a residential address? ⓘ

Phone Number

Mobile Number ⓘ

Email

Account Code *

Account Name *

Default Service

Default Non-Timed Surcharge

AM - AMATEUR ROOMS / PPT AT - AMATEUR AT - AMATEUR BR - ROOMS IN DELIVERY WITH CUSTOMERS

CM - OUR INSURANCE PD - FORS BRONZE COLLECTION PD - FORS BRONZE DELIVERY

LA - TAIL LIFT DELIVERY FOR PALLETS BETWEEN 750 - 1000KG

LD - TAIL LIFT COLL. FOR PALLETS BETWEEN 750 - 1000KG LD - LIMITED QUANTITY LNE - DO NOT STACK

PV - PALLET UNLOAD / HANDOFF PV - PALLETISATION OF LOOSE GOODS ON TO A PALLET

RE - REVERSE DELIVERY DEL - DELIVERY DEL - DELIVERY DEL - DELIVERY DEL - DELIVERY DEL - DELIVERY

SL - SLAYING BRICKS ON TO A PALLET BV - SMALL VEHICLE - 7.5 TONNE TL - TAIL LIFT

Default Unit

Select address type

Collection Address Delivery Address

Default Address Notes

- Address book icon on menu
- "Add Address" tab
- Fill in information

If you need to add a new delivery address then please do the following:

1. Go to the **address book icon** on the menu
2. Add new Address tab
3. Select if you'd like to remember the address

Please fill in all information correctly (double check too)
Then, Save

Adding Customer Ref & Order No.

The screenshot shows the 'edge' software interface. The top navigation bar includes 'Home > New Job Entry', a search bar, and a 'Logout' button. Below this, there are tabs for 'Delivery', 'Reverse Collection', and 'Third Party'. The main content area is divided into sections: 'COLLECTION' (with a 'Job' button) and 'REFERENCE'. The 'REFERENCE' section contains two input fields: 'Customer Reference' (labeled with a green circle 1) and 'Order Number' (labeled with a green circle 2). At the bottom right of the form, there is a 'Complete' button with a checkmark icon, and a row of buttons for 'Reset', 'Save', and 'Save & Print'.

- Customer reference
- Order Number

1. This is your **customer reference field**. Please enter any applicable reference here.
2. This is your **order/SO/PO number**. Please enter any applicable reference here.

On completing the above, please click complete.

Adding Delivery Address

- Postcode (will autocomplete)
- Further address info
- Remember this address?

This is your postcode/address lookup.

1. Begin typing the postcode **and address options will begin to show** (if not, then please continue to fill in manually all the address information below, even if an error message appears *<providing the address is correct>* you can click complete). Please select the address you wish us to **deliver to**.
2. Please then **populate any further address details** such as house name, number, etc. **(Please use a dot “.” for any irrelevant address fields)**
3. Please select **‘Remember this address’** if this is an address that you regularly ship to as the system will remember this address and details the next time you begin job entry.

Please **provide contact information for your delivery** to ensure deliveries are carried out successfully – if drivers are unable to access the facility or contact the required people then the job may be refused for delivery for the safety of your product.

On completing the above, please click complete.

Amazon consignments

edge

Category: PC-Pallets

Pallet: 1

Half:

Quarter:

Weight (kg): 100

Total Pallet Spaces: 1

Complete

Amazon consignments

PO Number: 1

ASN: 2

FBA: 3

Bill of Lading:

Carton Count: 0

Unit Count: 0

Navigation icons: Home, Laptop, Plus, User, Lock, Truck, 'a', Clipboard, Checkmark, Eye, Arrow.

- Amazon toggle selected
- ASN or FBA numbers
- Carton count for consignment

1. If the Amazon toggle was selected on the service type screen your required Amazon fields will then appear. (if you need access to this please contact us)
 2. Please ensure **ASN or FBA numbers & Amazon PO** are completed along with **carton count and unit count** for your Amazon consignments to be processed correctly.
- On completing the above, please click complete

Service type

The screenshot shows the 'Service type' form in the edge system. The form is divided into sections: 'Reference details', 'Consignment details', and 'Service'. The 'Service' section contains various options for delivery, including 'Delivery option', 'Consignment due date', 'Surcharge options', 'Full, Half, Quarter, Micro pallets', 'Specific requirements', 'Oversized', 'Weight of consignment', 'Total pallet spaces', and 'Micro pallet toggle (if needed)'. The form is annotated with numbered circles 1 through 10, corresponding to the list of instructions below. A navigation bar at the bottom contains icons for home, search, add, user, location, vehicle, a, and a clipboard with a checkmark.

1. This is your service type. Please select which delivery option you require.
2. This is your consignment due date, this date will populate automatically depending on what service you select. The due date will be the next available delivery date (which requires validation from the Traffic for certain postcodes such as JE, etc.)
3. This is your surcharges option where you can select AM, PM, BD (Booked Time Deliveries) etc as laid out in your **Customer Distribution Guide**. Please note when selecting a specific timed delivery, an additional box will appear for you to input your required delivery time.
4. This is where you input whether you have **Full, Half, or Quarter pallets** (**Micro** pallets toggle will appear above)
5. This is where you input whether you have any oversized pallets
6. These toggles are to be selected if you have specific requirements for your delivery such as DO NOT STACK, TAIL LIFT, AMAZON, etc.
7. This is the weight of the consignment combined. Please ensure the correct and accurate weight is manifested as we rely on your accuracy as per our Customer Distribution Guide.
8. **IMPORTANT – PLEASE NOTE THAT THIS FIELD IS FOR THE TOTAL AMOUNT OF PALLET SPACES IN YOUR CONSIGNMENT.**

1 x full, 1 x half, 1 x quarter, 1 x Oversized at 3 spaces = 6 pallet spaces

9. This is where you can free type any specific collection notes that you may have

10. This is where you can free type any specific delivery notes that you may have. (Please note some collection and delivery notes may already be pre-populated as per your account setup process.)

On completing the above, please click complete

Micro Pallet

CONSIGNEE DETAILS

Service: Date: Time:

AMAZON BOOKING FEE ☐ **BOOKING IN DELIVERY WITH CUSTOMER** ☒ **TAIL LIFT DELIVERY FOR PALLETS BETWEEN** **DO NOT STACK** ☐

PALLETTISATION OF LOOSE GOODS ON TO A PALLET ☐ **SMALL VEHICLE - 7.5 TONNE** ☐ **TAIL LIFT** ☐ **AMAZON** ☐ **SAINSBURYS** ☐

FORS BRONZE COLLECTION ☐ **FORS BRONZE DELIVERY** ☐ **FORS SILVER COLLECTION** ☐ **FORS SILVER DELIVERY** ☐

Category: Full Half **Quarter** Oversize Weight (kg) Total Pallet Spaces

- Tick Micro pallet
- Enter the pallet as a Quarter
- Any quarters that are below 150kg will be changed to a Micro pallet on our system automatically
- Your label may say 'Quarter pallet' – we will change this for you.

1. Tick Micro Pallet toggle
2. Enter each Micro pallet as a Quarter in the totals below. (Every Quarter pallet that is eligible for being a Micro pallet – less than 150kg – will automatically change on our system.
3. Don't worry if your printed label says Quarter pallet still. We will change these labels.

Preview & completion

Ensure all information is correct through all sections!!

- SAVE
- "Job added successfully – job no."



1. Please ensure all information is completed correctly and accurately. **For any amendments at this stage, please click edit** on the relevant field box to make any amendments.
2. Once you are happy with all the input details, please click save. This will then let you know that the job has been added successfully and generate a job number for you:
3. *For example: "Job add successfully, VT00106", will appear with a green banner at the top with the job number*

View Consignments, POD's & Print labels

• Viewing Consignments

• Viewing POD's

• Printing Labels

If you would like to **view the jobs** you have entered then;

1. Click on the menu button for the drop down menu
2. View consignments (the eye icon)

Here you can check all existing consignments

To **print your label** then;

1. Click on the menu button for the drop down menu
2. Track consignments (arrow icon)
- 3 View -> top right
4. Actions
5. Print label

You can also access your **POD's** by;

1. Click on the menu button for the drop down menu
2. Track consignments (arrow icon)
3. Auditing
4. Select date range

You can then view POD's on the right side of the page.

Tracking your consignment

Track & Audit

Showing 1 to 1 of 1 entries

Type	Consignment	Delivery Name	Delivery Date	Delivery Products	Reference	Order No.	Tracking No.	Due Date	Service	Comments	Tracking	Notes	Print	Actions
Delivery	0046740	CASH SELLERS	24/03/2023	Fourth Avenue	1537	7637	017555546740	24/03/2023	Economy 2 Day					

Delivery Consignment: 0046740 Economy 2 Day

Collection Address: CASH SELLERS, Fourth Avenue, Dooan Industrial Park, Dooan, Queensland, CHS 2403 (285)

Delivery Address: CASH SELLERS, Fourth Avenue, Dooan Industrial Park, Dooan, Queensland, CHS 2403 (285)

Collection Date: 23/03/2023, Order Number: 1537, Entry Date: 23/03/2023, Pallets: 1

Due Date: 24/03/2023, Customer Reference: 7637, Tracking Number: 017555546740

You can track your consignments by;

1. Click arrow icon on menu
2. Search date range
3. Actions (on desired job)
4. Audit/ View

More information needed?

If you need any more assistance then please don't hesitate to email or call us. **At Edge, we're here to help!**

Click any of the icons below to areas you wish to repeat.

Make sure all information inputted is accurate. Any changes after the consignment has been inputted should be liaised with traffic@edgetransport.co.uk or call us.

Email: ask@edgetransport.co.uk

Phone: [01244 957400](tel:01244 957400)

