

ELECTRONIC SHIPPING TOOLS

HOW TO PROCESS A SHIPMENT USING QUICKSHIP

- ✓ Click on the **VCD** icon on your desktop and wait for the program to open up
- ✓ Click on **File**
- ✓ Select **New Shipment**
- ✓ Click on the **Ship** tab
- ✓ Tick off **Quickship** box
- ✓ Enter **Country**
- ✓ Enter **Postal Code**
- ✓ Click on the **cost center** button and select from the drop down menu ****optional**
- ✓ Fill in the **Weight** or click the **Refresh** button if a scale is configured
- ✓ Fill in the **dimensions** ****optional**
- ✓ Click on the **Service** tab
- ✓ Select the **service type** from the drop down menu
- ✓ Click on any applicable **options** you require
- ✓ Click on the **Overview** tab to review shipping data ****optional**
- ✓ Click on **Rate Shopper** to compare rates ****optional**
- ✓ Click on **Calculate** to see total cost of shipment ****optional**
- ✓ Click **Process/Print** to generate a parcel label
- ✓ Begin the next parcel

TIP- Click on **Window** on the menu bar to switch between the EST desktop and the Shipping screen

At the end of day

- ✓ Click **Opened** manifest on EST desktop screen
- ✓ Highlight the first line of the manifest
- ✓ Click on the **Finalize** button at the bottom of the screen
- ✓ Click on **Finalized Manifest**
- ✓ Highlight the first line of the manifest
- ✓ Click on the **Transmit** button at the bottom of the screen
- ✓ A pop up box will appear
- ✓ Input your password
- ✓ Click **OK**
- ✓ A pop up box will appear telling you that the manifest has been successfully transmitted
- ✓ 3 copies of the manifest will print
- ✓ Repeat process for all manifests

How to void an item within a manifest

- ✓ Click on **Tools** on EST desktop screen
- ✓ Select **Search and Manage Orders**
- ✓ Search by date, manifest, order ID or by status
- ✓ Click on the **Search** button
- ✓ Highlight the item you wish to delete
- ✓ Click on the **Void** button
- ✓ A pop up box will appear asking if you are sure?
- ✓ Click **Yes**

DO NOT CLICK THE DELETE BUTTON ON THE SHIPPING SCREEN UNLESS YOU WANT TO DELETE THE ENTIRE MANIFEST