

CEP-IBL Booking Tool
Mercedes-Benz Booking Tool For Inbound
Packages

User Manual

Version 1.0

ITA Shipping GmbH

December 2021

Dear Mercedes-Benz AG supplier,

With this application we support the dispatch of parcels (Courier Express Parcel) within the scope of inbound deliveries for productive material to Mercedes-Benz AG locations. This standard method is intended to enable simple, targeted and reliable shipping.

For this purpose, a one-time registration in our application is required.

In this context, please be sure to note the updated shipping instructions, which are stored in the booking portal below.

In order to facilitate the shipping process, we have designed and developed our shipping platform so it is as straightforward as possible. Should you nevertheless have any questions regarding the use of our platform, please consult this manual.

In this manual you will find all the information you need to use the shipping platform on <https://mercedes-benz.suppliers.letmeship.com>

Below you will first find a table of contents for the manual. If you are using this manual in PDF format, simply click on the corresponding heading to go directly to the corresponding section.

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1. Language selection

You will find the language and country selection in the upper right corner of the LetMeShip website. The website and the booking portal on <https://mercedes-benz.suppliers.letmeship.com> are available in English and German. Select DE or EN to change the language.



2. Registration & Login

Register so that you can process shipments to Mercedes-Benz via the portal.

Each registration is **free of charge and without obligation**.

For registration please click the following link: <https://mercedes-benz.suppliers.letmeship.com> and please use the "REGISTER" field in the lower right corner (see next graphic).

If you already have login details, please enter your user name and password under LOGIN and click LOG IN.

LOGIN AND REGISTRATION AT THE BOOKING PORTAL

Dear supplier of Mercedes-Benz AG, welcome at the booking portal of LetMeShip!

Shipments to Mercedes-Benz AG are no longer booked via the portal of the carrier but via this booking portal.

Please register initially or login directly after successful registration.

Signed: LetMeShip, on behalf of Mercedes-Benz AG.

You may find details on registration and usage in the attached documentation.

> [User Manual Mercedes-Benz-CEP-IBL-Booking Tool](#)

LOGIN

TO AN EXISTING

SUPPLIER ACCOUNT

Please login with your username and password.

User name

Password

* Please fill out required fields

LOG IN

[Forgot your username or password?](#)

REGISTER

CREATE A NEW SUPPLIER

ACCOUNT

New to LetMeShip?

REGISTER

2.1. Registration

To register, click on REGISTER.

In step 1 enter your company data. Please note that there are some mandatory fields that you must complete. These fields are marked with an *.

2.2. Responsible Person

Please note the following. The person who first registers on this portal is also the "responsible person" for this company and has more rights than other users. These rights are as follows:

- Change of master data / collection address
- Invite more users
- Change to "daily pickup"

Further information on the "responsible person" can be found from page 15 onwards in Chapter 7.

2.3. Data Entry



Please enter the details of your collection point here

These include

- Your eight- or nine-digit supplier number (with index letter if applicable) at Mercedes-Benz AG for your location
- Your UPS account number
- Name
- Company
- Street
- Postcode
- City
- Phone number
- E-mail address

In step 2 set your REGISTRATION DATA. (Username & Password)



With this login data you will be able to log in to our portal in the future.

In the LetMeShip booking process, you can control whether the parcel service should pick up the shipment in addition to creating the shipping label.

If your company has contractually agreed a **"daily pickup"** with the authorised parcel service, no collection order is required for the individual shipment. The parcel service then comes to the collection address at the agreed times anyway. In the system you must then configure the agreed days and times of the "daily pickup" in the account settings in the administration area.



The contractual agreement of a daily pickup may be subject to costs at the parcel service which are NOT borne by Mercedes-Benz. This agreement must be made by your company with the parcel service.


Please note that the LetMeShip system no longer requests a collection if a "daily pickup" has been configured!


You can find further information on this from page 15 onwards (Chapter 7.1.

CONFIGURATION DAILY PICKUP LOGIC

Use this function in case your location has contractually agreed with UPS on a daily pickup.

This can also be done later in the administration menu.


☒ Configure daily pickup 

Carrier	Days and time of daily pickup		
UPS ▼	--- please se ▼		: 00 

> Add pickup parameter



Information Fields

The  fields are so-called mouse-over fields. If you move the mouse over it, an explanatory text opens.

For example:

Daimler supplier number 

Daimle

Please edit your Daimler supplier number (8 or 9 digits) of your location.



LOGIN TO AN EXISTING SUPPLIER ACCOUNT

Please login with your username and password.

User name

Password

* Please fill out required fields

LOG IN

Forgot your username or password?

The following field appears:

FORGOT PASSWORD?	FORGOT USERNAME?
<p>User name</p> <input type="text"/>	<p>Password</p> <input type="password"/>
<p>and E-mail</p> <input type="text"/>	<p>and E-mail</p> <input type="text"/>
<div> <input type="text"/> </div>	<div> <input type="text"/> </div>
<p>* Please fill out required fields</p> <div>RESEND PASSWORD</div>	<p>* Please fill out required fields</p> <div>RESEND USERNAME</div>

Here you can have your PASSWORD sent to you. You will need your username for this. After you have clicked SEND PASSWORD, a new password will be sent to your email address.

If you have forgotten your USERNAME, you will need to enter your password and email address and click on FORGOT USERNAME, and the valid username will be sent to you.

4. Booking

To book a shipment, first log in to the LetMeShip website with your username and password. The shipping page is automatically stored as the start page.

The screenshot shows the 'Shipping' section of the LetMeShip website. The top navigation bar includes 'FAQs & News', 'Shipping' (selected), 'Archive', and 'Administration'. Below this, there are links for 'Address book' and 'Parcel manager'. The main heading reads 'Welcome at Mercedes-Benz CEP-IBL booking tool!'. A note states '* Please fill out required fields'. The 'Service Type' is set to 'Standard'. The 'Pickup address' section shows 'Musterhause' with contact details for Mr. Felix Knigge. The 'Delivery address' section includes a search bar and fields for 'Plant-unloading point', 'Company', 'Last name*', 'Street*, No', 'Address line 1', 'Address line 2', 'Country*' (set to Germany), 'Postcode*', and 'City*'. The 'Shipment details' section includes a 'Parcel' section with input fields for Length, Width, Height, Weight, and Count, and a 'Delivery bill number' field. The 'Contents*' field is set to 'DSG_LMS supplier parts'.

4.1. Defining the shipping type (service type)

In principle, Mercedes-Benz AG only authorizes **standard shipping** (see Mercedes-Benz AG Shipping Instructions for Parcel Shipping). This setting is preset and cannot be changed. This also applies to consignments in customs transit with T1 originating in EFTA states (currently Switzerland, Norway, Liechtenstein, Andorra, San Marino).

Exception: Customs goods from third countries with T1 in the EU customs transit (incl. domestic German shipment).

The **Express** shipping method is mandatory here in order to guarantee the proper transport of the parcel. For authorisation or activation of this mode of shipment, please contact your responsible scheduler at Mercedes-Benz AG.


4.2. Shipment

Your **collection address** is predefined and can only be changed by the "person responsible" (see page 4) in the administration area.

The **delivery address** is predefined by Mercedes-Benz AG in the address book and can be searched for using the plant number or the unloading point, for example.

4.3. Address Book


Please search first for the plant number:


Delivery address 





Search results:

☐ Head office
☐ Show favorites only 



	Plant-unloading point	Company	Name	Street	City	Country
☆ ▶	006/057-642	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶	006/057-643	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶	006/057-644	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶	006/057-645	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶	006/057-646	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶	006/057-647	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶	006/057-648	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany

Click on the desired address to select it.

Delivery address ⓘ

Plant-unloading point ⓘ

Company

Title
☐ Mrs ☐ Mr

First name

Last name*

Street*, No

Address line 1

Address line 2

Country*

Postcode*

City*

If too many entries are displayed for the plant number, you can search for the unloading points (ABS) (3 digits, e.g. 004).

☐ Head office
☐ Show favorites only ★

Plant-unloading point	Company	Name	Street	City	Country
☆ ▶ 006/057-004	Daimler AG GLC Germersheim	Außenstelle Ettlingen	Einsteinstraße	Ettlingen	Germany

You can also search the address book by names, such as street names, city names, and so on. You do not have to write the full name.

For example: Stutt (instead of Stuttgart)

Search results:

Contacts DE Autopickup		<input type="checkbox"/> Head office <input type="checkbox"/> Show favorites only ★	<input type="text" value="stutt"/>			
	Plant-unloading point	Company	Name	Street	City	Country
☆ ▶	010/019-Alle	Daimler Stuttgart / POP Logistik	Stuttgart	Am Mittelkai 9-11	Stuttgart	Germany
☆ ▶	010-594 E/M/Z	Daimler Stuttgart / Rhenus AG	PCC Stuttgart	Am Westkai	Stuttgart	Germany
☆ ▶	010-595 G/L/M/Y	Daimler Stuttgart / Rhenus AG	PCC Stuttgart	Am Mittelkai	Stuttgart	Germany
☆ ▶	010-596 A/B	Daimler Stuttgart / Rhenus AG	PCC Stuttgart	Am Westkai	Stuttgart	Germany
☆ ▶	010-Alle	Daimler AG Werk Stuttgart	Hedelfingen	Daimler AG Werk Stuttgart	Stuttgart-Hedelfingen	Germany

If a Mercedes-Benz AG delivery or unloading point (special delivery area / external warehouse / plant section) cannot be found via the search function, the main delivery point of the ordering plant is to be accessed. This is identified by the note HAUPTADRESSE in the identifier.

Example: Search for external location Hockenheim >> cannot be found in the search mask >> the ordering main plant would be plant 006 Germersheim:

Contacts DE Autopickup		<input type="checkbox"/> Head office <input type="checkbox"/> Show favorites only ★	<input type="text" value="006-HAU"/>			
	Plant-unloading point	Company	Name	Street	City	Country
☆ ▶	006-Hauptadresse	Daimler AG GLC Germersheim	Wareneingang	Mercedes-Benz-Strasse	Germersheim	Germany

Total: 1

4.4. Shipment Details

You only need to enter three parameters here:

- **Package dimensions** (length, width, height, weight)
- **Delivery note number**
- **Pickup date** (if you have not set a daily pickup, a pickup request will be booked)

The parameters content, plant unloading point and supplier number are predefined and cannot be edited.

Shipment details

Parcel ⓘ

Length	Width	Height	Weight	Count	Delivery bill number ⓘ
0 cm	0 cm	0 cm	0,00 kg		

Select parcel

Additional parcel

Contents* ⓘ

DSG_LMS supplier parts

Plant-unloading point*

Supplier number*

Pickup date

Time slot:

13 December, 2021 Monday

03 PM 45 05 PM 45

BOOK SHIPMENT

4.5. Label Creation & Pickup Receipt

Once you have selected a destination address and entered the shipment details, you can click on BOOK SHIPMENT in the bottom right corner. You will then receive your shipping label directly. This label will also be sent to you by e-mail and is available in the archive.

BOOK SHIPMENT

5. Setting for Express Label

To order express shipments you need authorisation from Mercedes-Benz. Without this authorisation, you may only ship by standard mail.

FAQs & News
Shipping
Archive
Administration

Address book
Parcel manager

Welcome at Mercedes-Benz CEP-IBL booking tool!

* Please fill out required fields

Service Type
Xpress with Token

Pickup address

Musterhause

Mr
Felix Knigge

Hugh Greene Weg 4
22529 Hamburg
Germany

Phone: +4940734456677

E-mail ⓘ
test@letmeship.com

Delivery address ⓘ
Search address book...

Plant-unloading point ⓘ

Company

Last name*

Street*, No

Address line 1

Address line 2

Country*
Germany

Postcode*

City*

6. Customs Warehouse

To send goods from a **customs warehouse** to Mercedes-Benz AG, the responsible person (see chapter 7.1) must activate this functionality in the administration area.

LetMeShip simplify shipping

LOG OUT

Contact DE | EN

99988810

711005 - DE Autopickup

Max Mustermann

My LetMeShip Shipping Archive Administration

Account Settings Active Users

Customer account

Customer number: 711005

Daimler supplier number * 99988810

UPS account number * AAAAAA

Company * Muster Firma

Title ☐ Mrs ☒ Mr ☐ None

First name Max

Last name * Mustermann

Street *, No Musterstrasse 1

Address line 1

Address line 2

Country * Germany

Postcode * 22529

City * Hamburg

State ---

EORI-Number

Phone * +49 358639859

User data

Title * ☐ Mrs ☒ Mr

First Name Max

Last Name * Mustermann

E-mail * fknigge@letmeship.com

Phone +49 40734456677

Mobil

Employee position

Password

User name: KniggeDaimlerLive

> Change password

Send from customs warehouse

Please activate this function, if you will send from a customs warehouse. The address of the customer account (pickup address) must be the address of the customs warehouse.

☒ Send from customs warehouse ⓘ

For the dispatch from the customs warehouse two further details are necessary:
The **value of the goods** and the **T1 number**. Both are requested in the shipment details on the shipping page.

Shipment details

Parcel

Length

Width

Height

Weight

Count

0 cm

0 cm

0 cm

0,00 kg

1

Contents*

DSG_LMS supplier parts

Plant-unloading point*

Supplier number*

Delivery bill number*

T1-Number*

Pickup date

1 May, 2019 Wednesday

Time slot:

05 PM

30

-

07 PM

30

BOOK SHIPMENT

Value of goods*

€

7. Administration/Responsible Person

Each company has a "responsible person" who was determined during registration (see page 4 - Chapter 2.2.). This person has administration rights for the company to change the data in the **company account** and invite other users to the portal.

You can access the administration area by clicking on Administration in the blue guide bar.



7.1. Daily Pickup

In the LetMeShip booking process, you can control whether the parcel service should pick up the shipment in addition to creating the shipping label.

Please choose the applicable case:

- A) *The supplier has already agreed a daily Pickup with an shipping service provider and would like to retain this.*

Please set a daily pick-up in the CEP-IBL booking tool under "Configuration of the pick-up logic". Thus, no pick-ups will be notified and you can book standard shipments on the same day. Please read the following information on daily collection in this chapter.

- B) *The supplier has already agreed a daily pick-up with the shipping service provider and doesn't want to have it in the future.*

Do not configure a daily pick-up in the CEP-IBL booking tool and contact the shipping service provider to have the daily pick-up deactivated.

- C) *The supplier has not yet agreed a daily pick-up with the shipping service provider and would like to have such a daily pick-up in the future.*

Please contact the shipping service provider to arrange a daily pick-up. only after the shipping provider have activated and confirmed the daily pick-up, please follow the steps in A).

Please do not configure the CEP-IBL booking tool until you have received confirmation from the shipping service provider.

- D) *The supplier has not yet agreed a daily collection with the shipping service provider and does not wish to have one in the future.*

Please skip the chapter "daily pick-up" and do not configure the daily pick-up logic.

If your company has contractually agreed a **"daily pickup"** with the authorised parcel service, no collection order is required for the individual shipment. The parcel service then comes to the collection address at the agreed times anyway. In the system you must then configure the agreed days and times of the "daily pickup" in the account settings in the administration area.




The contractual agreement of a daily pickup may be subject to costs at the parcel service which are NOT borne by Mercedes-Benz AG.

This agreement must be made by your company with the parcel service. Please note that the LetMeShip system no longer requests a collection if a "daily pickup" has been configured!

Configuration daily pickup logic

Use this function in case your location has contractually agreed with UPS on a daily pickup.

Configure daily pickup 


UPS


--- please select ---

Every day
Monday
Tuesday
Wednesday
Thursday
Friday

:

00



Configure daily pickup 


The contractual agreement must be signed directly with UPS. If you add weekday and time parameters, then the LetMeShip application will not request a pickup for a shipment as the driver of the carrier comes to your location anyway.



You can also specify different days. To do this, please click on "Add pickup parameter"

Configuration daily pickup logic

Use this function in case your location has contractually agreed with UPS on a daily pickup.

Configure daily pickup 

UPS


Every day

> Add pickup parameter

:

16

00





You must click on "SAVE" as soon as you have changed the data!

Example:

Configuration daily pickup logic

Use this function in case your location has contractually agreed with UPS on a daily pickup.

Configure daily pickup

UPS	Monday	16	:	00	
UPS	Wednesday	12	:	00	
UPS	Friday	11	:	00	

> Add pickup parameter

SAVE

In this example configuration, the driver only goes to the supplier's address on Mondays, Wednesdays and Fridays to pick up the goods. If a shipment with same-day pickup is booked on Tuesday, the LetMeShip system sends a pickup request to the parcel service.

7.2. Invite Users

As the responsible person, you can invite other users to the portal. Please click on "Administration" and then on "Active Users". Now you can click on **INVITE NEW USER**.

	Name	E-mail	Phone
▶			
▶			
▶			
▶			
▶			
▶			

[INVITE NEW USER](#)

After you have clicked on **INVITE NEW USER**, the following field will pop up.

Invite user

Title*

☐ Mrs
 ☐ Mr

First name

Last name*

E-mail*

Text

* Please fill out required fields

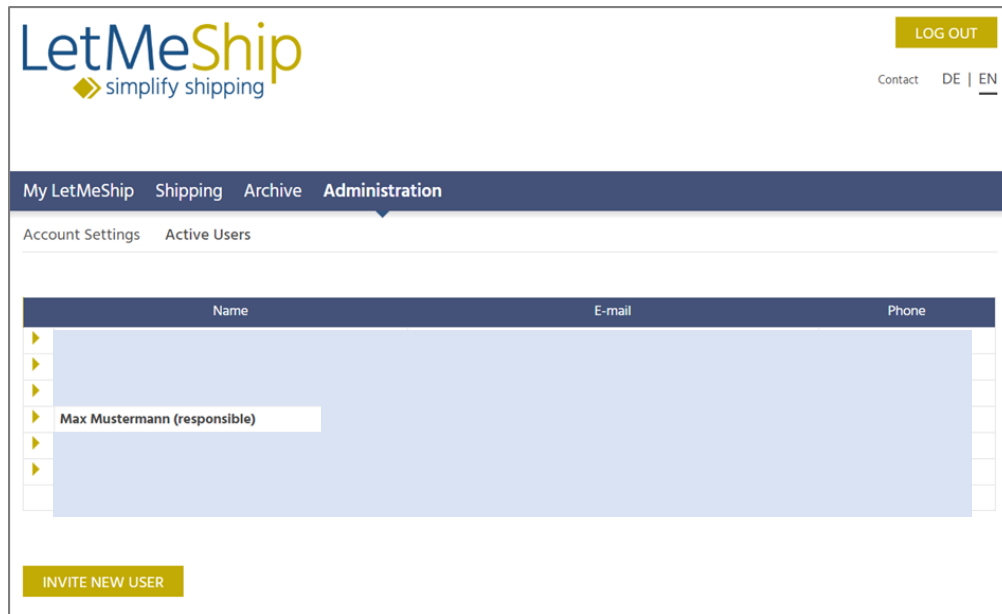
CANCEL

SEND

Please enter your employee's details here and click on **SEND**.

7.3. Administration/Standard User

If you do not know who in your company is the "responsible person", you can click in the administration area on Active Users, because here is where the data is stored.



8. Archive

You can view all shipments booked via your account in the shipment archive. In the archive, you can filter shipments by the following criteria to find or export specific shipments:

- Pickup location
- Destination
- Service provider
- Pickup time
- Delivery time
- Orderer (employee who ordered the shipment)
- Reference
 - Plant number / unloading point
 - Supplier number
 - Shipment number
 - T1 number

There is also a free text search, with which you can easily search for a specific word. Simply enter your search term in the "Search in shipments" field and click on the arrow.

The screenshot shows the 'Archive' section of the LetMeShip interface. At the top, there's a navigation bar with 'My LetMeShip', 'Shipping', 'Archive' (selected), and 'Administration'. Below this, a sub-navigation bar includes 'Archive & Tracking', 'Pickup archive', 'News Archive', and 'Pickup protocol'. The main area contains a search filter form with fields for 'Pickup from' (date), 'to' (date), 'Pickup location', 'Service provider', 'Delivery from' (date), 'to' (date), 'Destination', 'Carrier account', 'Orderer', 'Country', and 'Reference'. There are 'USE FILTER' and 'RESET' buttons. Below the filters, there are radio buttons for 'Not cancelled' (selected), 'Cancelled', and 'All'. A search bar labeled 'Search in Shipments...' with a right arrow is present. To the right, there are links for 'Table as Excel file', '/ csv file', and 'export'. Below this is a table header with columns: 'Shipment number', 'Consignment note no.', 'Track.', 'Pickup date', 'Delivery date', 'Pickup city', 'Courier', 'Service', 'Destination', 'P-UP', and 'D-SNo'. The table body shows 'No entries found'.

8.1. Export as xls- or csv- file

To export your list of shipments, use the fields "Export table as xls/csv file" and click the arrow. Your computer will now automatically download the file.

8.2. Tracking



If you click on the "Consignment note number" in the displayed entries, you will receive the tracking overview.

☒ Not cancelled
 ☐ Cancelled
 ☐ All

Table as Excel file / csv file export

Shipment number	Consignment note no.	Track..	Pickup date	Delivery date	Pickup city	Courier	Service	Destination	P-UP	D-SNo
▶ 71100006 ▶ 1256		←	9	7 Feb, 2019		UPS®	UPS Express Saver®	Bremen	067 alle weitere	
▶ 71100004 ▶ 1256		✓	5 Feb, 2019	6 Feb, 2019		UPS®	UPS Express Saver®	Germersheim	006/057-901	

For example:





TRACK RESULT: UPS			
Consignment note no.	Pickup location	Destination	Status
1Z56		BREMEN, DE - 28309	
Signature Image			
			
Detailed Reports			
Date	Time	City	Status
6 Feb, 2019	09:12		Order Processed: Ready for UPS
6 Feb, 2019	14:53		Pickup Scan
6 Feb, 2019	21:23		Origin Scan
6 Feb, 2019	21:34		Departure Scan
7 Feb, 2019	02:06		Arrival Scan
7 Feb, 2019	03:36		Departure Scan
7 Feb, 2019	04:30		Arrival Scan
7 Feb, 2019	08:00	Bremen, DE	Out For Delivery
7 Feb, 2019	09:20	BREMEN, DE - 28309	Delivered

8.3. Shipping Label - PDF

You can easily download your shipping label from the archive. The shipping label is available in the archive immediately after your booking, often even before you receive it by email. In the right column you will see the PDF symbol. Here you can download your consignment note at any time.

☒ Not cancelled
 ☐ Cancelled
 ☐ All

[Table as Excel file](#) / [csv file](#) [export](#)

Shipment number	Consignment note no.	Track..	Pickup date	Delivery date	Pickup city	Courier	Service	Destination	P-UP	D-SNo
▶ 71100006	▶ 1Z56[REDACTED]	✓	6 Feb, 2019	7 Feb, 2019	[REDACTED]	UPS®	UPS Express Saver®	Bremen	067 alle weitere	[REDACTED]  
▶ 71100004	▶ 1Z56[REDACTED]	✓	5 Feb, 2019	6 Feb, 2019	[REDACTED]	UPS®	UPS Express Saver®	Germersheim	006/057-901	[REDACTED]  



8.4. Cancellation

You also have the option to cancel shipments. This is only possible before the scheduled pickup time. You cancel a shipment as follows.

Please click on the arrow on the far left of the shipment number you wish to cancel. The shipment will then open with all the relevant data.


☒ Not cancelled
 ☐ Cancelled
 ☐ All


[Table as Excel file](#) / [csv file](#) [export](#)

Shipment number	Consignment note no.	Track..	Pickup date	Delivery date	Pickup city	Courier	Service	Destination	P-UP	D-SNo
▶ 71100006	▶ 1Z56[REDACTED]	✓	6 Feb, 2019	7 Feb, 2019	[REDACTED]	UPS®	UPS Express Saver®	Bremen	067 alle weitere	[REDACTED]  

Now you can see all the information about your shipment once more. Please click on CANCEL SHIPMENT to cancel the shipment.

PICK-UP ADDRESS	DELIVERY ADDRESS
Muster GmbH	Daimler AG: BLG Bremen
Mrs	
Lisa Joe	USA IA Daimler AG
Germany	Germany
22529 Hamburg	28197 Bremen
Musterstraße 1a	Georg-Henschel-Straße 5
Tor 1	ABS 593
	Phone: +49711 17 0
	E-mail: dialog@daimler.com

SHIPMENT DETAILS	
Plant-unloading point	051-593
Supplier number	12345678B
Delivery bill number	12345678
Shipment type	non-Document
Number of parcels	1
Total weight	5 kg
Billing weight	5 kg 
Dimensions	10 x 10 x 30 cm
Value of goods	1.00 €
Contents	DSG_LMS supplier parts

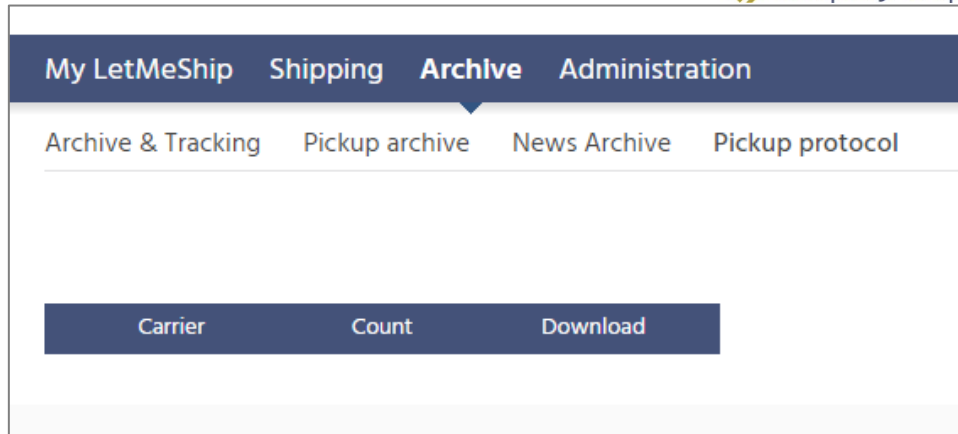


CANCELLATION UNTIL 7:30 PM, 1 May, 2019

8.5. Pickup protocol

You have the possibility to download a daily protocol in PDF format. This log documents all shipments that you have booked on the day. You can have the log signed by the shipping service provider when you pick up the goods.

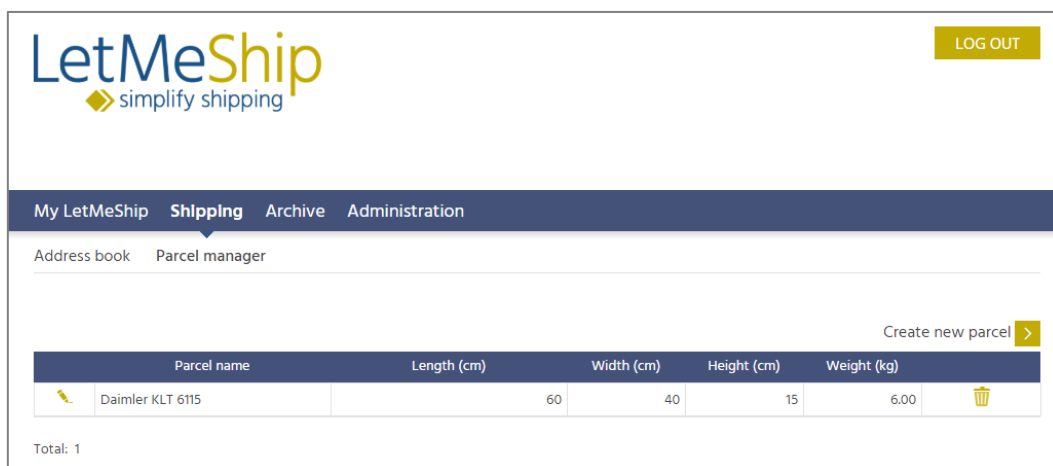
You can find the daily protocol under → Archive → Daily protocol



9. Parcel Manager

Do you often send packages with the same dimensions and are tired of typing in the data again and again? With LetMeShip Parcel Manager, you can save work and time by saving the package dimensions you often send.

You can access the Parcel Manager by selecting Shipping from the menu and then Parcel Manager.



9.1. Create New Parcel

Click on "new parcel setting" A window will open in which you can name your new parcel and enter the dimensions. Click on SAVE.

New parcel setting

Parcel name *

Length *
cm

Width *
cm

Height *
cm

Weight
kg

* Please fill out required fields

CANCEL
SAVE

9.2. Edit Parcel

You can edit a saved parcel by calling up the overview of your parcel under the menu item Parcel Manager. Click on the pencil in the left column next to the parcel name. You can now change the name of the parcel and the dimensions as required.

LOG OUT

My LetMeShip
Shipping
Archive
Administration

Address book
Parcel manager

Create new parcel
>

Parcel name	Length (cm)	Width (cm)	Height (cm)	Weight (kg)	
Daimler KLT 6115	60	40	15	6.00	

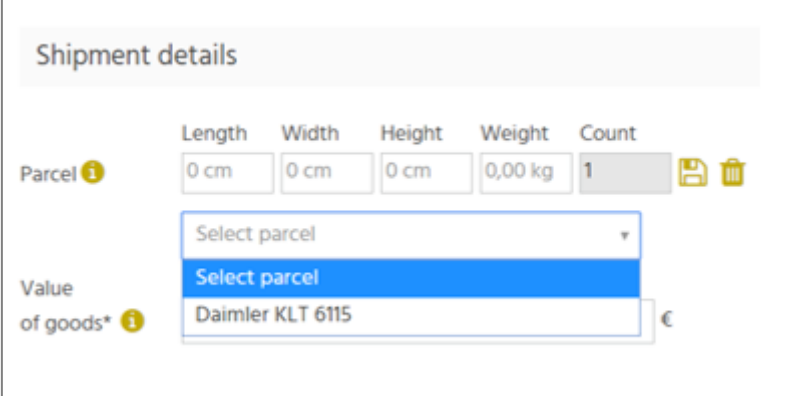
Total: 1

If a particular parcel is no longer required, you can delete it. Call up the overview of your parcels under the menu item Parcel Manager. Click on the trash can symbol to delete the corresponding parcel.

9.3. Use Saved Parcels When Booking

During the shipment booking process, you must enter the dimensions of your parcels under Shipment Details.

If you click on Saved Parcels, a list of your saved parcels will appear. Click on the desired parcel and the dimensions will automatically appear in the form.



The screenshot shows a web form titled "Shipment details". It contains several input fields for parcel information: Length (0 cm), Width (0 cm), Height (0 cm), Weight (0,00 kg), and Count (1). To the right of these fields are icons for saving (a disk) and deleting (a trash can). Below the Length field, a dropdown menu is open, showing a list of saved parcels. The first option is "Select parcel" (highlighted in blue), and the second option is "Daimler KLT 6115". To the left of the dropdown, there is a label "Value of goods*" with an information icon. To the right of the dropdown, there is a currency symbol "€".

9.4. Save Parcel During Booking

You can also name and save a parcel during the booking process. Click on the small disk next to the parcel dimensions. Name your parcel (e.g. "A4 envelope") and enter the dimensions. Click on save.