



**SEABOURNE**  
**EXPRESS**

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Online Booking System

Manual

Seabourne Express

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## Introduction

In this manual from Seabourne Express you can read how easy it is for you to book your shipments via our website.

The online booking system allows you to use the following facilities:

- Raise an airwaybill
- Book your collection
- Full control of your own database
- See the delivery details of your shipments
- Printing a manifest at the end of the day for all shipments sent out that day
- Reprint labels or shipping documents
- Cancel shipments
- Track and trace

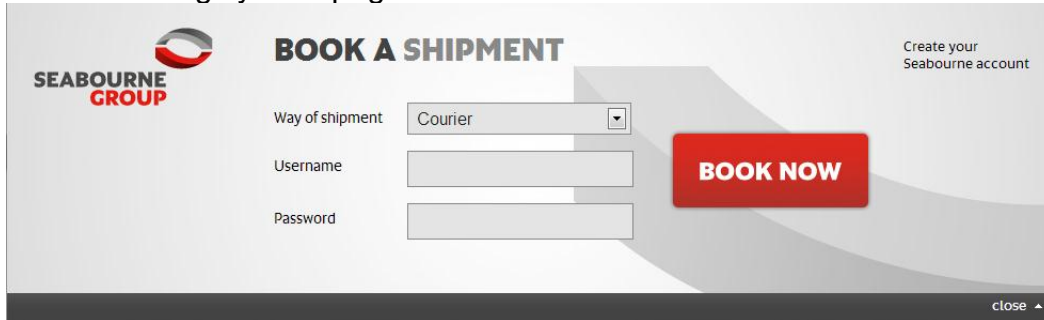
This manual guides you step by step through all functionalities in the online booking system. If you have any questions or remarks after reading this manual, please contact our customer services department, telephone 0208-322-1700.

Yours sincerely,

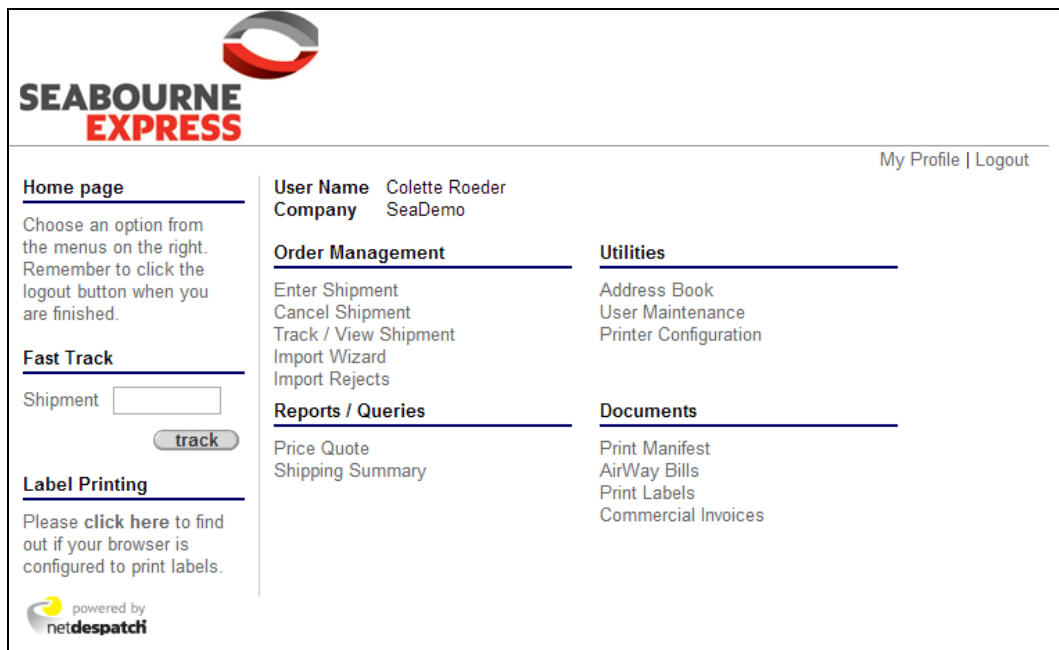
Seabourne Express

## Home

From Seabourne website ([www.seabourne-group.com](http://www.seabourne-group.com)) you can login to the online booking system page.



After signing on with your personal username and password provided to you by Seabourne you enter the main screen, which gives you access to the facilities available.



**SEABOURNE  
EXPRESS**

My Profile | Logout

**User Name** Colette Roeder  
**Company** SeaDemo

**Home page**  
Choose an option from the menus on the right. Remember to click the logout button when you are finished.

**Fast Track**  
Shipment

**Label Printing**  
Please [click here](#) to find out if your browser is configured to print labels.

**Order Management**  
Enter Shipment  
Cancel Shipment  
Track / View Shipment  
Import Wizard  
Import Rejects

**Reports / Queries**  
Price Quote  
Shipping Summary

**Utilities**  
Address Book  
User Maintenance  
Printer Configuration

**Documents**  
Print Manifest  
AirWay Bills  
Print Labels  
Commercial Invoices

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## Order Management

Under Order Management you can find all the options that concern your consignments.

### Enter Shipment

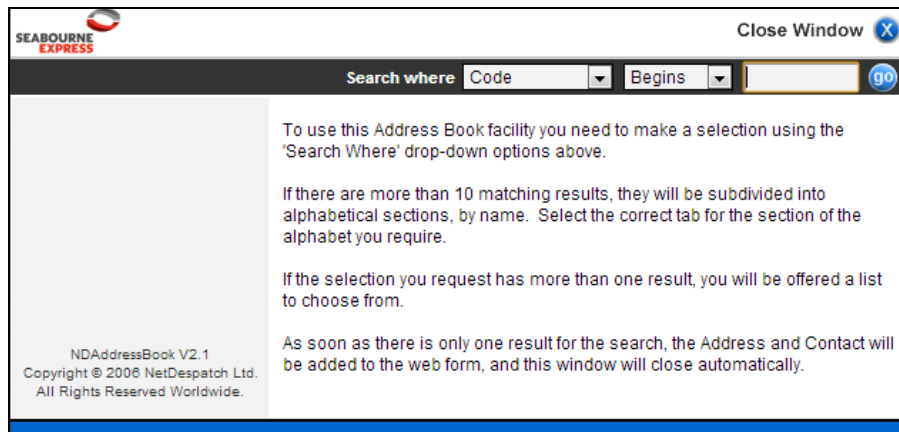
Order Details	
Booked by	Ms Colette Roeder
Account	GBTEST - SEC - LHR Testaccount...
Job Type	Here To There
Booked For	Ms Colette Roeder
Your Reference	
Cost Centre	
Destination Details	
+ Country	Select Country
Address Code	
Postal Code	
+ Customer Name	
Building / Office	
Street	
Location	
+ Town / City	
County / State	
+ Area / Region	All Areas
Contact Name	
Telephone	
Mobile	
Fax	
Email	
Send Email Alert	<input type="checkbox"/>
Address will be saved to the public address book.	
Other Details	
+ Consignment Type	Select Type
+ Type of Goods	Select Type of Goods
Pickup Date	<input checked="" type="checkbox"/> Ready Now OR 23-Apr-2008 between 09:00 and 17:00
Extended Liability	<input type="checkbox"/> Value 0.00 (GBP) Description
Delivery Notes	
Parcel Details	
Total Parcels	1 <a href="#">Add/Edit parcels</a>
Total Weight (kg)	0.00
<input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Submit"/>	


If you have several accounts with Seabourne, you can choose the account you want to book the shipment with under „Account“.

„Job Type“ let's you choose between „Here to There“ (Pickup at your address, delivery to a different address), „There To Here“ (Pickup at a different

address, delivery to your address) and „There to There“ (Pickup and delivery address different from your address).

Before choosing an address it is necessary to select the country. Once you have chosen the country you can either use the address code or the postal code (only for UK addresses) or the company name to look up an existing address.



Close Window 

Search where  Begins

To use this Address Book facility you need to make a selection using the 'Search Where' drop-down options above.

If there are more than 10 matching results, they will be subdivided into alphabetical sections, by name. Select the correct tab for the section of the alphabet you require.

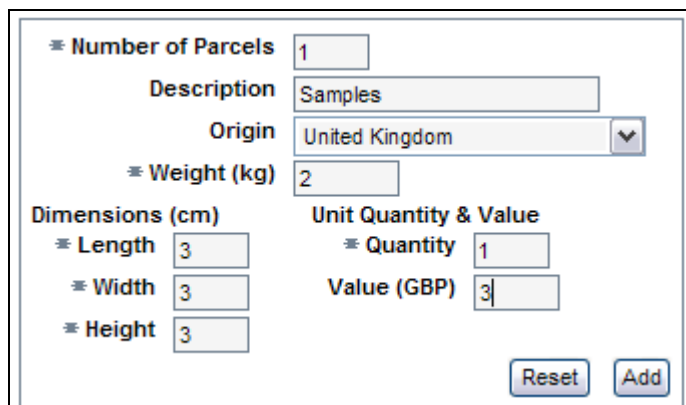
If the selection you request has more than one result, you will be offered a list to choose from.

As soon as there is only one result for the search, the Address and Contact will be added to the web form, and this window will close automatically.

NDAddressBook V2.1  
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If the destination is national or within the EU you need to select the „Consignment Type“ (documents or non-documents) and the desired service. At the end you can enter the weight and number of pieces in the consignment.

For shipments outside the European Union it is necessary to enter the Proforma information and the parcel details.



≡ Number of Parcels

Description

Origin

≡ Weight (kg)

Dimensions (cm)

≡ Length



≡ Width

≡ Height

Unit Quantity & Value

≡ Quantity

Value (GBP)

Parcels	Description	Dimensions	Weight	Units (@GBP)	Origin	Actions
1	Samples	3.0x3.0x3.0	2,00	1@3,00	GB	 

## Cancel Shipment

You can cancel your order until your cut-off time, afterwards it is not possible to cancel the order. You can select consignments to cancel by order reference, consignment number or your reference.

[Home](#) | [My Profile](#) | [Logout](#)

<b>Cancel</b>	
<p>1. Select reference type  <input type="text" value="Order Reference"/> ▼</p> <p>2. Enter the reference number and click "cancel"  <input type="text"/></p> <p style="text-align: right;"><input type="button" value="cancel"/></p>	<p>You can cancel your order by</p> <ul style="list-style-type: none"> <li>Order Reference</li> <li>Your Reference or</li> <li>Consignment Number</li> </ul> <p>Select the type of reference from the drop-down menu on the left, enter the reference number you require and click 'cancel'</p> <p><b>Note:</b> not all orders may be cancelled through this option. If your cancellation is rejected, then please telephone Seabourne Express Courier Ltd on +31 (0)2 06 53 6464.</p>

## Track / View Shipment

To see the status of a shipment or the proof of delivery, you can use the option "Track/View Shipment".

<b>Track</b>	
<p>1. Select reference type  <input type="text" value="Order Reference"/> ▼</p> <p>2. Enter the reference number and click "track"  <input type="text"/></p> <p style="text-align: right;"><input type="button" value="track"/></p>	<p>You can track your order by</p> <ul style="list-style-type: none"> <li>Order Reference</li> <li>Your Reference (requires login) or</li> <li>Consignment Number</li> </ul> <p>Select the type of reference from the drop-down menu on the left, enter the reference number you require and click 'track'</p>



## Reports / Queries

Under „Reports / Queries“ you can find additional information.

### Price Quote

If you want to see the estimated price for a shipment to a specific destination you can do so, with the „Price Quote“ function. After entering the required information and clicking on the „get price“ button, the price will be displayed.

**Quote Information**

Account:  ▼

Tariff:  ▼

Weight:  Kgs

Length:  Cms

Width:  Cms

Height:  Cms

Postal Code:

Country:  ▼

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### Shipping Summary

The shipping summary displays a list of shipments sent out in a specified time range.

Home | My Profile | Logout

Tracking Summary

Date Range:    to

Date Type:

PostCode (from):  PostCode (to):

Service:  Tariff:

Status:  Account ID:

Reference:  Cost Centre:

Sort By:   Descending

End Date for search automatically set to 30 April 2008

	Unique Ref / Consignment	Order Date / Account ID	Cost Centre / Reference	Tariff / S'chrgs	From Town / PostCode	To Town / PostCode	Status	Status Date / Date	POD Date / POD Date	Col. ETA / Del. ETA	Pieces / Weight	Price / Extras
1.	35764z1385 200001384	23-Apr-2008 11:25 GBTEST	fgdghg fcghj	EUD	Harmondsworth UB7 0LW	St Denis 93200, France	BKD	23-Apr-2008 11:23 Colette Roeder			1 5.00	0.00 0.00

## Utilities

### Address Book

In the address book you can maintain your existing addresses. It is possible to add, edit or delete an address.

[Home](#) | [My Profile](#) | [Logout](#)

**Search Criteria**

Results Per Page:

Search Filter:

Address Book:

Sort By:

Page 1 of 2. Displaying results 1 to 10 of 11

Code	Company Name	Town	Post Code		
CIR	* COLETTE I ROEDER	KOELN	50968	<input type="button" value="edit"/>	<input type="button" value="delete"/>
DADOS	* Dados para facturação:	1.º andar - sala 1,2,3		<input type="button" value="edit"/>	<input type="button" value="delete"/>
Fram London	* Fram Inc	London	EC1V 2YA	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Fred Perry	* Fred Perry	Covent Garden	WC2H 9NA	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Kenwood HKG	* Kenwood HK Ltd	Kowloon	10000	<input type="button" value="edit"/>	<input type="button" value="delete"/>
SECABZ	* Seabourne Express Courier	Aberdeen	AB12 3LF	<input type="button" value="edit"/>	<input type="button" value="delete"/>
SECCPT	* Seabourne Express Courier...	Cape Town	7780	<input type="button" value="edit"/>	<input type="button" value="delete"/>
SEC AMS	* Seabourne Express Courier...	Nieuw Vennep	2153	<input type="button" value="edit"/>	<input type="button" value="delete"/>
SECAMS	* Seabourne Express Courier...	Nieuw Vennep	2153 PL	<input type="button" value="edit"/>	<input type="button" value="delete"/>
SECCDG	* Seabourne Express Courier...	St. Denis	93200	<input type="button" value="edit"/>	<input type="button" value="delete"/>

## Printer Configuration

In the printer configuration menu it is possible to define a default printer. The Media Type will define if you print thermal labels (e.g. with a Zebra printer) or A4 airwaybills.

[Home](#) | [My Profile](#) | [Logout](#)

<b>Printer Name</b>	<b>Default</b>
Margin Offsets	x (left) <input type="text" value="4.50"/> y (top) <input type="text" value="4.50"/> (in millimetres)
Use Printer Selection	<input checked="" type="checkbox"/> If this is not checked, then labels will print to the following printer: < Detecting >
Windows Name	<input type="text" value="Scanning for printers"/> ▼
Print Graphics	<input checked="" type="checkbox"/> (for plain paper labels)
Media Type	<input type="text" value="Label Default"/> ▼

## Documents

### Print Manifest

The manifest is a summary of all shipments for the current date.

### Airway Bills

If you are using a A4 printer to produce your labels, you can re-print any label with the option "AirWay Bills".

ACCOUNT No:		SHIPPERS REF:	DATE:	Export Type:	Commodity Code:
GBTEST		fcghj	23 Apr 2008		
SHIPPERS NAME / ADDRESS			CONSIGNEE'S NAME / ADDRESS		
SEC - LHR Testaccount Unit 13 Saxon Way Industrial Estate Moor Lane Middlesex UB7 0LW HARMONDSWORTH UNITED KINGDOM SENDER: Ms Colette Roeder PHONE: +31 (0)2 06 53			Seabourne Express Courier s.a.r.l. URBAPARCK 2 Boulevard de la Libération 93200 ST. DENIS FRANCE F.A.O. ABDEL PHONE:		
<b>EUD</b>			Destination: <b>FR2</b>		
PIECES	WEIGHT	VALUE	DESCRIPTION		
1	5.00	0.00	DOX / Documents		
NOTES					
Shipper or Agent Print Name		Shipper or Agent Signature		DATE	TIME
				23 Apr 2008	11:25:00
Received By		Received By Signature		DATE	TIME
Colette Roeder				23 Apr 2008	11:23:58
P.O.D. Print Name		P.O.D. Signature		DATE	TIME

AWB# 200001384 GBTEST SEC - LHR Testaccount 200001384

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### Print Labels

If you are using a thermal label printer to produce your labels, you can re-print any label with the option "Print Labels".

SEC - LHR Testaccount, Unit 13, Saxon Way Industrial Estate, Moor Lane, HARMONDSWORTH, Middlesex, UB7 0LW, UNITED		 <p><b>SEABOURNE EXPRESS</b></p>	
 <p>200001433</p>		<p><b>1 of 1</b>                      <b>A/C: GBTEST</b></p>	
Consignee RUARI	Telephone	Dimensions 1 @ 3.0 x 3.0 x 3.0	
Seabourne Express Courier (Pt Unit 16 Prodev Park 2 Aviation Crescent Airport City 7780 CAPE TOWN SOUTH AFRICA		Weight <b>2.00</b>	Customs Value <b>3.00</b>
Consignor Ms Colette Roeder		Consignor's Ref. asdas	
Description NDOX / Wine or Spirits			
Tariff <b>P</b>	Commodity Code 12312	Order Date 24/04/2008	
Export Type Samples Special Instructions			
Destination <b>CPT</b>		Consignment Number 200001433	

## Customs Invoices

If you have entered a consignment for a destination outside the European Union a Proforma invoice is automatically generated by the system and printed with the label when the shipment is submitted.

However, if necessary you can re-print the proforma invoice with the option "Commercial Invoices".

Commercial Invoice				
Date of Collection: <u>Thursday 24 April 2008</u>		Invoice Number: <u>dcasa</u>		
Consignment No: <u>200001433</u>		Shipper's Name: <u>SEC - LHR Testaccount</u>		
Shipper's Address: <u>Unit 18</u> <u>Saxon Way Industrial Estate, Moor Lane</u> <u>Harmondsworth, Middlesex, UB7 0LW, UK</u>		Consignee Name: <u>Seabourne Express Courier (Pty)</u>		
Shipper's VAT No: _____		Consignee VAT / TVA No: <u>NONE</u>		
Tel Number: <u>+31 (0)2 08 63 8484</u>		Tel Number: _____		
Contact Name: <u>Colette Roeder</u>		Contact Name: <u>RUARI</u>		
Total Number of Packages: <u>1</u>		Total Gross Weight: <u>2.00</u>		
Full Description of Goods	Quantity	Unit Value	Sub Total Value	Country of Manufacture
Samples	1	\$ 3.00	\$ 3.00	GB
		Total	\$ 3.00	
Reason for Export: <u>Sample</u>				
Commodity Code: <u>12312</u>				
Terms of Delivery: <u>DDU</u>				
Declaration: I hereby declare that the above is true and correct				
Signature: _____		Print Name: _____		
Confidential Information		23 Apr 2008 10:53		
© Copyright 2008. All rights reserved		Report produced by NetDespatch Integrity		