ONE
INTEGRATED LOGISTICS LIMITED

BOXTRAX

User Guide v1.1 / Courier Booking Version

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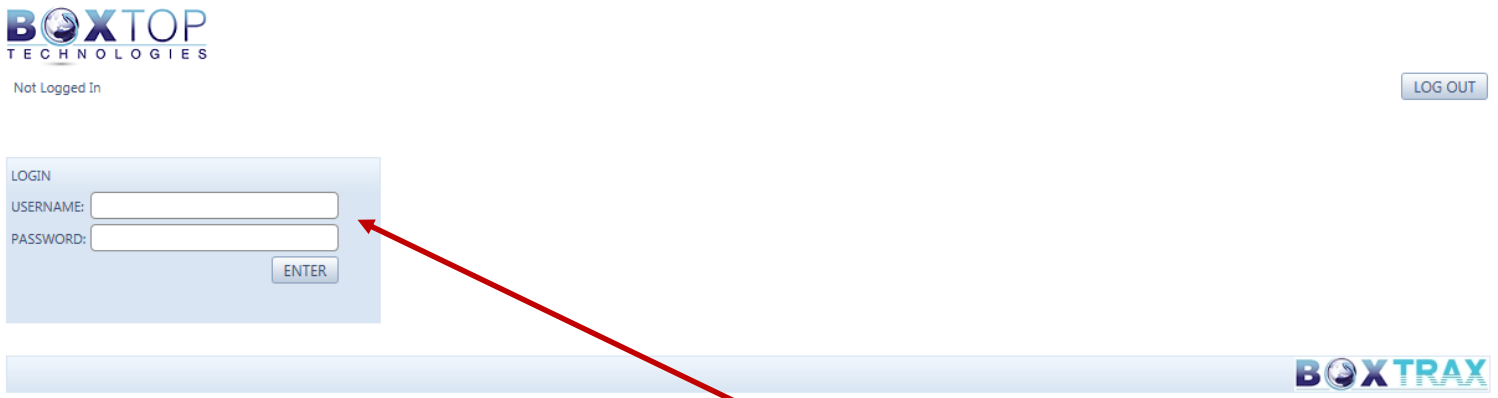
Registering To Use BoxTrax

BoxTrax is our brand new customer automation system. It is designed for clients who already have an account with ONE Integrated Logistics Limited and wish to create their booking requests on-line.

If you would like to have your account activated please email us at; expressteam@one-ill.com or complete our on-line registration form (available on our new web-site, August 2014)

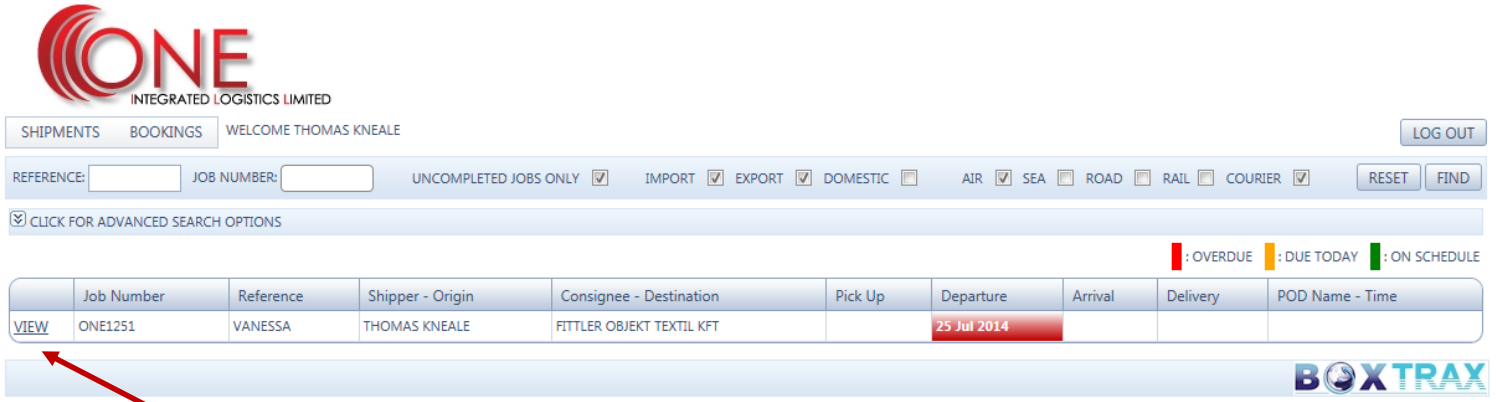
Logging Into BoxTrax



Enter Username and Password, bearing in mind the fields are case sensitive.

If you have forgotten your log on credentials please email us and we will have them reset.

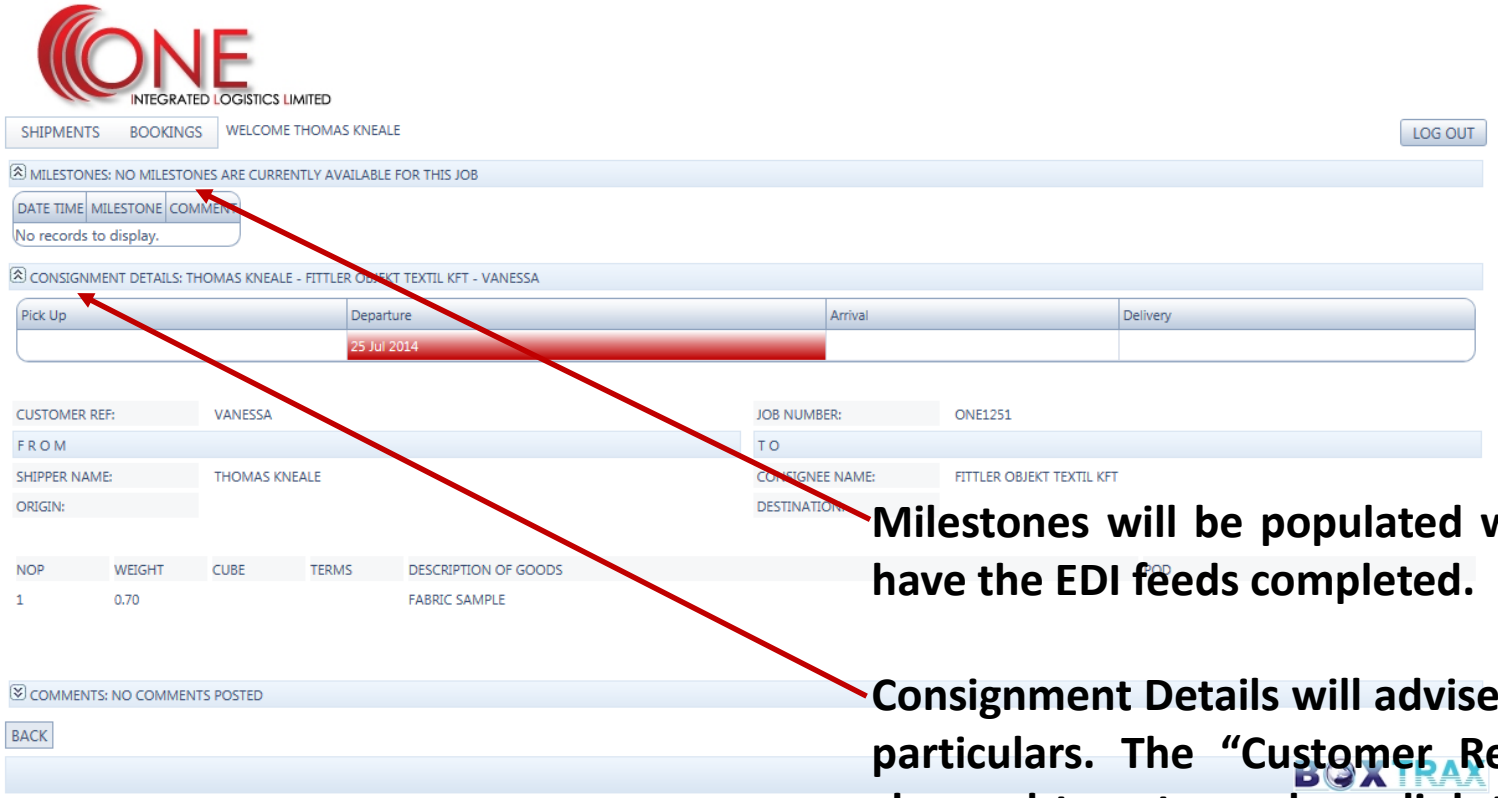
Landing Page (Your Home Page)



Your Landing Page list all recent shipment activity related to your account (imports/export/domestic). Shortly we will have EDI linkage which will pull through tracking events/updates.

By clicking the "View" button, you can see shipment information (please see next page).

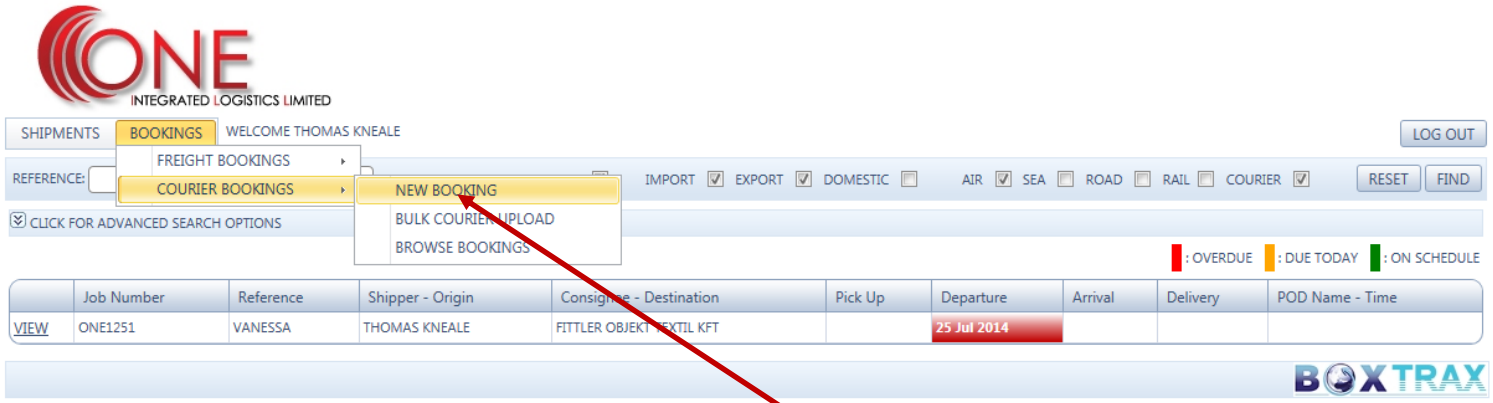
Viewing Your Shipments / Tracking



Milestones will be populated with tracking updates when we have the EDI feeds completed.

Consignment Details will advise shipper/receiver and shipment particulars. The "Customer Reference" field is going to be changed to act as a hyperlink to the tracking pages of carrier used (DHL/FedEx).

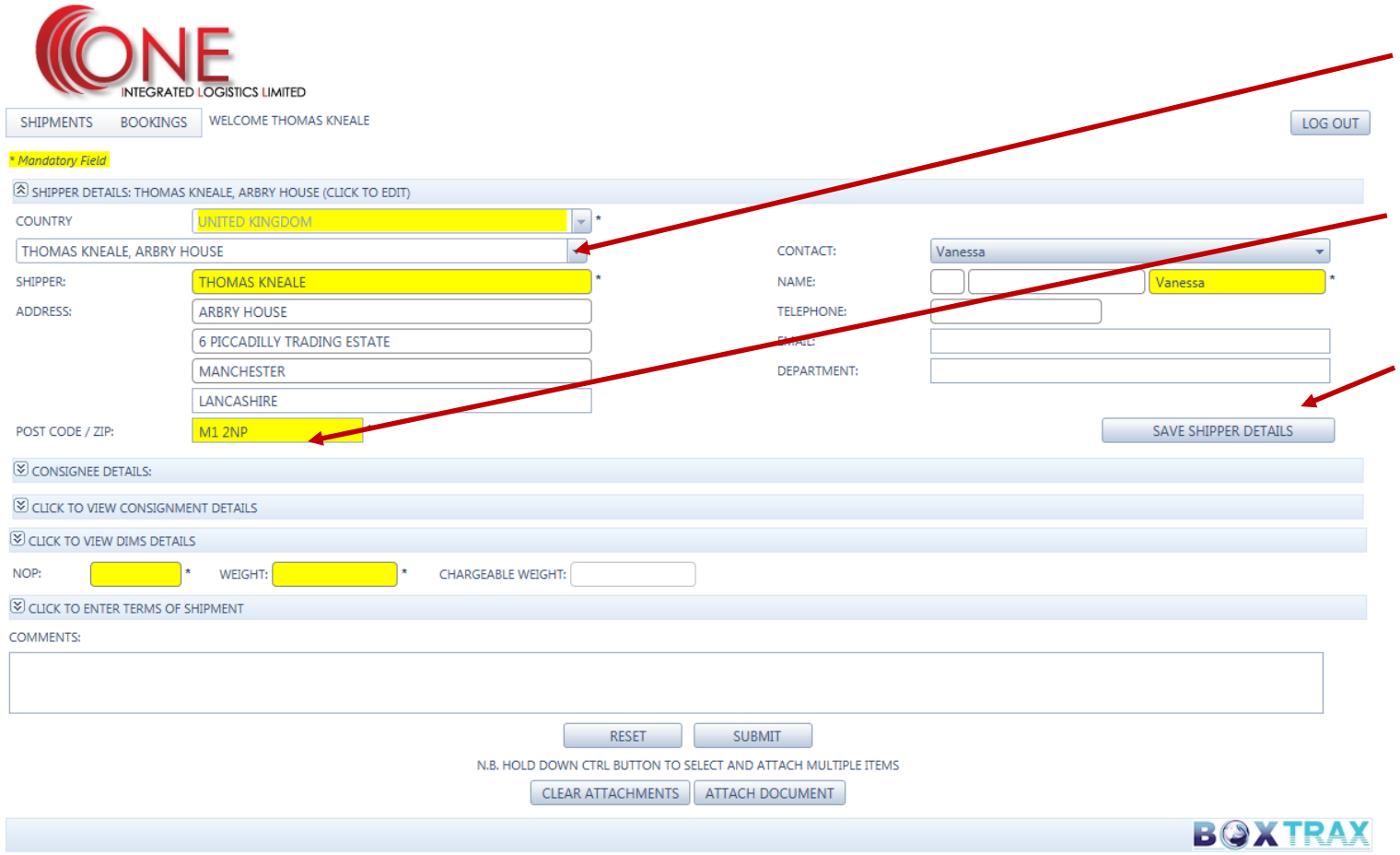
Making A New Booking; Courier



To make a new courier booking, select;

- **Bookings**
- **Courier Bookings**
- **New Booking**

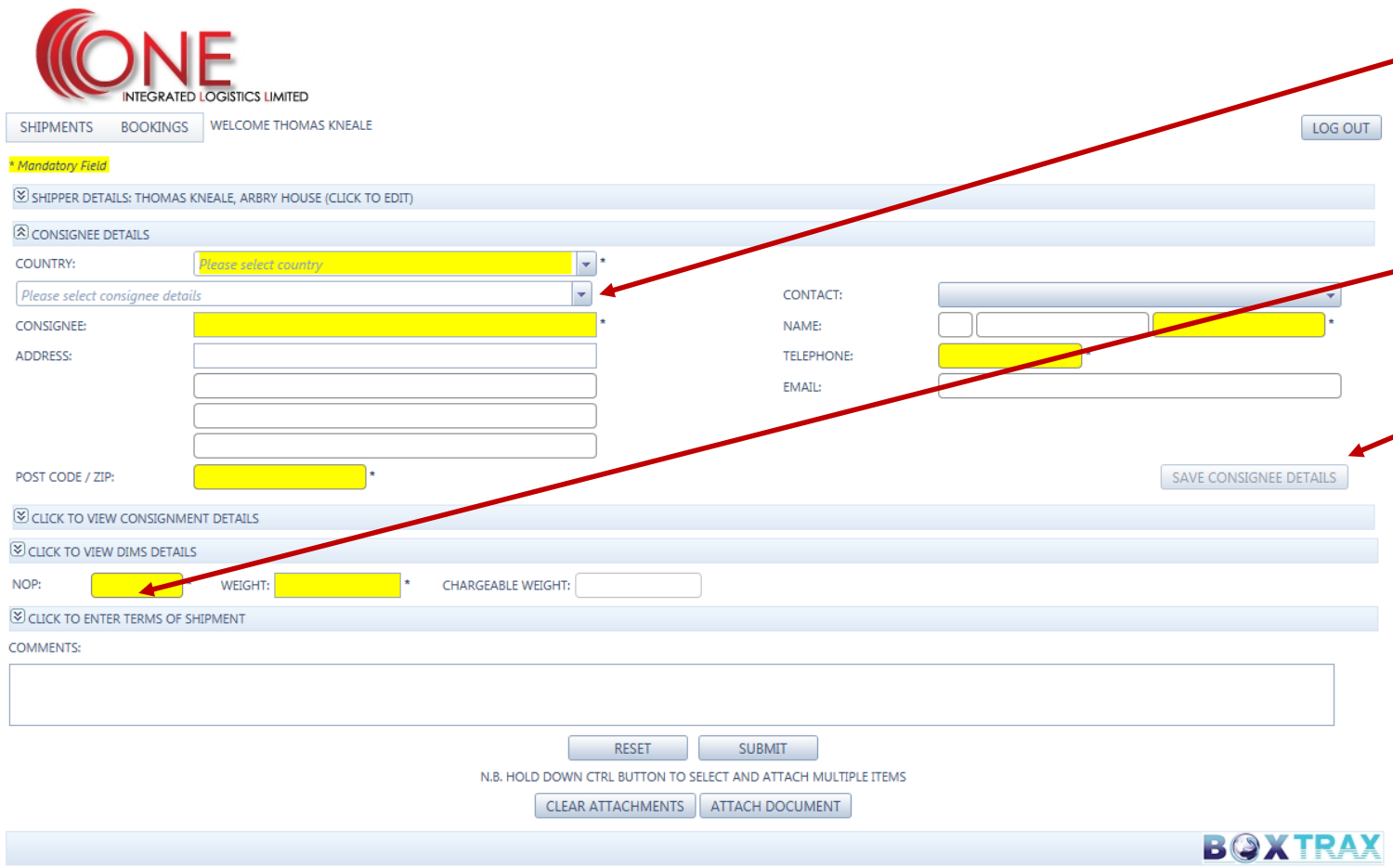
Making A New Booking; Shipper Details



Shipper Details;

- **Shipper details will automatically be available in the drop down box.**
- **Yellow fields are mandatory and must be populated.**
- **Any changes please click “Save Shipper Details” and changes will be updated.**

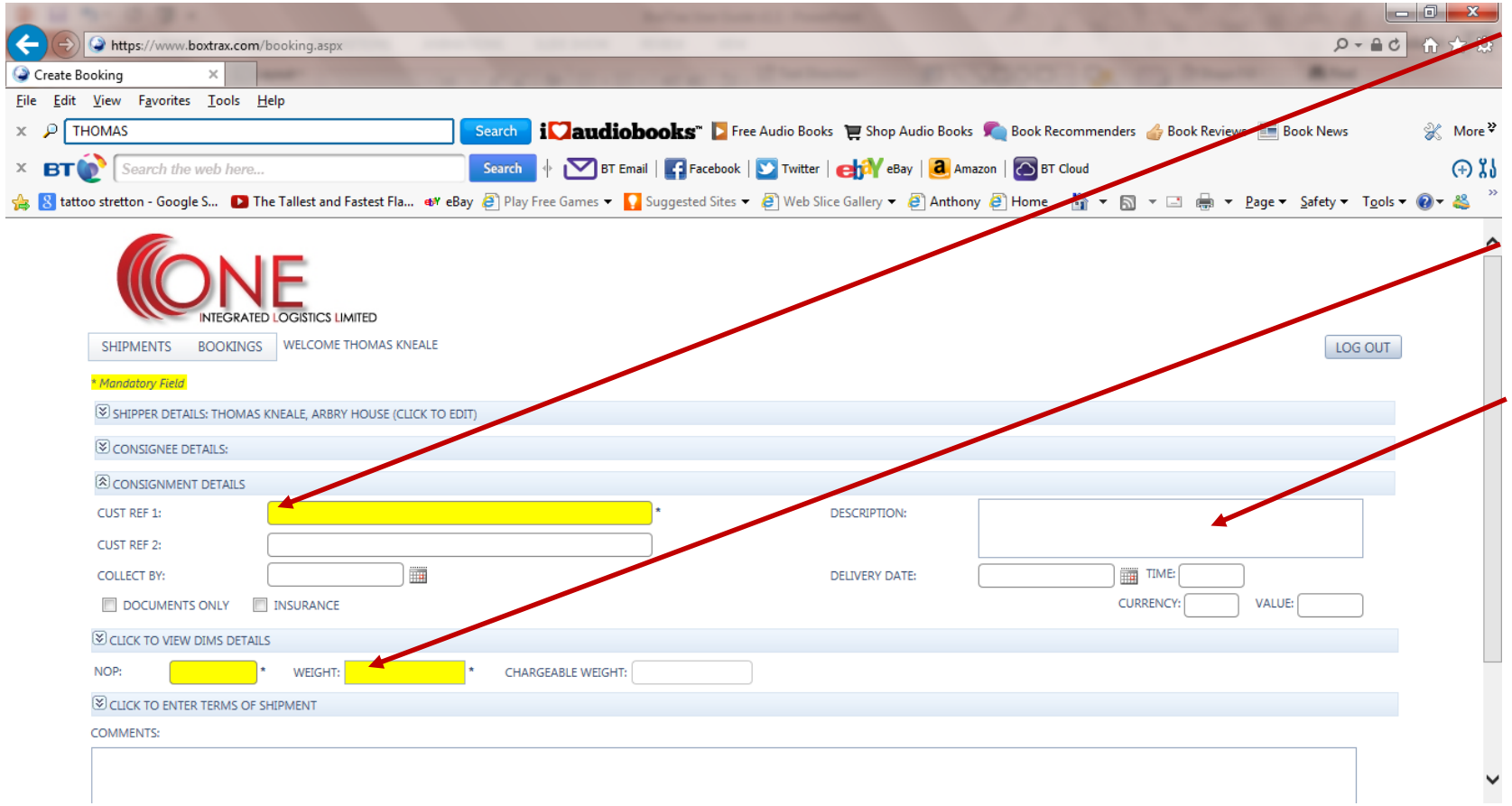
Making A New Booking; Consignee Details



Consignee Details;

- **Previously populated consignee details will automatically be available in the drop down box.**
- **Yellow fields are mandatory and must be populated.**
- **Any changes or new consignees entered for the first time, please click “Save Consignee Details” and changes/additions will be saved.**

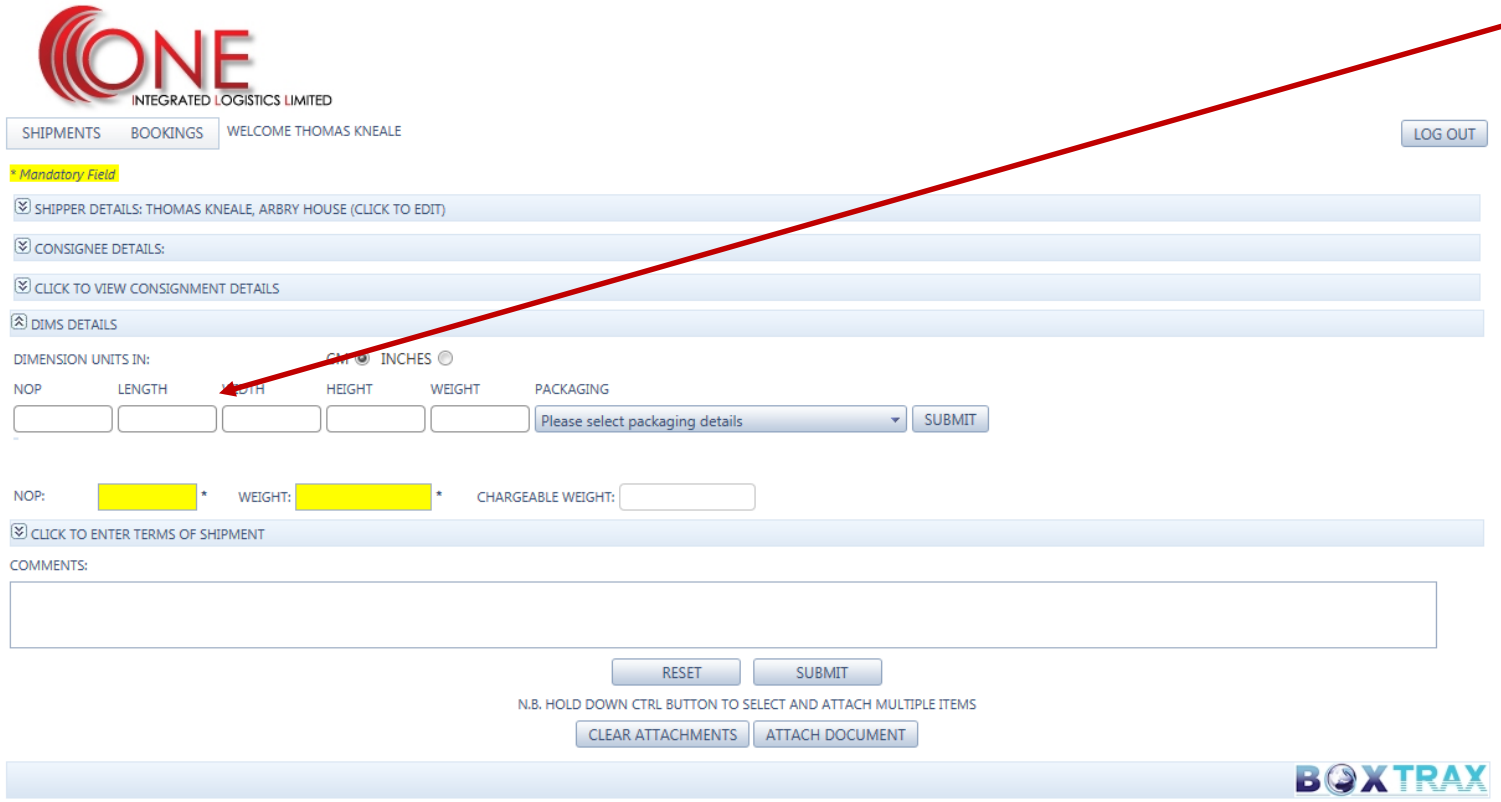
Making A New Booking; Consignment Details



Consignment Details;

- **At least one customer reference is needed. If you don't have a specific reference please enter any characters.**
- **Yellow fields are mandatory and must be populated.**
- **Always include a full description of goods** *(this soon to be a mandatory field).*

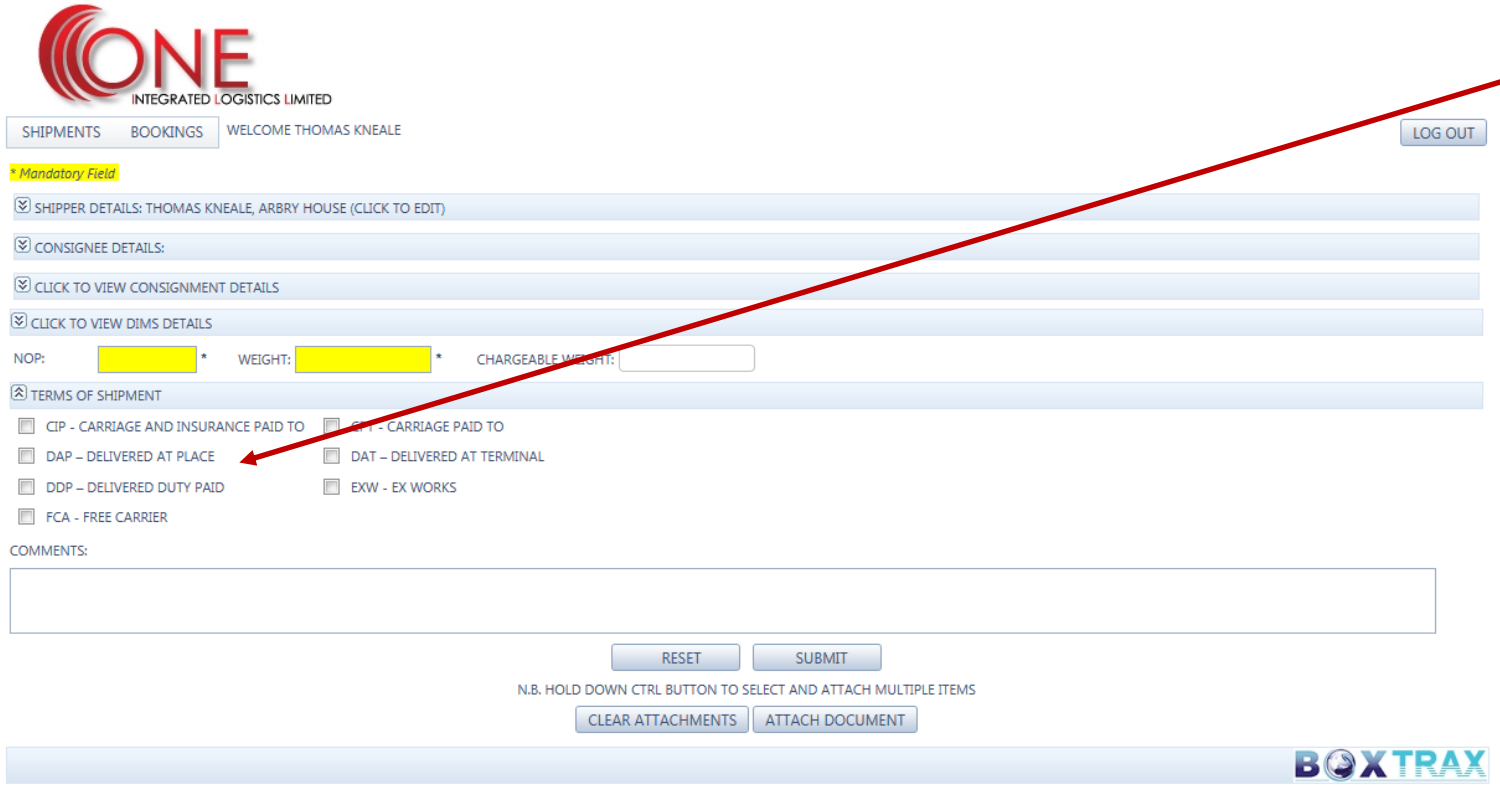
Making A New Booking; Entering Dimensions



Entering Dimensions;

- **It is not essential to provide dimension of your shipment, but it is helpful to ensure accurate and correct chargeable weights are assessed.**

Making A New Booking; Selecting Terms Of Your Consignment



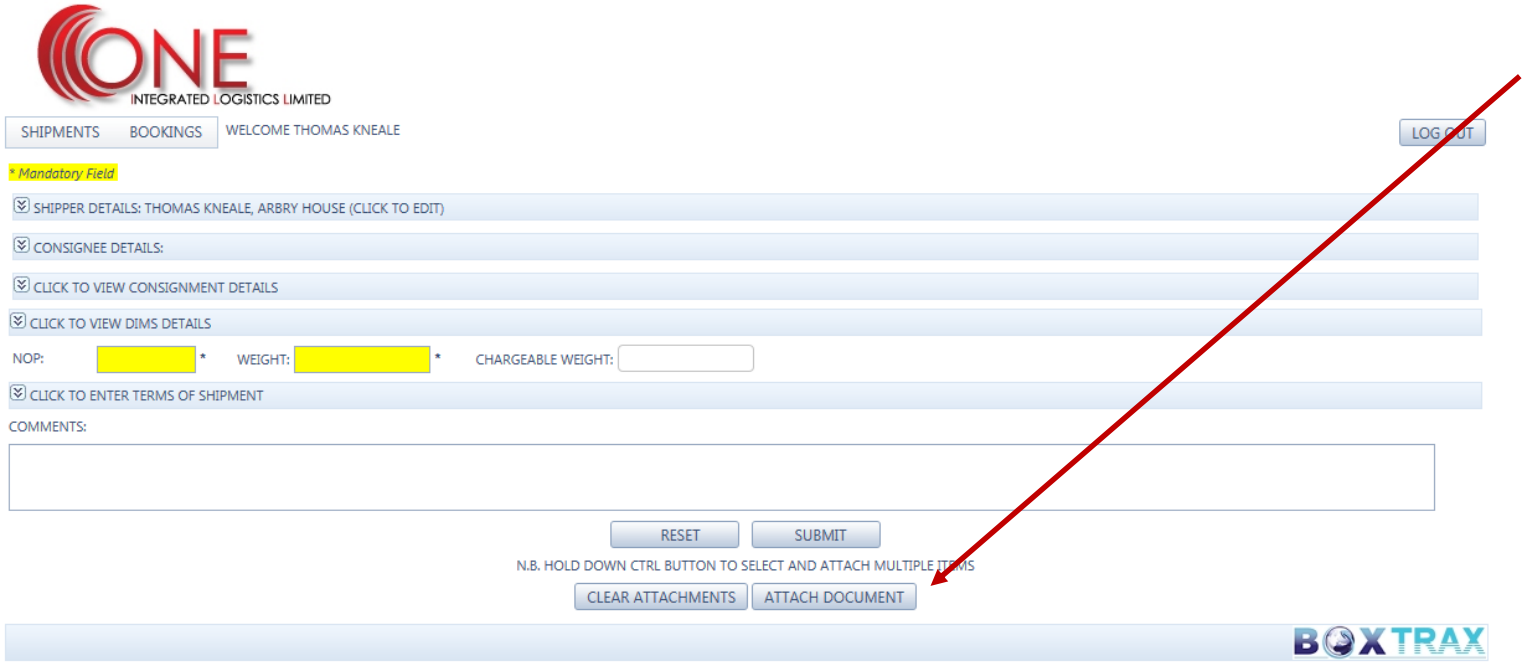
Terms;

- **In most cases, shipments sent courier will be under DAP terms. For a full list of current Incoterms and their definition please click/follow the below link;**

http://en.wikipedia.org/wiki/Incoterms

- **If a term is not selected, then it will default to DAP terms.**

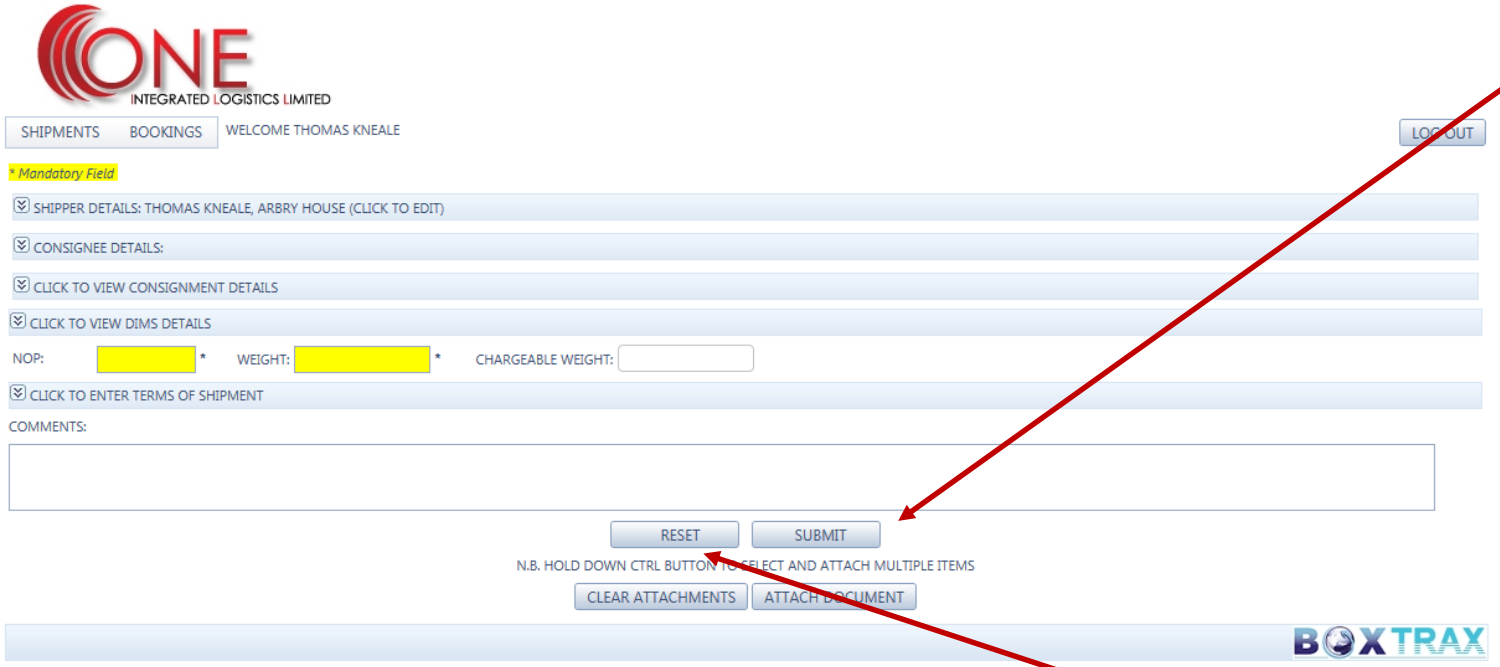
Attaching Documents / Files



Attachments;

- **If you produce your own shipping invoices these can be attached to your booking for the purpose of record keeping.**

Submitting Booking / Label Creation



Submission;

- **Once you have completed all necessary steps/fields, please click on the "Submit" button. This will send the booking to the team at ONE Logistics and will also keep a copy for yourself if you entered your email address in the shipper field. It will also auto generate a shipping label for your own records. Upon receipt of the booking we will send back to you the necessary DHL/FedEx label.**

- **To create a new booking/shipment, please click the reset button.**

Any questions or need further assistance please contact us;

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