

# How To: Enter Consignments with Alliance Consignment Entry




# PALLETFORCE

Date: August 2013

## Instruction

**1**

Log on to Alliance at <https://www.palletforce.net>

Welcome to  **PALLETFORCE Alliance**

Please enter your username and password and click "Login"

Username:


Password:

Remember my username and password for 24 hours  
Don't tick this box if you're using a public or shared computer

Please note: Ticking this box will place a cookie on your computer for the purposes of remembering your username and password.

[I've forgotten my password](#)

You will be presented with the following menu.

 **PALLETFORCE Alliance** Welcome The Customer [ Log Out ]

Consignment Search

[Enter Consignments](#) [View Consignments](#) [Print Labels & Notes](#) [Print Manifest](#) [Addresses](#) [Postcode / Address Search](#) [Help](#)

## Instruction

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To Enter a consignment, click [Enter Consignments](#)

The Consignment entry screen can be broken down into 5 Sections. Collection Address, Delivery Address, Options, Consignment Notes and Details.

Collection Address	
Collect From Me	<input checked="" type="checkbox"/>
Account Code	<input type="text"/>
Company Name	<input type="text" value="The Customer"/>
Property/Road	<input type="text" value="Parkhouse Road East"/>
Town	<input type="text" value="Parkhouse Industrial Estate East"/>
County	<input type="text" value="Newcastle"/>
Country	<input type="text" value="Staffordshire"/>
Country	<input type="text" value="United Kingdom"/>
Postcode	<input type="text" value="ST5 7RB"/>
<input type="button" value="Validate / Lookup Address"/>	
Telephone	<input type="text" value="01782 123456"/>
Collection Date	<input type="text" value="26/09/2013"/>

Delivery Address	
Account Code	<input type="text"/>
Company Name	<input type="text"/>
Property/Road	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Postcode	<input type="text"/>
<input type="button" value="Validate / Lookup Address"/>	
Telephone	<input type="text"/>
Delivery Contact	<input type="text"/>
Delivery Date	<input type="text"/>

Options																	
Quarter	<input type="text" value="0"/>																
Half	<input type="text" value="0"/>																
Full	<input type="text" value="0"/>																
Over Size	<input type="text" value="0"/>																
Spaces	<input type="text" value="0"/>																
Weight (kg)	<input type="text" value="0"/>																
Services	<input type="text"/>																
Surcharges	<table><tr><td>AM DELIVERY</td><td><input type="checkbox"/></td></tr><tr><td>SATURDAY AM</td><td><input type="checkbox"/></td></tr><tr><td>TIMED BOOKING</td><td><input type="checkbox"/></td></tr><tr><td>TAIL-LIFT</td><td><input type="checkbox"/></td></tr><tr><td>ECONOMY BOOKED BY 10.00</td><td><input type="checkbox"/></td></tr><tr><td>CHEQUE ON DELIVERY</td><td><input type="checkbox"/></td></tr><tr><td>BOOK IN</td><td><input type="checkbox"/></td></tr><tr><td>BOOKED WINDOW</td><td><input type="checkbox"/></td></tr></table>	AM DELIVERY	<input type="checkbox"/>	SATURDAY AM	<input type="checkbox"/>	TIMED BOOKING	<input type="checkbox"/>	TAIL-LIFT	<input type="checkbox"/>	ECONOMY BOOKED BY 10.00	<input type="checkbox"/>	CHEQUE ON DELIVERY	<input type="checkbox"/>	BOOK IN	<input type="checkbox"/>	BOOKED WINDOW	<input type="checkbox"/>
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BOOKED WINDOW	<input type="checkbox"/>																

Consignment Notes	
Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Line 4	<input type="text"/>

Details	
Consignment Number	<input type="text" value="0493221"/>
Tracking Number	<input type="text"/>
Customer Reference 1	<input type="text"/>
Customer Reference 2	<input type="text"/>

The bottom half of the screen will appear greyed out until a valid delivery and collection address are entered.

## Instruction

3

The Collection Address will default to your own address. To arrange a collection from a different address, un-tick the "Collect From Me" option.

Collection Address		Delivery Address	
Collect From Me	<input checked="" type="checkbox"/>	Account Code	<input type="text"/>
Account Code	<input type="text"/>	Company Name	<input type="text"/>
Company Name	<input type="text" value="The Customer"/>	Property/Road	<input type="text"/>
Property/Road	<input type="text" value="Parkhouse Road East"/>	Town	<input type="text"/>
Town	<input type="text" value="Parkhouse Industrial Estate East"/>	County	<input type="text"/>
County	<input type="text" value="Newcastle"/>	Country	<input type="text" value="United Kingdom"/>
Country	<input type="text" value="Staffordshire"/>	Postcode	<input type="text" value="DE14 2SY"/>
Country	<input type="text" value="United Kingdom"/>		<input type="button" value="Validate / Lookup Address"/>
Postcode	<input type="text" value="ST5 7RB"/>	Telephone	<input type="text" value="01283 741759"/>
	<input type="button" value="Validate / Lookup Address"/>	Delivery Contact	<input type="text" value="Bernard"/>
Telephone	<input type="text" value="01782 123456"/>	Delivery Date	<input type="text"/>
Collection Date	<input type="text" value="26/09/2013"/>		

To find an address from a postcode, simply enter the postcode and click Validate / Lookup Address. The address will then auto populate.

To save an address for future use enter an Account Code that can be used to recall the address later

To recall a saved address enter the account code then click on 🔍

If you do not know the account code click on 🔍 then search by name

Fields marked with a \* are mandatory fields.

## Instruction

4

From the Options section fill in pallet quantities and enter the weight.

Select the required service from the drop down box

Tick any additional surcharges. There is a validation function on the surcharges to ensure that incorrect combinations cannot be selected – e.g. BI with a TB

Options		Consignment Notes	
Quarter	<input type="text" value="0"/> *	Line 1	<input type="text"/>
Half	<input type="text" value="0"/> *	Line 2	<input type="text"/>
Full	<input type="text" value="0"/> *	Line 3	<input type="text"/>
Over Size	<input type="text" value="0"/> *	Line 4	<input type="text"/>
Spaces	<input type="text" value="0"/> *		
Weight (kg)	<input type="text" value="0"/> *		
Services	<input type="text" value="A - 24 HOUR"/> *		
Surcharges	AM DELIVERY <input type="checkbox"/>		
	SATURDAY AM <input type="checkbox"/>		
	TIMED BOOKING <input type="checkbox"/>		
	TAIL-LIFT <input type="checkbox"/>		
	ECONOMY BOOKED <input type="checkbox"/>		
	BY 10.00 <input type="checkbox"/>		
	CHEQUE ON DELIVERY <input type="checkbox"/>		
	BOOK IN <input type="checkbox"/>		
	BOOKED WINDOW <input type="checkbox"/>		

Details	
Consignment Number	<input type="text"/> *
Tracking Number	<input type="text"/>
Customer Reference 1	<input type="text"/>
Customer Reference 2	<input type="text"/>

Consignment notes are used for delivery instructions such as times for Timed Bookings

Consignment Number is one of the fields you can search for later.

Customer Reference 1 & 2 are additional searchable fields designed for details such as Invoice number or sales order number.

Once the consignment is entered, click [Save](#) to finish, or [Save and Print](#) to finish and produce the pallet label.

[Save](#) [Save and Print](#)

## Instruction

**5**

To Search for a consignment, Click [View Consignments](#)

🔍
**Consignment Search**

Search By: Collection Date

Start Date: 20/03/2012

End Date: 21/03/2012

Today
Yesterday

Search
Print

Filter By:

Delivered

Not Delivered

All

Click 'Image' to view the POD

Click 'Tracking' to track consignment

🔍
**Consignment List**

Consignment Number	Ref	Name	Delivery Name	Destination	Postcode	Pallets	Weight (kg)	Service	Entry	Status	Delivered	POD	Image	Tracking
CUS0761	1	CUST001	Boss Hoggs	Chard	TA20 2BB	1	1,000	A	21/03/2012	Accepted	21/03/2012	K Smith	Image	Tracking
CUS0762		CUST001	Ultimate Ducting Sales	Sheffield	S9 2TJ	1	1,000	A	21/03/2012	Accepted				Tracking
CUS0763		CUST001	Adams Glass	Chard	TA20 2BB	1	200	A	21/03/2012	Accepted				

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Click on the Consignment number to view all details.

**6**

When viewing the full consignment details scroll down to view POD and Tracking info.

Click on the to show all Tracking information

**POC Information**

**POD Information**

Arrived at Location

Date 05/08/2013

Time 12:23

Date 05/08/2013 12:27:20

Status POD Received

Signatory A D WILLIAMS

Notes

View ePOD Signature

View Customer Paperwork

🔍
**Full Tracking Information**

📄 Pallet 01 8 Events

Status	Loc	Date	Time	FLT ID/Route	Trunk	Reg	Deck	Weight (kg)
Arrived At Hub	Hub	02/08/2013	21:17	46 - JAMIEH		NEWVEHICLE	L	555
Left Hub For Depot	Hub	02/08/2013	22:58	2 - A2DAVIDVAN	1	EY13BAS	L	535
Transited Hub	099	03/08/2013	00:00					
Arrived at Delivery Depot	099	03/08/2013	07:17	Trunk "Trunk1"				
Scanned On Delivery Vehicle	099	05/08/2013	09:58	Route "R222 BAS"				
On route to delivery location	099	05/08/2013	11:36	Route "R222 BAS"				
Arrived at delivery location	099	05/08/2013	12:23	Route "R222 BAS"				
POD Received	099	05/08/2013	12:27					

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Click on 'View ePOD Signature' to see the electronic POD and delivery location

Click on 'View Customer Paperwork' to show POD