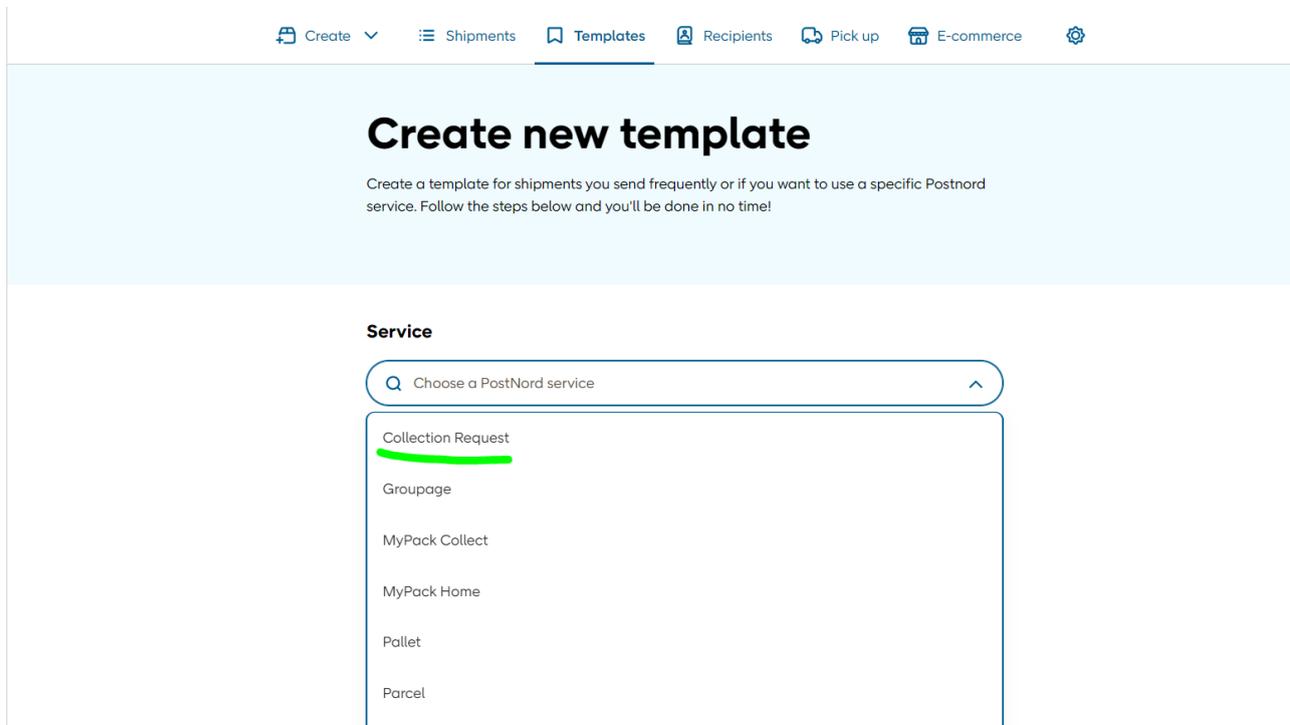
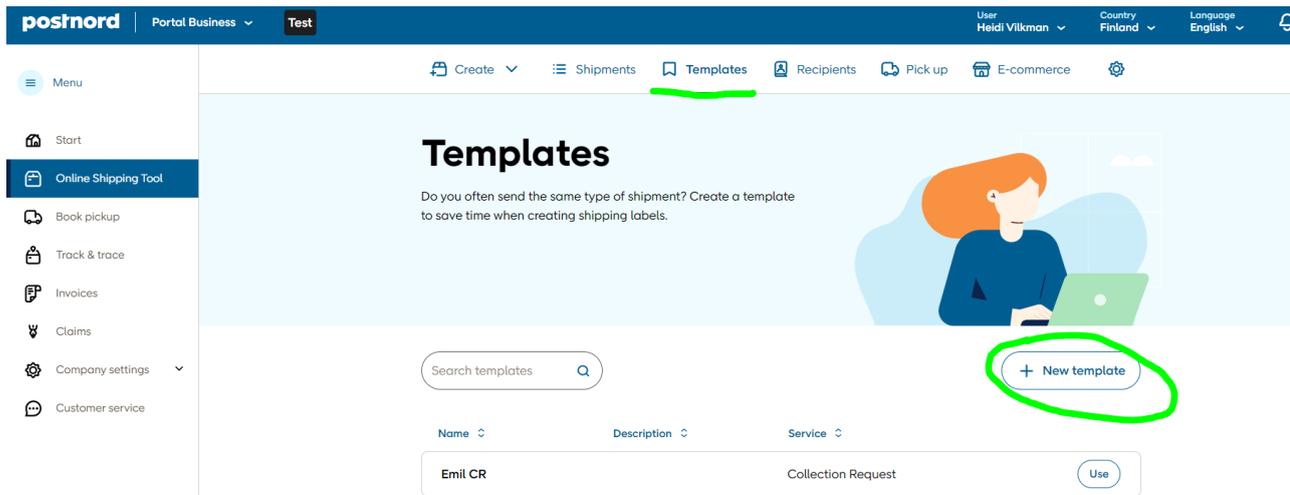


Collection Request instructions

You must first create a Collection Request template.



When the blue “next” button appears under Collection Requests, click it and then a sender is selected from the drop-down menu or a new sender is created.

Sender

1Test 20686773	test 00100 Helsinki
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Recipient

Use the address book
Select recipients that will be available. If none are chosen, all will be available.

Do not use the address book, a new recipient must be entered each time the

The recipient field is not required.

Then the "next" button will reappear. You do not need to fill in the dimensions and you can go directly to select the customer number from the drop-down menu and enter a name on the template. Then "save template"

Name and description

Select organisation number

Template name

Template description (optional)

You can then access the template by clicking "use" on the right side of the template.

Navigation: Create, Shipments, **Templates**, Recipients, Pick up, E-commerce

Templates

Do you often send the same type of shipment? Create a template to save time when creating shipping labels.



Search templates

Name	Description	Service	
Emil CR	Collection Request		<input type="button" value="Use"/>

The sender is automatically selected, but the pick-up address must be specified below it (this may be abroad) and the recipient must be specified.

Sender

ABC Corporation 20666254	test 00100 Helsinki
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Recipient

Emil Testi	 testkatu 1 00100 Helsinki	<input type="button" value="+"/>
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The pick-up address can be selected either from the recipients in the address book or by entering a new address.

Add pick up address



Address book

New address

Private recipient

Business recipient

Select country

Estonia



Company name

Estonian test Co

Attn (optional)

Address line 1

Testing street 1

Address line 2

Postal code

10123

Area

Tallinn

Email

testi@testi.com

Country

+ +358

Mobile phone

+358405789654

Door code (optional)

Cancel

Add

Once the pickup address has been added, there is an “add” button at the bottom.

Next, you can enter the dimensions and weights for the transmission. Once these are completed “save shipment”.

Weight (kg)

5,85 kg



What's the size of your shipment?

Enter measurements for a more accurate price estimate

Measurements



Height

24 cm



Length

48 cm



Width

29 cm



Quantity



Estimated price (VAT excl.):

Missing

Save shipment

The arrow in the upper right corner (marked in green) opens the shipment information more widely and shows the sender, recipient and pick-up address, marked with blue.

Your labels

Service Collection Request 🗑️ ^

Recipient Edit

Name	Address	Contact details
Emil Testi	testkatu 1 00100 Helsinki Finland	+358405374282

Sender Edit

Name	Address	Contact details	Pick up address
ABC Corporation 20666254	test 00100 Helsinki Finland	j.regasajo@arcany.com	Testing street 1 10123 Tallinn

Shipment details Edit

Type of delivery	Weight	Amount of labels
-	5.85 kg	1

Estimated price (excl. VAT)
-

Yes please, send me an email confirmation.

[+ Add new label](#)

[Create labels →](#)

By clicking the "Create labels" button the Collection Request order is made.

Your labels are ready to use!

Your order #SP67SSFQTZIESEPF was confirmed.



Shipments with pickup included

Service	Recipient address	Reference	Estimated price
Collection Request CB000810P 🔗	Emil Testi testkatu 1 00100 Helsinki	-	-

No printing required
The shipping label will be provided upon pick up by the driver.

The tracking number will appear on the Track and Track in the portal and the Online Shipping Tool for shipments the day after the shipment has been created.