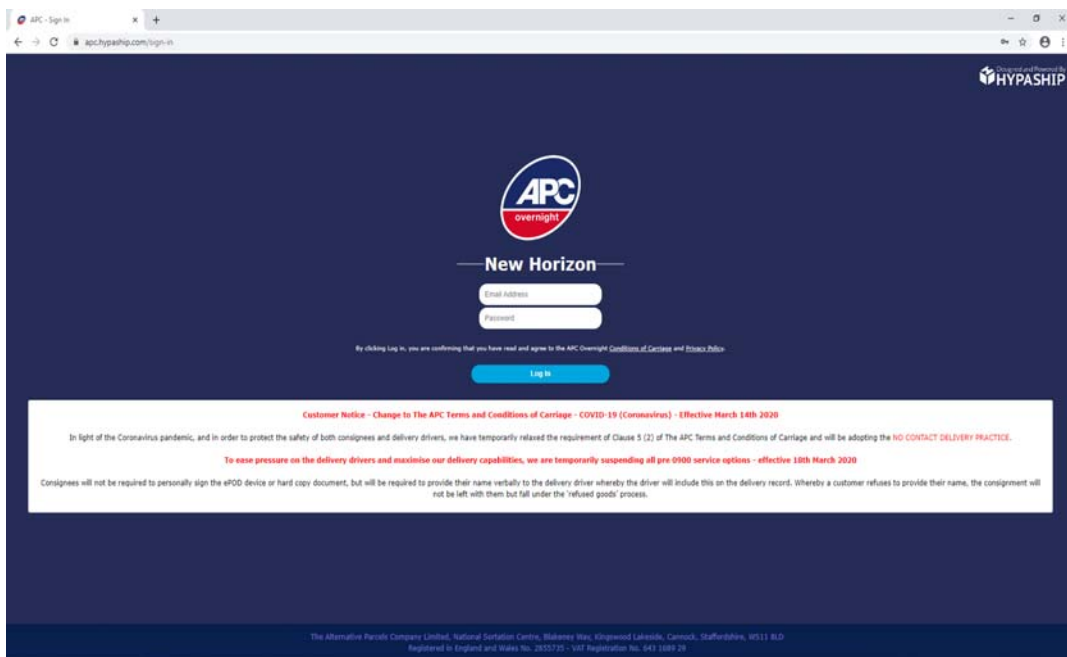


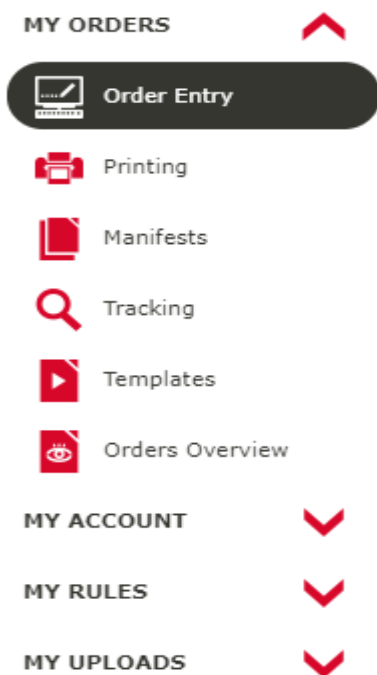


Manual Order Entry – How to Add Leave Safe Instructions

Open a web browser and navigate to <https://apc.hypaship.com> and enter your username and password and click “Login”



On the left-hand sidebar expand “My Orders” by clicking on “My Orders” and select “Order Entry”





The order entry screen will populate. There are 3 delivery types “Sender”, “Recipient” and “Third Party” and each type has a set of mandatory fields as shown below

Delivery Type: Sender

Order: Collection Date, Ready At and Closed At

Collection: Postcode, Company/Name, Address Line 1 and City

Items: #Item and Weight

Delivery Type: Recipient

Order: Collection Date, Ready At and Closed At

Collection: Postcode, Company/Name, Address Line 1, City and Phone

Items: #Item and Weight

Delivery Type: Third Party

Order: Collection Date, Ready At and Closed At

Collection: Postcode, Company/Name, Address Line 1, City and Phone

Items: #Item and Weight

Enter your consignments details in the relevant fields. When you reach the “Delivery” section in the Instructions field enter Leave Safe as shown below.

The screenshot shows a delivery form interface. At the top, there is a dark header bar with the word "Delivery" on the left and two buttons on the right: "Addressbook" and "Postcode Address Finder (QAS)". Below the header, the form contains several input fields: "Country" (a dropdown menu showing "United Kingdom"), "Postcode", "Company/Name", "Address Line 1", "Address Line 2", "City", "County", "Contact Name", "Phone", "Mobile", and "Email". At the bottom of the form, there is an "Instructions" field. This field is highlighted with a red rectangular border and contains the text "Leave Safe". A red arrow points from the right side of the form towards the "Instructions" field.

When you have entered all the relevant consignment information click “Show Available Services” as shown below.

Items (fast print is ON)

#Items	Type	Static Weight(kg)	Volumetric Weight(kg)
1	ALL	0.00	0.00

PTN	Item Ref Nr	Weight(kg)	Length(cm)	Width(cm)	Height(cm)	Value(£)	Volumetric(kg)
01							0.000

ADD

Show Available Services

Select the relevant service and select the relevant email notifications and click “Confirm and Print” as shown below

Summary

Rate	Extra Charge	Insurance Charge	Fuel Charge	VAT (@20.00%)	Total Cost
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

- Save as Template
- Sender Order Confirmation
- Recipient Order Confirmation
- Sender Delivery Confirmation
- Recipient Delivery Confirmation

SAVE TO BASKET

CONFIRM & PRINT



Your label will according to your printer configuration in your account settings. On the label you will see “Leave Safe” in the “Special Instructions”

 10095210000521001		<table border="1"><tr><th>Send</th><th>Request</th></tr><tr><td>100</td><td>100</td></tr><tr><th>Item</th><th>Of</th></tr><tr><td>1</td><td>1</td></tr><tr><th colspan="2">Weight</th></tr><tr><td colspan="2">1.00</td></tr></table>	Send	Request	100	100	Item	Of	1	1	Weight		1.00		 0800 37 37 37
Send	Request														
100	100														
Item	Of														
1	1														
Weight															
1.00															
Con Number 0000521	V	44 ND16													
Test Kingswood Lakeside Cannock WS11 8LD	HS 14.77 HSV2.0 	Consignor / Account servicedesk 2344 FAO / ref Delivery Tel 01922702580													
Send Date 20/03/20	Special Instructions Leave Safe														

If you have any queries or require technical support, please contact the APC IT Service Desk on 01922 702580 or alternatively itservicedesk@apc-overnight.com