EZYFREIGHT QUICK GUIDE
for Users with Pre – Printed Labels


2. Bookmark this site.

3. Enter your username and password that was provided to you.

4. Press ‘Login’.

5. Go to ‘EzyFreight’ on the top menu bar and click on ‘New Consignment’.

6. Enter you reference numbers that you can track with.

7. Click ‘Add’ to enter additional reference numbers.
Scroll down to ‘Delivery Details’ and click on the receiver’s name to fill the address fields.

If it is a new customer type in the details, search for the suburb (do not enter into the suburb field — use the suburb search to pull down a list of suburbs to select the correct postcode match) and click ‘Save Address’ to automatically add this to your customer data-base.

You should only have to enter new addresses once.

Type in the receiver’s email address if you want them to receive an email notifying them of their booking.

Enter the number of cartons in the ‘Items’ box that you wish to assign to this consignment. Click off the screen.

Type in the first number from the roll of labels you are using in the first empty box.

Click on ‘Auto-fill’ if you have more than one carton and the labels numbers will automatically fill in sequence.

Stick the labels on the boxes.

Click on the appropriate dangerous goods declaration.

Type in the weight and the cubic dimensions. The cubic dimensions are for the entire consignment.

Click ‘Calculate’.

Click ‘Proceed’.
The ‘Unallocated’ consignment screen appears. This lists all your consignments.

If you wish to add more new consignments click ‘Add Consignment’ and follow the same steps as above.

Click on the ‘Add to Manifest’ tick-box to add the consignments for this manifest.

Then click on the ‘Create new Manifest’ and then ‘Add Manifest’ button next to it.

The ‘Manifest Details’ screen appears.

Click ‘Update Manifest’ and the manifest is ready to be released to the Couriers Please system.
In the next screen, ‘Current Manifests’ find the manifest you wish to release for pick-up.

Click on ‘Labels’ and print the address labels to your laser printer (if required).

Click on Manifest and print two manifests. The driver will use these to check the pick-up and sign them as confirmation. The driver will leave one with you and take one back to the depot.

Once finished click on ‘Release’ and the manifest will be created and sent to our system for tracking.

Go to ‘Show Imports’ in the main menu.

This shows a history of your manifests in our system.

Here you can reprint address labels and connotes if you didn’t do it before.

By clicking on ‘Export’ you will get your manifest downloaded in an Excel spreadsheet with all the details.

By clicking on the file Date/Time you will be taken to the summary list of consignments in this manifest.

Click on a consignment to see all the details.
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To track your consignments go to ‘Track Consignments’.

You can enter the connote number, label number, or reference number to retrieve the tracking for your consignment.