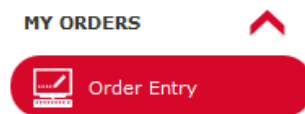


# Booking an International Online

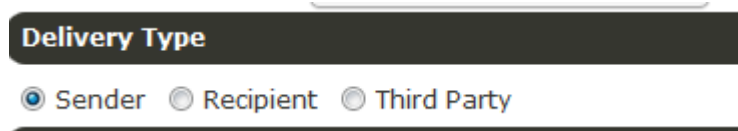
This guide will help you book your international consignments online with a step-by-step easy to follow guide.

Step 1: Log into Hypaship/New Horizon

Step 2: Click on order entry

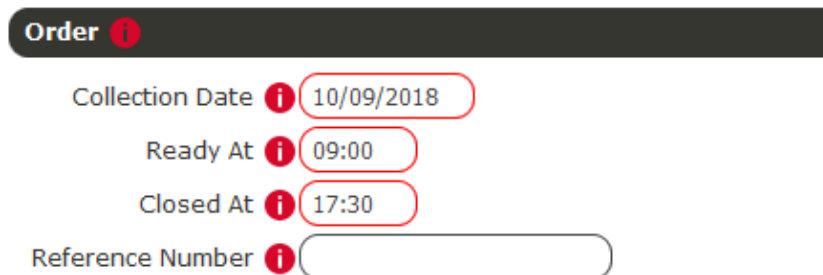


Step 3: Delivery type – This needs to be sender, as this will book the collection from your address. If you require a collection from an alternative address please get in touch with our customer care team as we have to book this differently – [intl@wey-group.co.uk](mailto:intl@wey-group.co.uk)

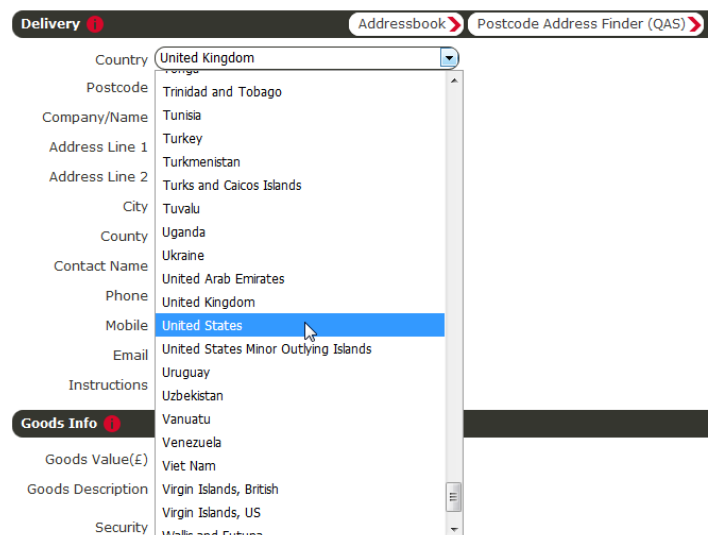


Step 4:

Ensure the collection date is for the date you need this for, and the ready time and closed at are correct. Please note the times are in 24hr format. The reference number is optional and is for your internal records such as PO numbers or Order numbers



Step 5: Select the country this is destined for



Step 6:

As Postcode & Zip code formats vary from country to country, please type INT in the Postcode box and add the Post or Zip code to the County box.

Country

Postcode  Incorrect format (a valid example is e.g. INT)

Step 7: Fill the rest of the address, please ensure you enter the full address on the booking form, include postcodes & zip codes, phone numbers and email address. We will use these to assist with customs clearance, or if there is an issue with the delivery address. For transit times and prices please get in touch with our customer care team or your area sales manager.

**Delivery** ⓘ Addressbook > Postcode Address Finder (QAS) > -

Country

Postcode

Company/Name

Address Line 1

Address Line 2

City

County

Contact Name

Phone

Mobile

Email ⓘ

Step 8:

All non-document shipments travel with the standard maximum £100 cover (subject to our Terms & Conditions), however if you require additional insurance, please tick increased liability and add the insurance value and commodity to the booking. Please note this can be left blank if none is needed.

**Goods Info** ⓘ

Goods Value(£) ⓘ

Goods Description ⓘ

Security ⓘ

Fragile ⓘ

Increased Liability ⓘ

Step 9:

Please fill in how many items you are sending, with the combined weight.

Items			
#Items ⓘ	Type ⓘ	Static Weight(kg) ⓘ	Volumetric Weight(kg) ⓘ
<input type="text" value="1"/>	<input type="text" value="ALL"/>	<input type="text" value="10.00"/>	0.00

Step 10: Please fill in the dimensions if you have them, we can do this for you if this is needed. Please note, if the volumetric weight is more than the static weight, you will be charged for the volumetric.

Step 11: The type (As highlighted below) must be ALL.

#Items	Type	Static Weight(kg)	Volumetric Weight(kg)
1	ALL	10.00	1.00

PTN	Item Ref Nr	Weight(kg)	Length(cm)	Width(cm)	Height(cm)	Value(£)
01		10.00	30	20	10	

Step 12: Then click on “Show Available service” This will bring the below up – please be advised the ‘delivery by’ date and time displayed won’t be correct, to find out transit times refer to the price guide.

**Rule Match Result: Rule International default Matched.**

Delivery Group **NONE**

Select	CARRIER	SERVICE	LATEST BOOKING TIME	DAYS	DELIVERY BY	WEIGHT (kg)
<input checked="" type="radio"/>		International	22/07/2019 17:30	1	23/07/2019 16:00	1
<input type="radio"/>		International Economy	22/07/2019 17:30	1	23/07/2019 16:00	1
<input type="radio"/>		Europe single item service	22/07/2019 17:30	1	23/07/2019 16:00	1
<input type="radio"/>		Europe road service	22/07/2019 17:30	1	23/07/2019 16:00	1

Step 13: Tick one of the following;

International = Express service, this is what we offer as our standard service.

International Economy = A slower service for items with a tighter budget and longer timeframe

Europe Single Item Service = Low cost single item option for Europe (no tracking available)

Europe Road Service = Low cost option for Europe (no tracking available)

Step 14: Please ensure you click on confirm & print, as this will not save if this is not ticked.

**CONFIRM  
& PRINT**