



Easy Trans shipping portal

Viewing and placing orders

Home Page



Home

Orders

- [Order overview](#)
- [New order](#)
- [Import](#)

Showing all your current and previous orders

To enter new orders

To import orders

Address book

- [Address book overview](#)
- [New address](#)

Showing all addresses

To store new addresses

Invoices

- [Invoice overview](#)

Showing all invoices

General

- [Export](#)

Export all data

Settings

- [My account](#)

Account settings

Sign out

Order Overview

Order status filter: All statuses

Product filter: Show All

Search

Period selection from: 01-01-2024 until: 31-12-2025 Other period

Lines per page: 50

Order overview - Number of selected orders: 1

☐	Order No.	Date Time	Product	Destinations	Delivery note Reference	Price	Operations
☐	100003	30-12-2024 00:02	Next Day Non Trolley/Flight Case on wheels Delivery/Collection	SHIPLEY (Test customer) - PEACEHAVEN		£ 65.00	

With selected orders: Choose an operation

Date range

Please make sure date range is relevant to what you are searching for.

Order status filter: All statuses

Product filter: Show All

Period selection from: 01-01-2024 until: 31-12-2025 Other period

Order number for tracking – This will show on all paperwork and delivery labels.

☐

Order No.

☐

100003

With selected orders

Reference Numbers

Any information you need to match up with your system

Delivery note Reference

New Orders

Placing orders

Customer details ⓘ

Test customer

Business address

54 Brookwater Drive
Brookwater Drive
SHIPLEY BD18 1PY

Invoice address

54 Brookwater Drive
Brookwater Drive
SHIPLEY BD18 1PY

Contact person:

Carl Tate

Order details

Pickup date & time: ⓘ

30-12-2024

00:13

Product:

Euro Pallet

Next Day Non Trolley/Flight Case on wheels Delivery/Cc

Next Day Trolley/Flight Case on wheels Delivery/Collect

Same Day Large Van(PPM)

Same Day Small Van(PPM)

Same Day Tail Lift Van(PPM)

Standard Pallet (removed)

Enter the date the item need collecting, either from your warehouse or the hospital, finer details can be entered on the next page.

What service is required?

For anything that is on a trolley or is over 35kg per individual item please select option 3 – Next day Trolley/Flight case on wheels.

Where is the collection?

Destinations ⓘ

Destination 1: Pickup address

Start with the business address

Start with a different address

If collecting from your warehouse for a delivery to a customer select start with business address

If collecting from a customer select start with a different address

Delivery Address

Any references you want to see on the order overview screen please enter here

Edit order - Order number 100004 - Test customer

Customer details

Test customer

Business address
54 Brookwater Drive
Brookwater Drive
SHIPLEY BD18 1PY

Invoice address
54 Brookwater Drive
Brookwater Drive
SHIPLEY BD18 1PY

Contact person: Carl Tate

Destination 1: Pick-up

Test customer
Attn. Carl Tate
54 Brookwater Drive
Brookwater Drive
SHIPLEY BD18 1PY
Tel. 07842517163

Pickup date: 30-12-2024
Pickup time: 00:13

Order details

Pickup date & time:
30-12-2024 00:13

Product: *
Next Day Non Trolley/Flight Case on wheels Delivery/C

Comments on the delivery note:

Comments on the invoice:

Order confirmation to e-mail address recipient:

Price calculation

Rates	Rate	Subtotal
Next Day Service Rate 1 (Delivery/Collection)	£ 65.00	£ 65.00
Total excl. VAT:	£ 65.00	
20% VAT:	£ 13.00	
Total incl. VAT:	£ 78.00	

* = This field is required

Destination 2: ☐ Pick-up ☒ Delivery ☐ Pick-up & Delivery

Select a destination from the address book:

Or enter the destination manually:

Company name:

Postcode: **House Nr:**

Address:

Address 2:

City:

Add to address book ☐ **i**

Contact person:

Phone number:

Comments on this destination:

Reference:

Pickup/Delivery date & time:
31-12-2024 Between 08:00 and 16:00

Until your company address book is built please tick the add to address book, once you have entered once it will be in the destination drop down.

When do you want this delivering?

Once all details have been entered, hit save and the screen will change to give the following options

Select continue entering goods

Row	Amount	Weight per unit	Total weight	Length x Width x Height per unit	Total volume and loading meters	Description
1	Packages *	kg *	0 kg	x x cm *	0 m ³ 0 LDM	
* = This field is required						
Add line Send order Back to the order						

Use the amount of packages as quantity, enter all fields and use the description for kit name, for example large pink trolley hip replacement.

Add a separate line for all kinds of kit, for example.

Row 1 – 10 packages – 5kg each – 30x40x50 description 5 plastic totes modular implants

Row 2 – 1 package – 200kg – 60x60x140 description large blue endo trolley

Once happy send the order and we will deal with everything else on our side, we will confirm the order and plan it in.

Printing labels and delivery notes

To print labels, Click back into the order and select create document

submitted and can no longer be changed. If the order should be changed anyway, please contact us.
Please note: The order is not yet being processed and has yet to be finally accepted.

 Display goods  Create document  Track & Trace  Back

Select the document you require

Document choice

Choose the document type: 

Delivery note
Order list
CMR
Shipping labels (10 x 15 cm)
Shipping labels (4x on 1 A4)

Delivery note copies:

☒ Delivery note for sender
☒ Delivery note for receiver
☒ Delivery note for carrier
☐ Delivery note for second (sub)carrier

Display customer details: 

☐ Display
☒ Do not display

Then create document, select your printer when printing

Please contact us for any support