

Easy Trans shipping portal Viewing and placing orders

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Showing all your current and previous orders

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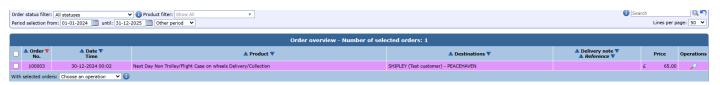
To store new addresses

Showing all invoices

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Order Overview



Date range

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

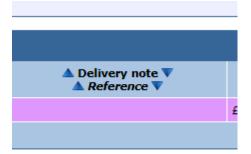


Order number for tracking – This will show on all paperwork and delivery labels.



Reference Numbers

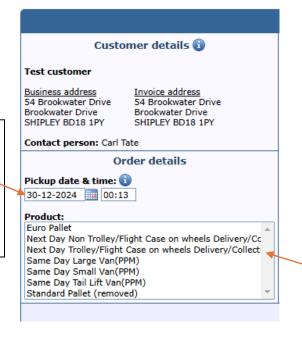
Any information you need to match up with your system



New Orders

Placing orders

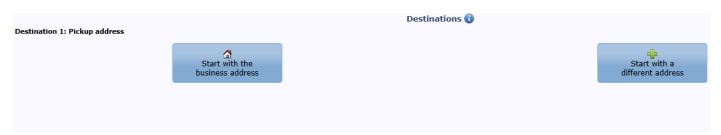
Enter the date the item need collecting, either from your warehouse or the hospital, finer details can be entered on the next page.



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.

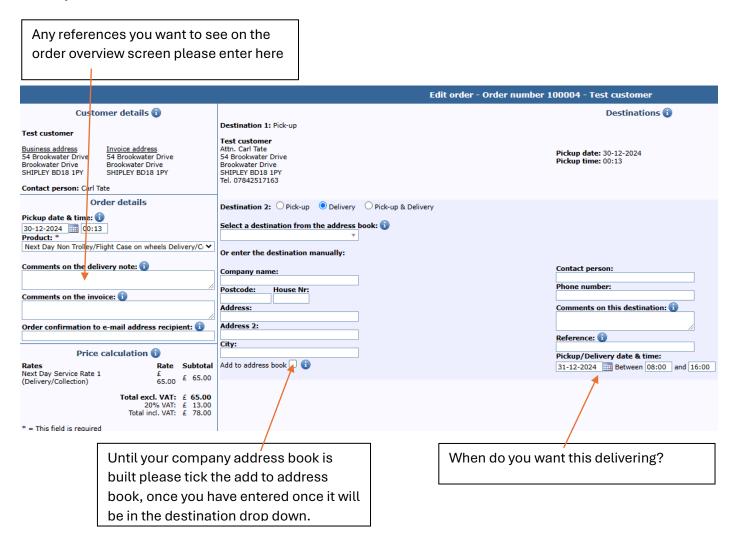
Where is the collection?



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

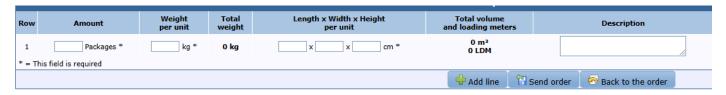
Delivery Address



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



Select continue entering goods



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.

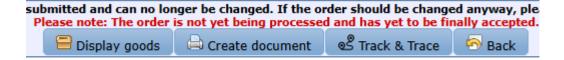
Row 1 – 10 packages – 5kg each – 30x40x50 description 5 plastic totes modular implants

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

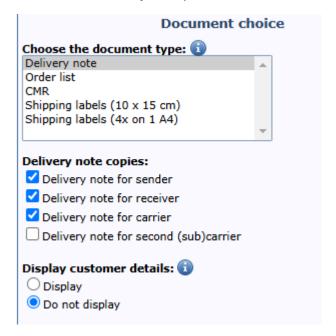
Once happy send the order and we will deal with everything else on our side, we will confirm the order and plan it in.

Printing labels and delivery notes

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



Select the document you require



Then create document, select your printer when printing

Please contact us for any support