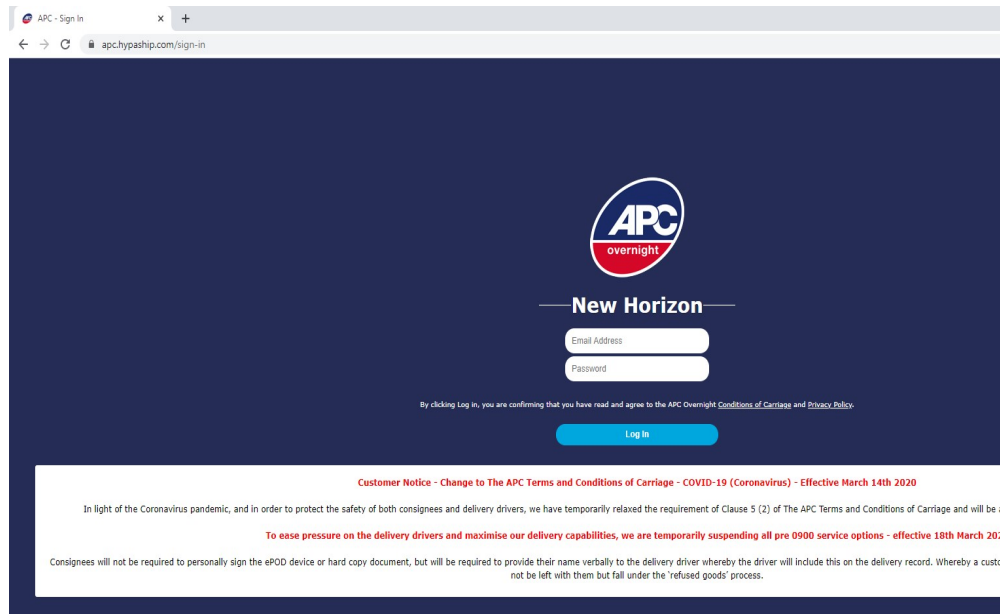


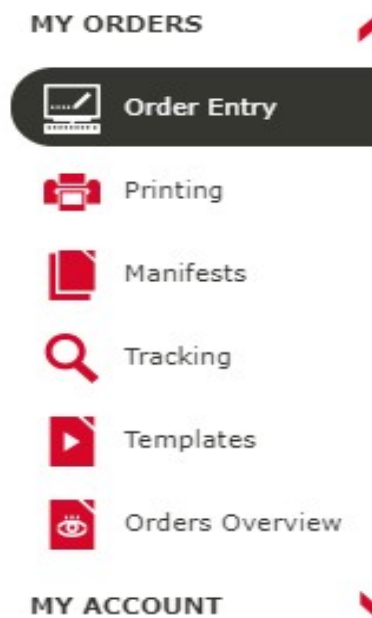


Manual Order Entry – How to Add Leave Safe Instructions

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.

Delivery Addressbook

Country

Postcode

Company/Name

Address Line 1

Address Line 2

City

County

Contact Name

Phone

Mobile

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)	Volume
1	ALL	0.00	

PTN	Item Ref Nr	Weight(kg)	Length(cm)	Width(cm)	Height(cm)	V
01						

ADD

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%)
£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

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



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