

How to use WDM online

Go to www.parcelforce.net

Enter your username and password in the boxes, click submit.

Your username and password would have initially been provided by your account manager.

Case sensitive

Logging in will take you to this welcome screen

SHIPPING

-Enter a Shipment; this is to book parcels from your address.

-Collection Request – This is to book returns or third party pick-ups.

The Shipping Screen

The screenshot shows the ParcelForce shipping interface. It includes a navigation bar with links like 'Shipping', 'Shipments', 'End of Day', 'Archive', 'Addresses', 'Batch Shipping', 'Admin', 'Help', and 'Log Off'. The main content area is divided into sections: 'Department Information' (showing 'PARCELFORCE WORLDWIDE'), 'Address Information' (with fields for 'Address Code', 'Email Address', 'Phone', 'Recipient Name', 'Business Name', 'Address', 'Town', 'Post Code', and 'Country'), and '3. Service Options & Parcels' (with fields for 'Product', 'Contract Number', 'Reference Number', 'Shipping Date', 'Parcels', and 'Enhanced Compensation'). A red arrow points from the 'Arrange Collection' button to a text box on the right.

Start by booking your collection
 Click the arrange collection button and confirm your time frame
 (Please note this option will not be here for Daily collection customers)

Next – Start entering the delivery address details starting with the post code (for UK shipments).
 Select an address from the list click continue on your highlighted selection – see below.

This screenshot shows the 'Choose Address' verification screen. It features a table with columns for 'Business', 'Address', 'Address 2', 'Address 3', 'Town', and 'Postcode'. The first row is highlighted in red and contains the following data: 'ROYAL MAIL', 'PETERBOROUGH MAIL CENTRE', 'MAPPLUS ROAD', 'PETERBOROUGH', and 'PE4 3PE'. Below the table are 'Continue' and 'Cancel' buttons. A red arrow points from the 'Continue' button to a text box on the right.

If the address doesn't come up – check the postcode or select one from the list and manually change after auto filled
 (You can't change the town or postcode after selection)

This screenshot shows the shipping screen with customer details filled in. The 'Address Information' section now includes 'Email Address' (parcelforce@parcelforce.co.uk) and 'Phone (mobile preferred)' (03448004466). The 'Service Options & Parcels' section shows 'Product' set to 'Choose one' and 'Shipping Date' set to '13 Jul 2018'. A red arrow points from the 'Email Address' field to a text box on the right.

Enter your customer's email address and mobile number in the boxes shown here.
 We can send your customer details about the delivery of their parcel, and tracking information

Shipping | Shipments | End of Day | Archive | Addresses | Batch Shipping | Admin | Help | Log Off

Shipping WDMO Online 13-07-2018
WDMO PPM not available

1. Department Information
 Department: PARCELFORCE WORLDWIDE Carrier: PARCELFORCE WORLDWIDE

2. Address Information * Required Field
 Address Code: parcelforce@parcelforce.co.uk
 Email Address: 03448004466
 Recipient Name: Parcelforce Worldwide
 Business Name: ROYAL MAIL
 Address: PETERBOROUGH MAIL CENTRE
 POPYRUS ROAD
 Town: PETERBOROUGH
 Post Code: PE4 5PE Click here to find address

3. Service Options & Parcels
 Product #: Express 24 Contract Number: H123456
 Reference Number: Booking to Parcel (Surcharge Applies)
 Shipping Date: 13 Jul 2018 Sat. Del. Required
 Parcels: No. of Parcels: 1 Total Consignment Weight: kg
 Enhanced Compensation: (None)

In Section 3

Chose the service (check the size from your calculator to make sure the correct service is selected)

Enter ref number if applicable

Number of parcels in the consignment

Additional compensation can be added at this stage.

4. Customer Notifications
 Email Notification SMS Notification
 Day of despatch, notification
 Start of delivery day, interactive
 Pre-delivery, notification

5. Special Instructions
 Special Instructions 1: Special Instructions 2:
 Special Instructions 3: Special Instructions 4:

Sections 4 & 5

Turn on or off as applicable – according to the details you have entered in section 2.

Add notes for delivery

PROCESS – to complete entry.

All the information will clear at this stage – this means the details have been entered successfully.

Your label will pop up automatically if pop up blocker is switched off (you may have to adjust this setting).

If it doesn't – please go to 'Shipments – Current Shipments' at the top of the page.

Shipping | Shipments | End of Day | Archive | Addresses | Batch Shipping | Admin | Help | Log Off

Current Shipments WDMO Online 13-07-2018
waiting for SSA ...

Selection criteria

Enter the data you want the system to search for in the following fields.

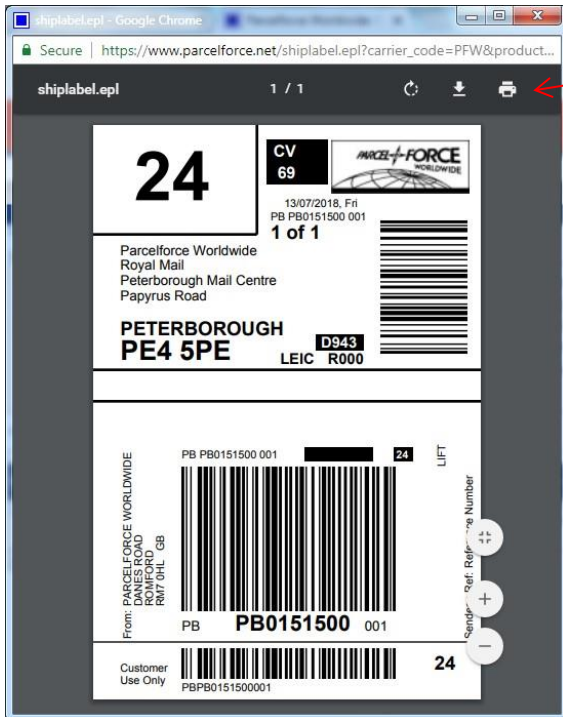
Department: Sort results by: Creation Date/Time
 Ascending Descending
 Ignore Date Range
 From: 13 Jul 2016 To: 13 Jul 2016
 View Cancelled Consignments
 View Shipments in Jobs

Selected Shipments

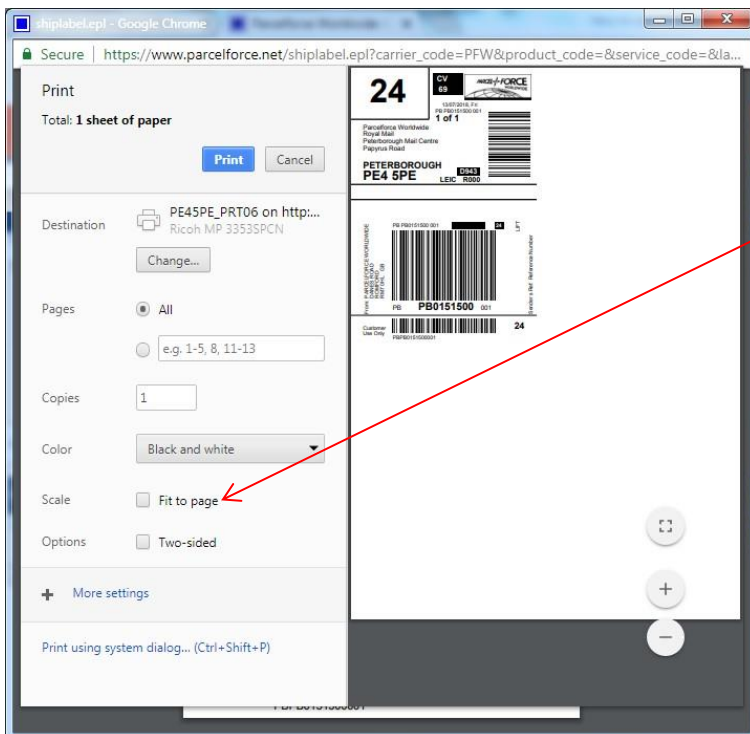
Shipping Date	Shipment No.	Recipient	Department/Sender	Carrier Product Service	Weight	Parcels
13/07/2018	280151500	ROYAL MAIL PE4 5PE PETERBOROUGH UNITED KINGDOM	PARCELFORCE WORLDWIDE	PARCELFORCE WORLDWIDE Express 24	0.000 kg	1

To print manually, click the label button.

Printing the label



Click the print icon
 Or right click – print
 Or Ctrl + P
 To bring up the print settings



The print settings will show like this.
 To print the correct size of label, paper size should be A4 and 'FIT TO PAGE' should be UNTICKED.
 Then click print.

Other web browsers may display this differently. In this case you're looking for a 'Page Scaling' drop down menu and 'actual size' should be selected.

End of day process

After you have completed printing your labels, run your END OF DAY. This updates the driver with your parcel details, and produces your manifest for the day.

Shipping | Shipments | **End of Day** | Archive | Addresses | Batch Shipping | Admin | Help | Log Off

Shipping Run EOD Process Resend/Reprint EOD WDMO Online 12-11-2019 WDMO PPM not available

1. Department Information
Department: PARCELFORCE WORLDWIDE

2. Address Information
Address Book... Convenient Collect shipment

3. Service Options & Parcels
 LQDG Firearms

Shipping | Shipments | **End of Day** | Archive | Addresses | Batch Shipping | Admin | Help | Log Off

End of Day WDMO Online 12-11-2019 WDMO PPM not available

Carrier: ALL Reset

Selected Shipments

Shipping Date Reference No.	Shipment No.	Recipient	Department/Sender	Carrier Product/Service	Weight	Parcels
12/11/2019 TRAINING	IC7859301	ROYAL MAIL PE4 SPE PETERBOROUGH	PARCELFORCE WORLDWIDE	PARCELFORCE WORLDWIDE Express 24 / 24	0.000 kg	3

Submit

End of Day WDMO Online 12-11-2019 WDMO PPM not available

Enter the data you want the system to search for in the following fields.
Department: ALL Carrier: ALL Reset

Selected Shipments

Shipping Date Reference No.	Shipment No.	Recipient	Department/Sender	Carrier Product/Service	Weight	Parcels
12/11/2019 TRAINING	IC7859301	ROYAL MAIL PE4 SPE PETERBOROUGH	PARCELFORCE WORLDWIDE	PARCELFORCE WORLDWIDE Express 24 / 24	0.000 kg	3

Submit

www.parcelforce.net says

When the end of day has been processed no amendments or cancellations can be carried out. If you wish to continue and run the end of day process, click the "OK" button below. Click "Cancel" to cancel the end of day process.

OK Cancel

Shipping | Shipments | End of Day | Archive |

A file is sent to the driver's handheld device with details of your shipment

End of Day Processing Results

WDMO Online 12-11-2019
waiting for SSA ...

Click the link below to open the manifest file.

Please give one copy of each manifest to your Parcelforce Worldwide driver and retain a copy for yourself.

[Collection Manifest for Product Group Inland Services](#) -- 1 copies required for the Carrier - 1 copies required for the Shipper

EDI files have been sent.

Click the link to produce your manifest
Print off – you and the driver sign
THIS IS YOUR RECEIPT!

Parcelforce Worldwide

Service Collect
Manifest Batch #: 2158
Collection Date: 12/11/2019
Collection Time: 17:30
Collection Ref Number: 008034677

Carrier Name: PARCELFORCE WORLDWIDE
Department Name: PARCELFORCE WORLDWIDE
Contract Number: H123456
Service Type: Express 24

Branch Number	Branch Address	Customer Code	Branch Name	Postcode	Trailer Ref	Item	Weight	Net	Rank	Comp	Level	Units
PARCE10000	PETERBOROUGH MAIL CENTRE		ROYAL MAIL	PE4 9PE	TR42980	3	-	NO	NO	NO		
Service Total:	SND 24					Consignments:	1	Items:	3	Weight:	0	
Contract Total:	H123456					Consignments:	1	Items:	3	Weight:	0	
Department Total:	PARCELFORCE WORLDWIDE					Consignments:	1	Items:	3	Weight:	0	
Carrier Total:	PARCELFORCE WORLDWIDE					Consignments:	1	Items:	3	Weight:	0	
GRAND TOTAL:						Consignments:	1	Items:	3	Weight:	0	

Shipper Signature: _____

Carrier Signature: _____

Report Date: Tuesday 12 November 2019 Page: 1

Parcelforce Worldwide Version 1.01

Service Collection Manifest
Manifest Batch #: 2158
Collection Date: 12/11/2019
Collection Time: 17:30
Collection Ref Number: 008034677

Carrier Name: PARCELFORCE WORLDWIDE
Department Name: PARCELFORCE WORLDWIDE
Contract Number: H123456
Service Type: Express 24

Branch Number	Branch Address	Customer Code	Branch Name	Postcode	Trailer Ref	Item	Weight	Net	Rank	Comp	Level	Units
PARCE10000	PETERBOROUGH MAIL CENTRE		ROYAL MAIL	PE4 9PE	TR42980	3	-	NO	NO	NO		
Service Total:	SND 24					Consignments:	1	Items:	3	Weight:	0	
Contract Total:	H123456					Consignments:	1	Items:	3	Weight:	0	
Department Total:	PARCELFORCE WORLDWIDE					Consignments:	1	Items:	3	Weight:	0	
Carrier Total:	PARCELFORCE WORLDWIDE					Consignments:	1	Items:	3	Weight:	0	
GRAND TOTAL:						Consignments:	1	Items:	3	Weight:	0	

Shipper Signature: _____

Shipping internationally

Shipping | Shipments | End of Day | Archive | Addresses | Batch Shipping | Admin | Help | Log Off

WDMO Online: 13-07-2018
WDMO PPM not available

Shipping

1. Department Information
Department: PARCELFORCE WORLDWIDE | Carrier: PARCELFORCE WORLDWIDE

2. Address Information
Address Book... | Email Address: | Phone (mobile preferred): | Country: **United States of America**

3. Service Options & Parcels
Product: <choose one> | Contract Number: | Reference Number: | Shipping Date: 13 Jul 2018
Parcels: 1 | Total Consignment Weight: kg
Enhanced Compensation: | Arrange Collection

In the Shipping – Enter a shipment screen after the collection has been booked; change the country from the drop down menu. This will change the address format to match that of the selected country.

WDMO Online: 13-07-2018
WDMO PPM not available

Shipping

1. Department Information
Department: PARCELFORCE WORLDWIDE | Carrier: PARCELFORCE WORLDWIDE

2. Address Information
Address Book... | Email Address: mramerica@aol.com | Recipient Name: Mr America | Address: 1 AMERICAN STREET, NEW YORK, NY 12345 | Country: United States of America

3. Service Options & Parcels
Product: Global Priority | Contract Number: H123456 | Reference Number: H123456 | Shipping Date: 13 Jul 2018 | Delivery Speeds: | Documents only / Non-Documents: | Parcels: 1 at kg | Consignment Parcels: # Weight: 1 | Total No. of Parcels: 0 | Total Weight: 0 | SUBMIT

Shipper/Exporter VAT Number/EORI
Do you have a EORI or VAT registration number?
Yes: 45678 | No: Save VAT details

Fill out the address manually, only adding English alphabet characters.

Again; add an email address for tracking info to be sent to the customer.

You can only select a product when the address has been completed in full.

WDMO Online: 13-07-2018
WDMO PPM not available

Shipping

1. Department Information
Department: PARCELFORCE WORLDWIDE | Carrier: PARCELFORCE WORLDWIDE

2. Address Information
Address Book... | Email Address: mramerica@aol.com | Recipient Name: Mr America | Address: 1 AMERICAN STREET, NEW YORK, NY 12345 | Country: United States of America

3. Service Options & Parcels
Product: Global Priority | Contract Number: H123456 | Reference Number: H123456 | Shipping Date: 13 Jul 2018 | Delivery Speeds: | Documents only / Non-Documents: | Parcels: 1 at kg | Consignment Parcels: # Weight: 1 | Total No. of Parcels: 1 | Total Weight: 10.00 | RESUBMIT

Shipper/Exporter VAT Number/EORI
Do you have a EORI or VAT registration number?
Yes: 45678 | No: Save VAT details

Enter the number of parcels – and the weight of each parcel.

For example if you had 3 parcels at 5, 10 and 15kg. You would enter this as;
1 @ 5kg
1 @ 10kg
1 @ 15kg

Click add on each parcel and then submit when all parcels have been added to the consignment.

Next you will have to ENTER THE CONTENT DETAILS (for non-EU only).

Parcel Contents

Parcel 1 of 1 (10kg)

Purpose of Shipment: Sold Shipping Costs (GBP): 50

Contents Description	Country of Manufacture	No. Units	Unit Weight	Unit Value	Tariff Code	Tariff Description
Leather Jackets	United Kingdom	8	1.12 Kg	45 GBP	420310	Leather

Add to your local Tariff Code list?

# of Units	Unit Weight	Unit Value	Total Value	Contents Description	Tariff Code	Tariff Description	Country of Manufacture
8	1.12kg	£45	£360	Leather Jackets	420310	Leather	United Kingdom

Invoice Number: _____ Export License Number(s): _____ Certificate Number(s): _____

Comments (e.g. goods subject to quarantine, sanitary/phytosanitary inspections or other restrictions): _____

Parcel 1 of 1 Copy contents to next parcel Copy contents to all remaining parcels

Save Cancel Please note: Contents Description can be maintained in the Tariff Codes maintenance screen in the Admin menu in WDM Online

Add all items within the box individually; unless they are the same, then you can add number of units of that particular item.

Save at the bottom when all items have been logged.

This will take you back to the shipping screen for you to process the order through.

For NON-EU shipments you will have 1 (sometimes 2 labels) along with a CN23 document, and 3 pages of commercial invoices to print. See below.

The image shows two browser screenshots. The left one is a shipping label for 'globalpriority' with 'PARCEL-FORCE WORLDWIDE' branding. It includes recipient details for 'Mr America, Usa Ltd, 1 American Street, New York, SCHENECTADY 12345, U.S.A.' and a barcode with tracking number 'EK413309508GB'. The right screenshot is a customs form (CN23) with 'FROM' and 'TO' sections. The 'FROM' section lists 'ROMFORD RM7 0HL, United Kingdom'. The 'TO' section lists 'NEW YORK, SCHENECTADY 12345, USA'. A table in the center details the contents: 8 units of 'Leather Jackets' with a net weight of 1.12 kg and a value of 45 GBP. The form also includes a 'DECLARATION' section and a contact block for 'PARCEL-FORCE WORLDWIDE' with address, date (13/07/2018), and various reference numbers.

Print the label the same as UK (quarter page of a4). Docs are all A4.

Sign the commercial invoices, and customs form before putting inside a document wallet and applying to the outside of the parcel.

The label should go in its own wallet and also be on display on the outside of the parcel.

Page | 8