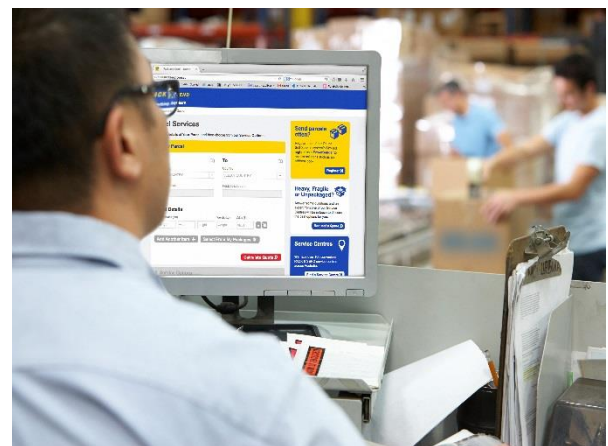


USING BATCH SHIPPING WITH POWERSENDER

USER GUIDE

Multi-shipment transactions made simple with PACK & SEND



online.packsend.com.au/Registration



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Contact Us for Further Help

Please contact us for further help or support relating to the PACK & SEND PowerSender portal at:

Email: powersender@packsend.com.au

Tel: + 61 (0) 2 9822 5622

Version

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Pack & Send Holdings Pty Ltd

Unit 3C, MFive Industry Park,

1 Moorebank Avenue, MOOREBANK NSW 2170

Tel: + 61 (0) 2 9822 5622

Fax: + 61 (0) 2 9822 5677

www.packsend.com.au

INTRODUCTION

Batch Shipping in Online Self Service

Batch Shipping provides a more efficient process when sending multiple items on the same day. It includes features such as:

- Streamline your parcel shipping process by entering multiple shipments in one batch
- Automated Service selection saves time in creating shipments
- Consolidated document and label printing.
- Make a single payment for multiple shipments

PACK & SEND is committed to be a vital link to synchronise the exchange of products between buyers and sellers.

We continuously listen to our customers and based on their needs, invest in the development of innovative online shipping tools to make it easier for them to sell online and deliver parcels. Customers that send multiple shipments each day, can apply for free access to use our Batch Shipping tool when registered and logged in as a PowerSender.

The benefits of the system include being able to save significant processing time, enabling you to send your customer shipments faster and with less hassle. This User Guide is intended to give detailed assistance to our customers – so you can get the most out of this system and efficiently sell more goods online, in less time.

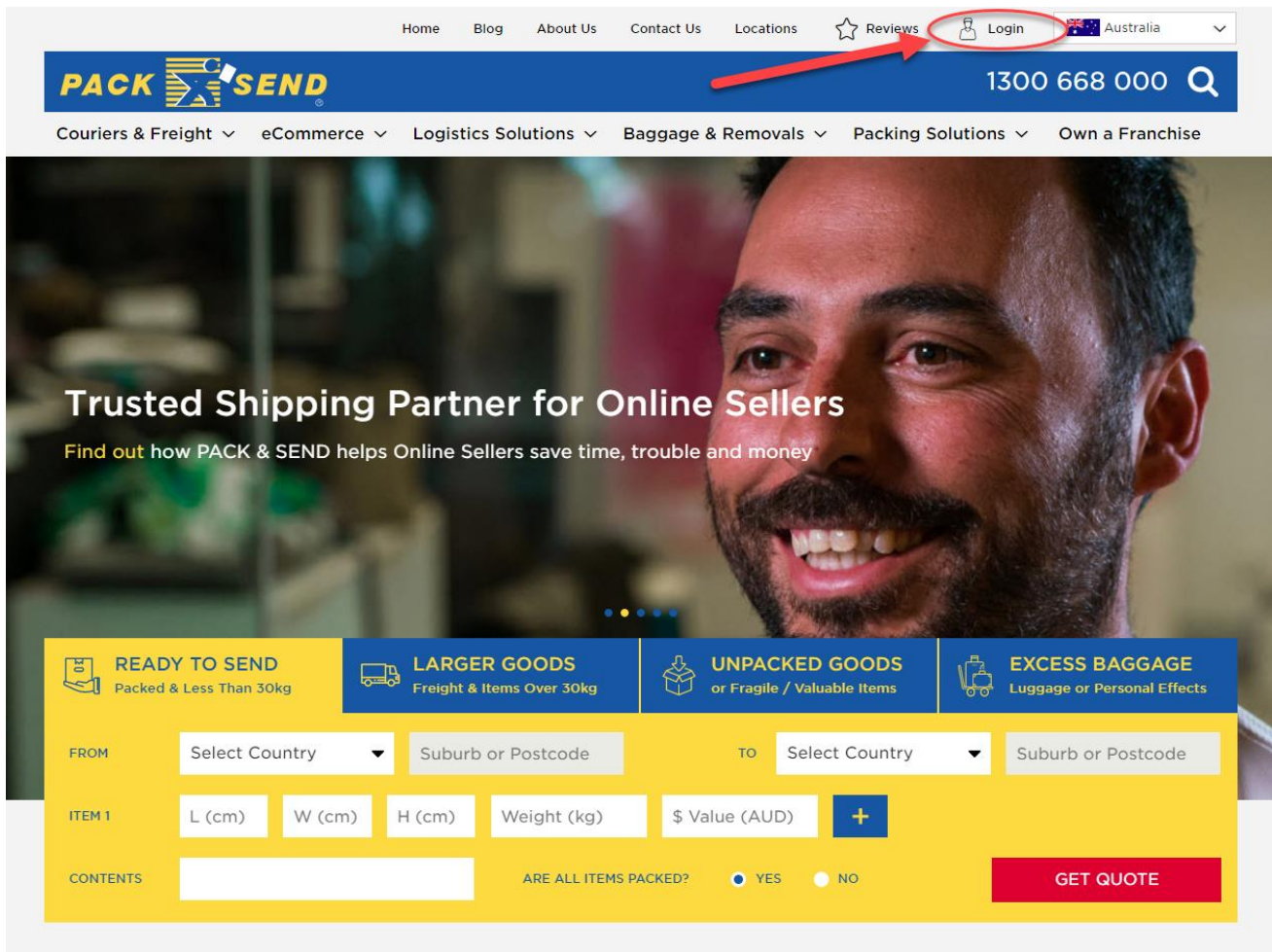
Should you require further help or support with using the Batch Shipping tool, please contact us at powersender@packsend.com.au or phone the PowerSender support team at +61 (02) 9822 5622.

We also welcome feedback or suggestions to further updates to PowerSender that will help you sell more product online.

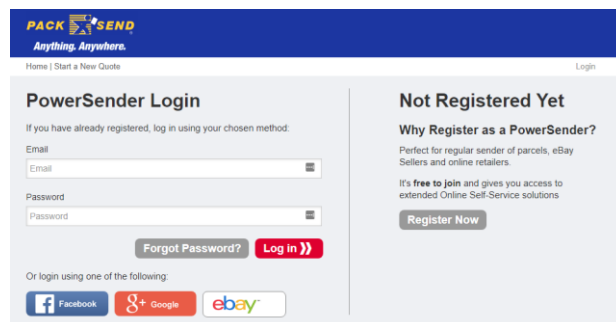
GETTING STARTED

1. Signing up and Logging in as a Power Sender

1.1 To sign up or login as a Power Sender, the first step is to click the 'Login' icon at the top of our packsend.com.au home page.



1.2 You will then be taken to the following page, which is used for either signing in as a Power Sender if you already have an account or registering a new account if you don't.



1.3 If you don't have a Power Sender account and need to register a new account, click the

Register Now

1.4 If you already have a Power Sender account and would like to log in using your account, enter your account's email and password in the fields provided and then click the

Log in >>

1.5 When registering for a new Power Sender account you will be taken to the below page, where you can complete your registration by either filling in the required fields (name, email, phone number etc.) and clicking the

Register >>

PACK & SEND
Anything. Anywhere.

Home | Start a New Quote Login

Register

Name

Email

Phone Number

Password

Confirm Password

Register >>

Why Register as a PowerSender?

- It's **free to join** and gives you access to extended Online Self-Service solutions
- Domestic, Export and Import parcel delivery services
- Conveniently send identical parcels to repeat customers
- Manage addresses - every time you enter a new address for delivery, you can save it too (for when your customer returns)
- Import contacts & addresses from your existing database
- Access to your complete shipment history data
- Access to an Online Postage Calculator that can be added to any website or eBay listing.
- Seamless shipping integration with eBay. Import your customer orders from eBay website to PowerSender for easy courier booking and despatch.

You can also login to register using one of the following:

Facebook Google ebay

PACK & SEND takes privacy seriously. [Click here to find out how we handle your personal information.](#)

1.6 Once logged in to Power Sender, before you begin creating batch shipments, you will need to ensure an address has been entered in the 'My Account' section of Power Sender. This can be accessed by clicking the 'My Account' button which is located towards the top right of the window.

PACK & SEND
Anything. Anywhere.

Home | Start a New Quote | Batch Shipment Entry

Welcome John Smith **My Account** Logout

Parcel Services

Provide the details of **Your Parcel** and then choose from our **Service Options**.

1. Your Parcel

From

To

Country Country

Heavy, Fragile or Unpackaged?

Answer some questions and an expert from one of our Service Centres will be in touch to discuss the best options for you.

[Request a Quote >>](#)

1.7 Once in 'My Account', contact information and address details can be added or modified by clicking the **Edit** button. Your preferred Service Centre for drop offs can also be changed from this screen.

My Account

Profile eBay Shipments Batches Addresses Packages Tools Help

My Contact Information

Name: John Smith
Organisation:
Address: 10 Moorebank Avenue, MOOREBANK, NSW 2170
Default Location: Sender
Email: john.smith@company.com.au
Phone: 0412345678

My Preferred Service Centre

Service Centre: PACK & SEND Liverpool
50A Memorial Avenue
LIVERPOOL
NSW 2170
02 9822 4733
liverpool@packsend.com.au
www.packsend.com.au/liverpool

1.8 Optionally, you can also enter addresses and package template details into Power Sender through the 'Addresses' and 'Packages' section of the 'My Account' screen.

My Account

Profile | eBay | Shipments | Batches | **Addresses** | **Packages** | Tools | Help

My Contact Information Edit

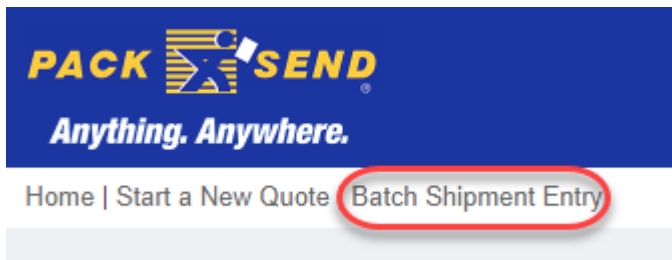
Name: John Smith
Organisation:
Address: 10 Moorebank Avenue, MOOREBANK, NSW 2170
Default Location: Sender
Email: john.smith@company.com.au
Phone: 0412345678

My Preferred Service Centre Edit

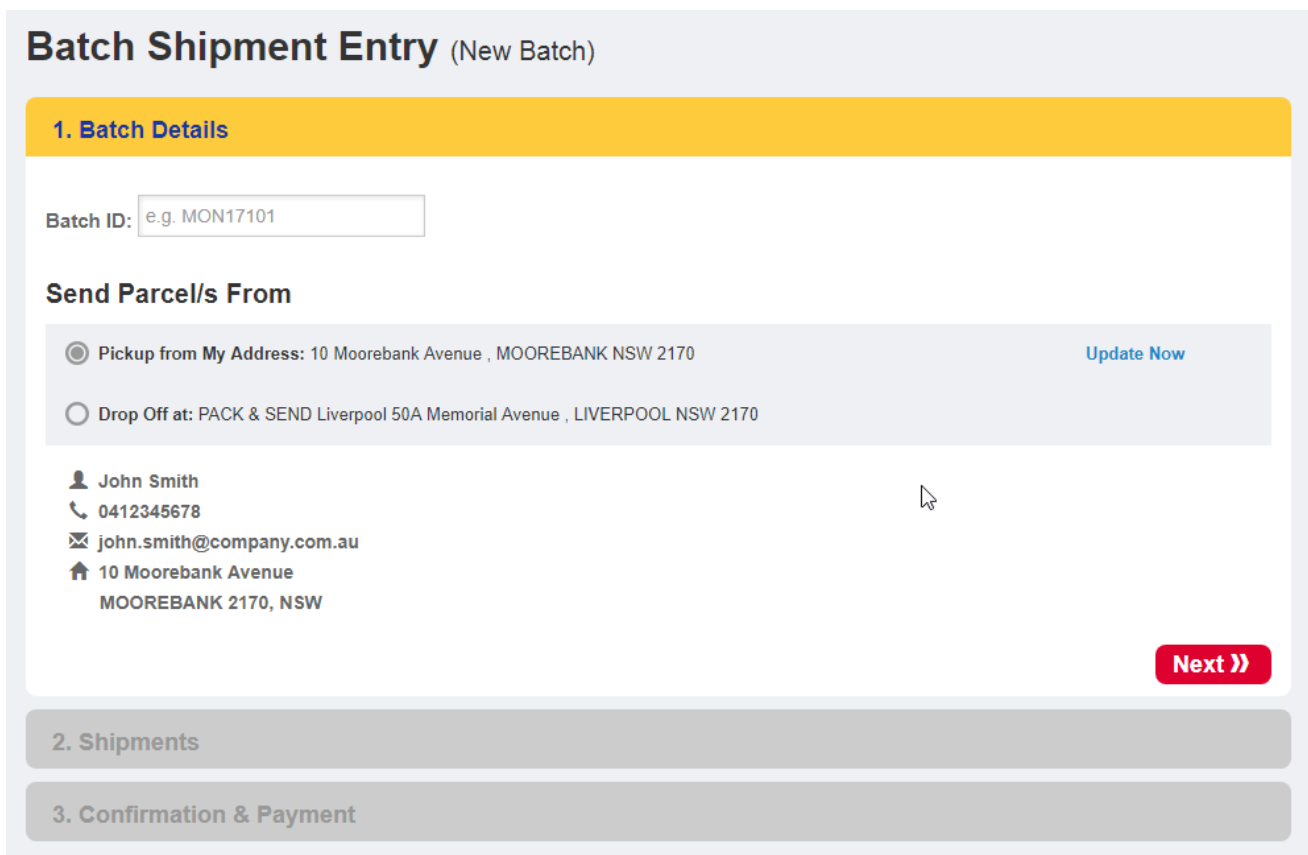
Service Centre: PACK & SEND Liverpool
50A Memorial Avenue
LIVERPOOL
NSW 2170
02 9822 4733
liverpool@packsend.com.au
www.packsend.com.au/liverpool

2. Starting a New Batch Shipment

2.1 Click on 'Batch Shipment Entry' button at the top of the screen, next to the 'Start a New Quote' button. If the 'Batch Shipment Entry' button does not appear on your screen, please contact us on 02 9822 5622 to arrange for it to be enabled on your account.



2.2 The 'Batch Shipment Entry' screen will open.

A screenshot of the 'Batch Shipment Entry' screen. The title is 'Batch Shipment Entry (New Batch)'. Below the title is a yellow header for '1. Batch Details'. Under this header, there is a 'Batch ID' field with the placeholder text 'e.g. MON17101'. Below the field is the section 'Send Parcel/s From' with two radio button options: 'Pickup from My Address: 10 Moorebank Avenue , MOOREBANK NSW 2170' (selected) and 'Drop Off at: PACK & SEND Liverpool 50A Memorial Avenue , LIVERPOOL NSW 2170'. To the right of the first option is a blue 'Update Now' link. Below the radio buttons is contact information for John Smith: phone number 0412345678, email john.smith@company.com.au, and address 10 Moorebank Avenue, MOOREBANK 2170, NSW. A red 'Next >>' button is located at the bottom right of the '1. Batch Details' section. Below this section are two greyed-out sections: '2. Shipments' and '3. Confirmation & Payment'.

3. Batch Details

3.1 From here you can enter an optional 'Batch ID' to help identify your batch in future. If nothing is entered a default Batch ID consisting of the date and time the batch was created will be used.

Batch Shipment Entry (New Batch)

1. Batch Details

Batch ID:

Send Parcel/s From

Pickup from My Address: 10 Moorebank Avenue , MOOREBANK NSW 2170 [Update Now](#)

Drop Off at: PACK & SEND Liverpool 50A Memorial Avenue , LIVERPOOL NSW 2170

John Smith
0412345678
john.smith@company.com.au
10 Moorebank Avenue
MOOREBANK 2170, NSW

Next »

2. Shipments

3. Confirmation & Payment

3.2 You can also select whether you want to send the batch shipments from your address or whether you would prefer to drop them into a PACK & SEND service centre. If either your address or preferred service centre does not appear, they can be added through the 'Profile' settings in 'My Account'.

3.3 Click the **Next »** button.

4. Shipments

4.1 You will now be able to add shipments to your batch by clicking the **Add Shipment +** button.

Batch Shipment Entry (201712110929)

1. Batch Details : Pickup from 10 Moorebank Avenue , MOOREBANK NSW 2170

2. Shipments

Shipment List

Filter

<input type="checkbox"/>	Order ID*	Name	Organisation	Location*	Items*	Weight*	Sign	Wnty	Service*	Price*
No Shipments										

Add Shipment +

Summary

Shipments: 0	Packages: 0	Weight: 0 kg	Value: \$0
--------------	-------------	--------------	------------

TOTAL COST: \$0.00
Includes GST of: \$0.00

Next >>

3. Confirmation & Payment

4.2 You will then see an 'Add Shipment' screen appear where you can enter the relevant information for the current shipment.

Add Shipment

Select Services based on: Best Price Fastest Delivery

Receiver * Organisation

Phone * Email *

Address * Country

Address 2 Suburb *

Is this a business address?

Package Details

Description *	Dimensions (cm) *			Weight (kg) *	Value (\$) *
1 <input type="text" value="Description"/>	<input type="text" value="Length"/>	<input type="text" value="Width"/>	<input type="text" value="Height"/>	<input type="text" value="Weight"/>	<input type="text" value="Value"/>

Order ID / Reference Signature on Delivery Freight plus Warranty

[Cancel and return to list](#) **Add ✓**




Shipment can not be quoted due to missing information


Fields with an asterisk are mandatory. The fields are:

1. 'Select Services Based On:' – Gives you the option to select the service with the best price or the service with the fastest delivery time.
2. 'Receiver' – The contact name for the receiver. Clicking on the book icon next to this field will open your Power Sender account's address book and allow you to select a contact, which will automatically complete the address fields for the shipment.
3. 'Phone' – The phone number for the receiver. Must be 10 digits without spaces.
4. 'Address' – The street address of the receiver. Can be up to 35 characters long.
5. 'Address 2' – The second line of the street address of the receiver. This field is optional and should be used to complete the receiver's street address whenever it does not fit in the first address field.
6. 'Organisation' – The name of the organisation or business of the receiver. This field is optional.
7. 'Email' – The email address of the receiver.
8. 'Country' – The receiver's country. This is currently restricted to Australia.

9. 'Suburb' – The receiver's suburb. After entering at least 3 characters of the suburb or postcode a list of available suburbs will appear. The relevant suburb will then need to be selected from this list.
10. 'Is this a business address?' – This checkbox should be ticked if the shipment is going to a business address. For residential shipments it should be left blank.
11. 'Description' – A brief description of the contents of each package.
12. 'Dimensions' – The length, width, and height of the package in cm.
13. 'Weight' – The physical weight of the package in kg.
14. 'Value' – The value of the contents of the package in Australian Dollars.
15. 'Order ID / Reference' – An optional field to enter a reference for the shipment.
16. 'Signature on Delivery' – This checkbox should be ticked if a signature is required on delivery. More information is available by clicking the '?' symbol next to this field.
17. 'Freight plus Warranty' – This checkbox should be ticked if the Freight Plus Warranty service is required for this shipment. For shipments not requiring warranty this should be left blank. More information is available by clicking the '?' symbol next to this field.

4.3 When entering package details:

1. Clicking on the grey box button  to the right of each package line will open a screen showing you your Power Sender account's saved packages and allow you to select a package, which will automatically complete the package details for that package.
2. Clicking on the grey '+' button  will add a new blank line to enter a package, whereas the grey arrow button  will add a copy of the existing package to your shipment.

4.4 Once all fields are complete and all information has been entered, clicking the  button will save the shipment in the batch.

4.5 You should now see a spinning icon in the 'Service' column for the added shipment, which once loaded will show the service name and price of the selected service based on whether best price or fastest delivery time was selected. In the case that you would like to change the service selection criteria for a shipment selection you can either click on the Order ID for the shipment or double click anywhere on that shipments line to open the 'Update Shipment' window.

Please Note: Editing a shipment will re-evaluate the available services and prices for that shipment.

Batch Shipment Entry (201712110929)

1. Batch Details : Pickup from 10 Moorebank Avenue , MOOREBANK NSW 2170

2. Shipments

Shipment List

Filter

<input type="checkbox"/>	Order ID	Name	Organisation	Location	Items	Weight	Sign	Wnty	Service	Price
<input type="checkbox"/>	(edit)	FELICITY THOMPSON	Flowers & More	ARBOUIN, QLD, 4871	1	5	✘	✘	EXPRESS	93.74
<input type="checkbox"/>	(edit)	BEN PIPER	Ben's Mowing Supplies	SOMERS, VIC, 3927	1	20	✔	✘	SAVER	50.69
<input type="checkbox"/>	(edit)	STEPHEN HARGRAVE		WONBAH FOREST, QLD, 4671	1	4	✘	✘	SAVER	33.39
<input type="checkbox"/>	(edit)	RODGER PEARSON	Tobacco & Gifts	BRETON BAY, WA, 6043	1	10	✘	✘		

[Delete Selected Shipment/s -](#) [Add Shipment +](#)

Summary

Shipments: 4 Packages: 4 Weight: 39 kg Value: \$850

TOTAL COST: \$177.82
Includes GST of: \$16.17

[Next >>](#)

3. Confirmation & Payment

4.6 To delete one or more shipments, click on the checkboxes of the shipments to be deleted and then click the [Delete Selected Shipment/s -](#) button.

4.7 If any shipment has an issue – it will be shown in red as per the example below.

Batch Shipment Entry (201712121240)

1. Batch Details : Pickup from 10 Moorebank Avenue , MOOREBANK NSW 2170

2. Shipments

Shipment List

Filter

<input type="checkbox"/>	Order ID ▾	Name ▾	Organisation ▾	Location ▾	Items ▾	Weight ▾	Sign	Wnty	Service ▾	Price ▾
<input type="checkbox"/>	(edit)	BILL MURRAY		KINGS PARK, NSW, 2148	1	8	✓	✓	!	

[Delete Selected Shipment/s -](#) [Add Shipment +](#)

Summary

Shipments: 1 Packages: 1 Weight: 8 kg Value: \$200 **Items with Issues: 1**

TOTAL COST: \$0.00
Includes GST of: \$0.00

[Next >>](#)

3. Confirmation & Payment

4.8 Once all shipments have been entered, click the [Next >>](#) button.

5. Confirmation & Payment

5.1 Before payment can be made, you will be required to confirm that you agree to the Online Self-Service Terms & Conditions and any other conditions stated by clicking the checkbox in this window.

Batch Shipment Entry (201712110929)

1. Batch Details : Pickup from 10 Moorebank Avenue , MOOREBANK NSW 2170

2. Shipments : 4 Shipments entered with Total Cost: \$231.64

3. Confirmation & Payment

Agreement

By submitting the details of these shipments you confirm that:

- These shipments do not contain Dangerous Goods or items on the Online Self-Service Prohibited Goods List
- These shipments are packed in accordance with the Online Self-Service Packaging Guidelines & Standards
- You will be charged accordingly should the weight or dimensions differ from those provided

I confirm all of the above statements and agree to the Online Self-Service Terms & Conditions




Summary


Shipments: 4	Packages: 4	Weight: 39 kg	Value: \$850	TOTAL COST: \$231.64 Includes GST of: \$21.06
--------------	-------------	---------------	--------------	---

Pay by saved payment details

Pay using saved payment details: Credit Card Number 411111XXXXXX1111

Submit Payment >>

Pay by Credit Card   

Pay by 

5.2 If you have existing payment details saved, they will appear as a payment option, otherwise you will have the option to pay by credit card or PayPal.

Batch Shipment Entry (201712110929)

1. Batch Details : Pickup from 10 Moorebank Avenue , MOOREBANK NSW 2170

2. Shipments : 4 Shipments entered with Total Cost: \$231.64

3. Confirmation & Payment

Agreement

By submitting the details of these shipments you confirm that:

- These shipments do not contain Dangerous Goods or items on the Online Self-Service Prohibited Goods List
- These shipments are packed in accordance with the Online Self-Service Packaging Guidelines & Standards
- You will be charged accordingly should the weight or dimensions differ from those provided




I confirm all of the above statements and agree to the Online Self-Service Terms & Conditions


Summary

Shipments: 4	Packages: 4	Weight: 39 kg	Value: \$850	TOTAL COST: \$231.64 Includes GST of: \$21.06
--------------	-------------	---------------	--------------	---

Pay by saved payment details

Pay using saved payment details: Credit Card Number 411111XXXXXX1111

Pay by Credit Card   

Pay by 

Submit Payment >>

5.3 If Pay by Credit Card is selected, after entering your credit card details click **Submit Payment >>** to continue.

5.4 If Pay by PayPal is selected, clicking the **Pay Now >>** button will take you to PayPal's site for payment.

6. Printing Labels and Booking Pickups

6.1 After payment has been made you will see a spinning icon in the 'Docs' column for each shipment until it has been consigned with its carrier. Once each shipment is consigned you will then see a reference number appear in the 'Reference' column and a **C** and an **A** appear in the 'Docs' column. To print any shipment's documentation individually you can click on the **C** to print the Carrier Label, or the **A** to print the Address Label.

Batch Shipment (201712110929)

Origin Details : Pickup from 10 Moorebank Avenue , MOOREBANK NSW 2170

Shipments

Shipment List

Filter

<input type="checkbox"/>	Order ID*	Name	Organisation	Location	Items	Weight	Sign	Wnty	Service	Price	Reference	Docs
<input type="checkbox"/>	(view)	FELICITY THOMPSON	Flowers & More	ARBOUIN, QLD, 4871	1	5	✘	✘	EXPRESS	93.74	TST005213904	C A
<input type="checkbox"/>	(view)	BEN PIPER	Ben's Mowing Supplies	SOMERS, VIC, 3927	1	20	✔	✘	SAVER	50.69		⌄
<input type="checkbox"/>	(view)	STEPHEN HARGRAVE		WONBAH FOREST, QLD, 4671	1	4	✘	✘	SAVER	33.39	TST005214125	C A
<input type="checkbox"/>	(view)	RODGER PEARSON	Tobacco & Gifts	BRETON BAY, WA, 6043	1	10	✘	✘	SAVER	53.82		⌄

Carrier Label **C** Address Label **A**

Summary

Shipments: 4 Packages: 4 Weight: 39 kg Value: \$850 **TOTAL COST: \$231.64**
Includes GST of: \$21.06

Documentation and Labels

Print Documents Carrier Labels Address Labels

Order by Order ID Carrier Grid Sort

Carrier Documents and Book Pickup

6.2 Printing the labels for every shipment in the batch can be done through the 'Documents and Labels' table below the 'Shipment List'.

Batch Shipment (201712110929)

Origin Details : Pickup from 10 Moorebank Avenue , MOOREBANK NSW 2170

Shipments

Shipment List Filter

Carrier Label C Address Label A

<input type="checkbox"/>	Order ID*	Name	Organisation	Location	Items	Weight	Sign	Wnty	Service*	Price	Reference*	Docs*
<input type="checkbox"/>	(view)	FELICITY THOMPSON	Flowers & More	ARBOUIN, QLD, 4871	1	5	✘	✘	EXPRESS	93.74	TST005213904	C A
<input type="checkbox"/>	(view)	BEN PIPER	Ben's Mowing Supplies	SOMERS, VIC, 3927	1	20	✔	✘	SAVER	50.69	TST0052140D8	C A
<input type="checkbox"/>	(view)	STEPHEN HARGRAVE		WONBAH FOREST, QLD, 4671	1	4	✘	✘	SAVER	33.39	TST005214125	C A
<input type="checkbox"/>	(view)	RODGER PEARSON	Tobacco & Gifts	BRETON BAY, WA, 6043	1	10	✘	✘	SAVER	53.82	TST005214297	C A

Summary

Shipments: 4 Packages: 4 Weight: 39 kg Value: \$850 **TOTAL COST: \$231.64**
Includes GST of: \$21.06

Documentation and Labels

Print Documents Carrier Labels Address Labels

Order by Order ID Carrier Grid Sort

Generate Labels >> **Tax Invoice >>**

Book Pickup >>

Carrier Documents and Book Pickup

6.2.1 First click on the checkboxes to select to print either 'Carrier Labels' and/or 'Address Labels'.

6.2.2 Then click on the desired option button (circular check box) to order the labels by either the Order ID, Carrier, or Grid Sort (Grid sort is the order that the shipments are shown in the shipment list. Meaning you can click on the titles of each column in the Shipment List to sort by that column and the Grid Sort option will reflect this order in the printed documentation).

6.2.3 Finally click the **Generate Labels >>** button to download a pdf document of labels.

6.3 Downloading the tax invoice for the batch can be done by clicking the **Tax Invoice >>** button.

6.4 Depending on the option that you chose when creating your batch, you will either see a **Book Pickup >>** or **Store Drop Off >>** button under the 'Documentation and Labels' table. Clicking this button will take you to the 'Carrier Documents and Book Pickup' screen where you will see a table of the carriers that your shipments have been consigned on, and **Generate Manifest** buttons next to each carrier that will require a manifest (a manifest is the piece of documentation that gets handed over to the pickup driver when they collect your shipment/s).

Please Note: It is important for you to keep all packages for each carrier separate to those for other carriers to avoid a shipment being picked up by the wrong carrier.

Batch Shipment (201712061728)

Origin Details : Pickup from 1 Moorebank Avenue , MOOREBANK NSW 2170

Shipments : 3 Shipments with Total Cost: \$515.36

Carrier Documents and Book Pickup

Your shipments have been allocated across 2 of our partner carriers. The following documentation needs to be printed for each carrier and provided to the driver, or handed to our Service Centre staff member when the shipments are dropped off.

Documentation and Labels				
Couriers Please	2 shipments	40kg	2 items	No Manifest required
StarTrack	1 shipments	30kg	1 items	Generate Manifest

You have selected Pickup from 1 Moorebank Avenue , MOOREBANK NSW 2170

Pickup Information

Pickup Date:

Pickup Between: and

From:

Book Pickup >>

6.4.1 For pickups, you will need to select a pickup date and pickup times from the drop down boxes provided. An instruction for the pickup location e.g. 'front door', is also required. Once this information has been entered click the **Book Pickup >>** button to complete the booking.

6.4.2 For drop offs, the selected PACK & SEND Service Centre that will be expecting your packages will appear at the bottom of the page.

6.5 After printing manifests and booking any required pickups, clicking the **View Batches** button will take you to a list of all your batches in the 'My Account' section of your Power Sender account.

Batch Shipment (201712110929)

Origin Details : Pickup from 10 Moorebank Avenue , MOOREBANK NSW 2170

Shipments : 4 Shipments with Total Cost: \$231.64

Carrier Documents and Book Pickup

Your shipments have been allocated across 1 of our partner carriers. The following documentation needs to be printed for each carrier and provided to the driver, or handed to our Service Centre staff member when the shipments are dropped off.

Documentation and Labels			
StarTrack	4 shipments	39kg	4 items

You have selected Pickup from **10 Moorebank Avenue , MOOREBANK NSW 2170**

Pickup Information

Pickup Booked on **Tuesday, December 12, 2017** between **9:00 AM** and **5:00 PM** from **Front Door**

View Batches

6.5.1 From here you can view each batch by clicking on the Batch ID, or download its tax invoice by clicking on the Download button in the Tax Invoice Column. Any batches that have not yet been paid for can also be edited by clicking on the Batch ID.

My Account

- Profile
- eBay
- Shipments
- Batches**
- Addresses
- Packages
- Tools
- Help

Batch ID	Created ↓	Payment Date	Total Cost(\$)	No of Shipments	Last Modified	Tax Invoice
201712110929	11/12/17	11/12/17	231.64	4	11/12/17	Download
201712081500	08/12/17	08/12/17	35.37	1	08/12/17	Download
201712081252	08/12/17	11/12/17	35.37	1	11/12/17	Download
201712081154	08/12/17	08/12/17	25.07	1	08/12/17	Download
201712081106	08/12/17	08/12/17	138.04	2	08/12/17	Download
201712071509	07/12/17	07/12/17	91.42	2	07/12/17	Download
201712071326	07/12/17	11/12/17	12.96	1	11/12/17	Download
201712061728	06/12/17	08/12/17	515.36	3	08/12/17	Download
MYBATCH	06/12/17	06/12/17	208.55	2	06/12/17	Download
201712061238	06/12/17	06/12/17	121.5	2	06/12/17	Download

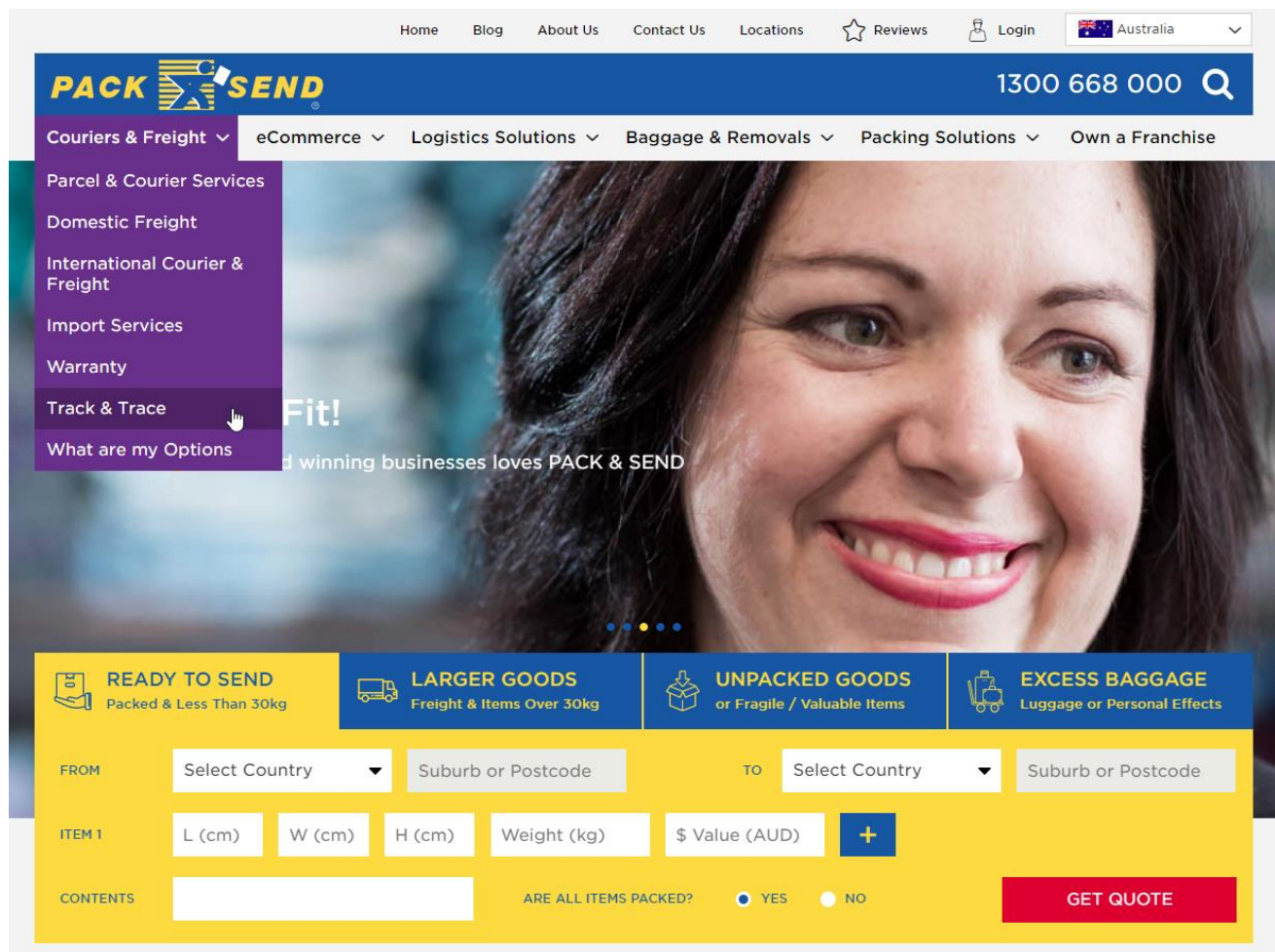
1

Results per page

7. Tracking Your Shipments

7.1 Tracking your shipments can either be done through the PACK & SEND Home Page or through Power Sender.

7.2.1 To track through the PACK & SEND Home Page you will need to hover your mouse over 'Couriers and Freight' as shown in the image below, and then select 'Track & Trace'.



The screenshot shows the PACK & SEND website interface. At the top, there is a navigation bar with links for Home, Blog, About Us, Contact Us, Locations, Reviews, and Login. A dropdown menu for 'Australia' is visible. Below the navigation bar is a blue header with the PACK & SEND logo, the phone number 1300 668 000, and a search icon. A secondary navigation bar contains links for eCommerce, Logistics Solutions, Baggage & Removals, Packing Solutions, and Own a Franchise. A dropdown menu for 'Couriers & Freight' is open, showing options: Parcel & Courier Services, Domestic Freight, International Courier & Freight, Import Services, Warranty, Track & Trace (highlighted with a mouse cursor), and What are my Options. Below the dropdown is a large image of a smiling woman with the text 'Fit! and winning businesses loves PACK & SEND'. At the bottom, there are four service categories: 'READY TO SEND' (Packed & Less Than 30kg), 'LARGER GOODS' (Freight & Items Over 30kg), 'UNPACKED GOODS' (or Fragile / Valuable Items), and 'EXCESS BAGGAGE' (Luggage or Personal Effects). Below these is a form with fields for 'FROM' (Country and Suburb or Postcode), 'TO' (Country and Suburb or Postcode), 'ITEM 1' (L (cm), W (cm), H (cm), Weight (kg), \$ Value (AUD)), and 'CONTENTS'. There are radio buttons for 'ARE ALL ITEMS PACKED?' (YES/NO) and a red 'GET QUOTE' button.



7.2.2 You will then be taken to the 'Track & Trace' page. After scrolling to the bottom of this page you will find a field to enter a tracking number. After entering your tracking number click 'Submit' to track your shipment.

Track your Online Self-Service booking now

Enter your Tracking Number:

To find out more about using our parcel delivery services and courier network, call us on [1300 668 000](tel:1300668000) to speak with one of our helpful team, or [request a quote online](#).

7.3.1 Tracking your shipments from within Power Sender can be done through either the shipments or batches sections in the 'My Account' page.




7.3.2 To track through the shipments screen click on the  button of the desired shipment and then the  button.

My Account

- Profile
- eBay
- Shipments**
- Batches
- Addresses
- Packages
- Tools
- Help

Search Shipments




Keyword Completed In Progress Incomplete [Search](#)



Tracking No	Packages	Weight(kg)	Value(\$)	Order Date ↓	Sent From	Sent To	Status	
TST00521445C	1	10	100	11/12/17	MOOREBANK	DUBLIN	In Progress	
TST005214333	1	1	10	11/12/17	MOOREBANK	MELBOURNE	In Progress	
TST005214297	1	10	300	11/12/17	MOOREBANK	BRETON BAY	In Progress	

Sender Name: John Smith
Receiver Name: Tobacco & Gifts
Sent From: 10 Moorebank Avenue, MOOREBANK NSW 2170
Sent To: 99 Gregory Ave, BRETON BAY WA 6043
Service Name: SAVER

Package Summary: 20 x 20 x 150cm
Warranty: No
Signature: No

10kg \$300

[View Documentation](#)  [View Tracking Info](#)  [Repeat This Shipment](#) 

TST005213904	1	5	50	11/12/17	MOOREBANK	ARBOUIN	In Progress	
TST0052140D8	1	20	400	11/12/17	MOOREBANK	SOMERS	In Progress	

7.3.3 To track through the batches screen click on the tracking number of the desired shipment in the 'Reference' column of the 'Shipment List'

Batch Shipment (201712110929)

Origin Details : Pickup from 10 Moorebank Avenue , MOOREBANK NSW 2170

Shipments

Shipment List

Filter

Carrier Label Address Label

<input type="checkbox"/>	Order ID*	Name	Organisation	Location	Items	Weight	Sign	Wnty	Service	Price	Reference	Docs
<input type="checkbox"/>	(view)	FELICITY THOMPSON	Flowers & More	ARBOUIN, QLD, 4871	1	5	✘	✘			TST005213904	<input checked="" type="radio"/> <input type="radio"/>
<input type="checkbox"/>	(view)	BEN PIPER	Ben's Mowing Supplies	SOMERS, VIC, 3927	1	20	✔	✘			TST0052140D8	<input checked="" type="radio"/> <input type="radio"/>
<input type="checkbox"/>	(view)	STEPHEN HARGRAVE		WONBAH FOREST, QLD, 4671	1	4	✘	✘			TST005214125	<input checked="" type="radio"/> <input type="radio"/>
<input type="checkbox"/>	(view)	RODGER PEARSON	Tobacco & Gifts	BRETON BAY, WA, 6043	1	10	✘	✘			TST005214297	<input checked="" type="radio"/> <input type="radio"/>

Summary

Shipments: 4 Packages: 4 Weight: 39 kg Value: \$850 **TOTAL COST: \$0.00**
Includes GST of: \$0.00

Documentation and Labels

Print Documents Carrier Labels Address Labels

Order by Order ID Carrier Grid Sort

[Generate Labels >>](#) [Tax Invoice >>](#)

[Pickup Details >>](#)

Carrier Documents and Book Pickup