

CEP-IBL Booking Tool  
Daimler Truck AG Booking Tool For Inbound  
Packages

# User Manual

Version 1.0

ITA Shipping GmbH

December 2021

Dear Daimler Truck AG supplier,

With this application we support the dispatch of parcels (Courier Express Parcel) within the scope of inbound deliveries for productive material to Daimler Truck AG locations. This standard method is intended to enable simple, targeted and reliable shipping.

For this purpose, a one-time registration in our application is required.

In this context, please be sure to note the updated shipping instructions, which are stored in the booking portal below.

In order to facilitate the shipping process, we have designed and developed our shipping platform so it is as straightforward as possible. Should you nevertheless have any questions regarding the use of our platform, please consult this manual.

In this manual you will find all the information you need to use the shipping platform on <https://daimler-truck.suppliers.letmeship.com>

Below you will first find a table of contents for the manual. If you are using this manual in PDF format, simply click on the corresponding heading to go directly to the corresponding section.

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## 1. Language selection

You will find the language and country selection in the upper right corner of the LetMeShip website. The website and the booking portal on <https://daimler-truck.suppliers.letmeship.com> are available in English and German. Select DE or EN to change the language.



## 2. Registration & Login

Register so that you can process shipments to Daimler Truck AG via the portal.

Each registration is **free of charge and without obligation**.

For registration please click the following link: <https://daimler-truck.suppliers.letmeship.com> and please use the "REGISTER" field in the lower right corner (see next graphic).

If you already have login details, please enter your user name and password under LOGIN and click LOG IN.

LOGIN AND REGISTRATION AT THE DAIMLER TRUCK BOOKING PORTAL

ATTENTION! Suppliers of **Mercedes-Benz AG** please log in [here](#) !

Dear supplier of Daimler Truck AG, welcome at the booking portal of LetMeShip!  
Shipments to Daimler AG are no longer booked via the portal of the carrier but via this booking portal.  
Please register initially or login directly after succesful registration.  
Signed: LetMeShip, on behalf of Daimler Truck AG.

You may find details on registration and usage in the attached documentation.  
> [User Manual Daimler-CEP-IBL-Booking Tool](#)

<p>LOGIN TO AN EXISTING SUPPLIER ACCOUNT</p> <p>Please login with your username and password.</p> <p>User name</p> <input type="text" value="User name*"/> <p>Password</p> <input type="password" value="Password*"/> <p>* Please fill out required fields</p> <p><a href="#">Forgot your username or password?</a></p> <p><b>LOG IN</b></p>	<p>REGISTER CREATE A NEW SUPPLIER ACCOUNT</p> <p>New to LetMeShip?</p> <hr/> <p><b>REGISTER</b></p>
--	---

## 2.1. Registration

To register, click on REGISTER.

In step 1 enter your company data. Please note that there are some mandatory fields that you must complete. These fields are marked with an \*.

## 2.2. Responsible Person

Please note the following. The person who first registers on this portal is also the "**responsible person**" for this company and has more rights than other users. These rights are as follows:

- Change of master data / collection address
- Invite more users
- Change to "daily pickup"

Further information on the "responsible person" can be found from page 15 onwards in Chapter 7.

## 2.3. Data Entry



Please enter the details of your collection point here

These include

- Your eight- or nine-digit supplier number (with index letter if applicable) at Daimler Truck AG for your location
- Your UPS account number
- Name
- Company
- Street
- Postcode
- City
- Phone number
- E-mail address

In step 2 set your REGISTRATION DATA. (Username & Password)



With this login data you will be able to log in to our portal in the future.

In the LetMeShip booking process, you can control whether the parcel service should pick up the shipment in addition to creating the shipping label.

If your company has contractually agreed a **"daily pickup"** with the authorised parcel service, no collection order is required for the individual shipment. The parcel service then comes to the collection address at the agreed times anyway. In the system you must then configure the agreed days and times of the "daily pickup" in the account settings in the administration area.



The contractual agreement of a daily pickup may be subject to costs at the parcel service which are NOT borne by Daimler Truck AG. This agreement must be made by your company with the parcel service.

Please note that the LetMeShip system no longer requests a collection if a "daily pickup" has been configured!

You can find further information on this from page 15 onwards (Chapter 7.1).

CONFIGURATION DAILY PICKUP LOGIC

Use this function in case your location has contractually agreed with UPS on a daily pickup.  
This can also be done later in the administration menu.

Configure daily pickup 

Carrier Days and time of daily pickup

UPS --- please se : 00 

> Add pickup parameter



### Information Fields

The  fields are so-called mouse-over fields. If you move the mouse over it, an explanatory text opens.

For example:

Daimler supplier number 

Daimle

Please edit your Daimler supplier number (8 or 9 digits) of your location.


LOGIN / REGISTER

[Contact](#) | [DE](#) | [EN](#)

---

### CREATE LETMESHIP ACCOUNT

Daimler supplier number <sup>i</sup> Your UPS account number <sup>i</sup>

Daimler supplier number\* Your UPS account number\*

Title\*

Mrs  Mr

First name Last name

First name\* Last name\*

Company

Company\*

Street No

Street\* No

Address line 1

Address line 1

Address line 2

Address line 2

Country

Germany (DE)

Postcode City

Postcode\* City\*

Phone

+49 Tel. number\*

E-mail

E-mail\*

### LOGIN DATA

User name <sup>i</sup>

User name\*

Password

Password\*

Confirm

Confirm\*

~~3+2~~ =

### CONFIGURATION DAILY PICKUP LOGIC

Use this function in case your location has contractually agreed with UPS on a daily pickup. This can also be done later in the administration menu.

Configure daily pickup <sup>i</sup>

Carrier Days and time of daily pickup

UPS --- please se : 00

> Add pickup parameter

\* Please fill out required fields

REGISTER  
CREATE A NEW SUPPLIER  
ACCOUNT



After registration you can process your shipments to Daimler Truck directly.

### 3. Forgotten Your Password/Username?

If you have forgotten your password and/or username, please go to the login page (<https://daimler-truck.suppliers.letmeship.com>) and click on "Forgot your access data?" below the "LOG IN" field.

LOGIN  
TO AN EXISTING  
SUPPLIER ACCOUNT

Please login with your username and password.

User name

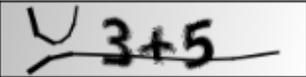
Password

\* Please fill out required fields

**LOG IN**

[Forgot your username or password?](#)

The following field appears:

<p><b>FORGOT PASSWORD?</b></p> <p>User name <input type="text" value="User name*"/></p> <p>and E-mail <input type="text" value="E-mail*"/></p> <p> = <input type="text"/></p> <p>* Please fill out required fields</p> <p><b>RESEND PASSWORD</b></p>	<p><b>FORGOT USERNAME?</b></p> <p>Password <input type="password" value="Password*"/></p> <p>and E-mail <input type="text" value="E-mail*"/></p> <p> = <input type="text"/></p> <p>* Please fill out required fields</p> <p><b>RESEND USERNAME</b></p>
---	--

Here you can have your PASSWORD sent to you. You will need your username for this. After you have clicked SEND PASSWORD, a new password will be sent to your email address.

If you have forgotten your USERNAME, you will need to enter your password and email address and click on FORGOT USERNAME, and the valid username will be sent to you.

## 4. Booking

To book a shipment, first log in to the LetMeShip website with your username and password. The shipping page is automatically stored as the start page.

The screenshot shows the LetMeShip booking tool interface. At the top left is the LetMeShip logo. At the top right, there is a 'LOG OUT' button and contact information: 'Contact DE | EN', '12345678Z', '711005 - LMS Test Supplier', and 'Felix Knigge'. Below the logo is a navigation bar with 'FAQs & News', 'Shipping' (selected), 'Archive', and 'Administration'. Underneath, there are links for 'Address book' and 'Parcel manager'. The main heading reads 'Welcome at Daimler Truck CEP-IBL booking tool!'. A note says '\* Please fill out required fields'. The 'Service Type' is set to 'Standard'. The 'Pickup address' section shows 'Muster GmbH', 'Mr Felix Knigge', 'Musterstrasse 4, 99999 Musterhausen, Germany', 'Phone: +4940734456677', and 'E-mail: test@letmeship.com'. The 'Delivery address' section includes a search button 'Adressbuch durchsuchen...' and fields for 'Plant-unloading point', 'Company', 'Last name\*', 'Street\*, No', 'Address line 1', 'Address line 2', 'Country\*' (Germany), 'Postcode\*', and 'City\*'. The 'Shipment details' section has a 'Parcel' table with columns for Length, Width, Height, Weight, Count, and Delivery bill number. The 'Contents\*' field contains 'DSG\_LMS supplier parts'. The 'Plant-unloading point\*', 'Supplier number\*', 'Pickup date' (13 December, 2021 Monday), and 'Time slot' (03 PM 45 - 05 PM 45) are also visible. A 'BOOK SHIPMENT' button is at the bottom right.

## 4.1. Defining the shipping type (service type)

In principle, Daimler Truck AG only authorizes **standard shipping** (see Daimler Truck AG Shipping Instructions for Parcel Shipping). This setting is preset and cannot be changed. This also applies to consignments in customs transit with T1 originating in EFTA states (currently Switzerland, Norway, Liechtenstein, Andorra, San Marino).

**Exception:** Customs goods from third countries with T1 in the EU customs transit (incl. domestic German shipment).

The **Express** shipping method is mandatory here in order to guarantee the proper transport of the parcel. For authorisation or activation of this mode of shipment, please contact your responsible scheduler at Daimler Truck AG.

## 4.2. Shipment

Your **collection address** is predefined and can only be changed by the "person responsible" (see page 4) in the administration area.

The **delivery address** is predefined by Daimler Truck AG in the address book and can be searched for using the plant number or the unloading point, for example.

## 4.3. Address Book

Please search first for the plant number:

Search results:

Head office  
 Show favorites only ★

006 >

Plant-unloading point	Company	Name	Street	City	Country
☆ ▶ 006/057-642	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶ 006/057-643	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶ 006/057-644	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶ 006/057-645	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶ 006/057-646	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany
☆ ▶ 006/057-647	Daimler AG GLC Gernersheim	Außenstelle Wörth	Mercedesstraße	Wörth	Germany

Click on the desired address to select it.

Delivery address ⓘ 006 >

Plant-unloading point ⓘ 006/057-642

Company Daimler AG GLC Gernersheim

Title  Mrs  Mr

First name

Last name\* Außenstelle Wörth

Street\*, No Mercedesstraße 1

Address line 1 ABS 642

Address line 2

Country\* Germany ▼

Postcode\* 76742

City\* Wörth

If too many entries are displayed for the plant number, you can search for the unloading points (ABS) (3 digits, e.g. 004).

Contacts DE Autopickup

Head office  
 Show favorites only ★

006/057 004

Plant-unloading point	Company	Name	Street	City	Country
006/057-004	Daimler AG GLC Germersheim	Außenstelle Ettlingen	Einsteinstraße	Ettlingen	Germany

You can also search the address book by names, such as street names, city names, and so on. You do not have to write the full name.

For example: Stutt (instead of Stuttgart)

Search results:

Contacts DE Autopickup

Head office  
 Show favorites only ★

stutt

Plant-unloading point	Company	Name	Street	City	Country
010/019-Alle	Daimler Stuttgart / POP Logistik	Stuttgart	Am Mittelkai 9-11	Stuttgart	Germany
010-594 E/M/Z	Daimler Stuttgart / Rhenus AG	PCC Stuttgart	Am Westkai	Stuttgart	Germany
010-595 G/L/M/Y	Daimler Stuttgart / Rhenus AG	PCC Stuttgart	Am Mittelkai	Stuttgart	Germany
010-596 A/B	Daimler Stuttgart / Rhenus AG	PCC Stuttgart	Am Westkai	Stuttgart	Germany
010-Alle	Daimler AG Werk Stuttgart	Hedelfinnen	Daimler AG Werk Stuttgart	Stuttgart-Hedelfinnen	Germany

If a Daimler Truck AG delivery or unloading point (special delivery area / external warehouse / plant section) cannot be found via the search function, the main delivery point of the ordering plant is to be accessed. This is identified by the note HAUPTADRESSE in the identifier.

Example: Search for external location Hockenheim >> cannot be found in the search mask >> the ordering main plant would be plant 006 Germersheim:

Contacts DE Autopickup

Head office  
 Show favorites only ★

006-HAU

Plant-unloading point	Company	Name	Street	City	Country
006-Hauptadresse	Daimler AG GLC Germersheim	Wareneingang	Mercedes-Benz-Strasse	Germersheim	Germany

Total: 1

## 4.4. Shipment Details

You only need to enter three parameters here:

- **Package dimensions** (length, width, height, weight)
- **Delivery note number**
- **Pickup date** (if you have not set a daily pickup, a pickup request will be booked)

The parameters content, plant unloading point and supplier number are predefined and cannot be edited.

The screenshot shows a 'Shipment details' form with the following fields and values:

- Parcel:** Length: 0 cm, Width: 0 cm, Height: 0 cm, Weight: 0,00 kg, Count: 1
- Delivery bill number:** [Empty field]
- Contents:** DSG\_LMS supplier parts
- Plant-unloading point:** [Empty field]
- Supplier number:** [Empty field]
- Pickup date:** 13 December, 2021 Monday
- Time slot:** 03 PM 45 - 05 PM 45

A yellow button labeled 'BOOK SHIPMENT' is located at the bottom right of the form.

## 4.5. Label Creation & Pickup Receipt

Once you have selected a destination address and entered the shipment details, you can click on BOOK SHIPMENT in the bottom right corner. You will then receive your shipping label directly. This label will also be sent to you by e-mail and is available in the archive.

BOOK SHIPMENT

## 5. Setting for Express Label

To order express shipments you need authorisation from Daimler Truck AG. Without this authorisation, you may only ship by standard mail.

Welcome at Daimler Truck CEP-IBL booking tool!

\* Please fill out required fields

Service Type

Pickup address

**Muster GmbH**

Mr  
**Felix Knigge**  
Musterstrasse 4  
99999 Musterhausen  
Germany

Phone: +4940734456677

E-mail\*

Delivery address i

Plant-unloading point i

Company

Last name\*

Street\*, No

Address line 1

Address line 2

Country\*

Postcode\*

City\*

## 6. Customs Warehouse

To send goods from a **customs warehouse** to Daimler Truck AG, the responsible person (see chapter 7.1) must activate this functionality in the administration area.



**LOG OUT**

Contact DE | EN

99988810

711005 - DE Autopickup

Max Mustermann

My LetMeShip Shipping Archive **Administration**

Account Settings Active Users

**Customer account**

Customer number: 711005

Daimler supplier number \*

UPS account number \*

Company \*

Title  Mrs  Mr  None

First name

Last name \*

Street \*, No

Address line 1

Address line 2

Country \*

Postcode \*

City \*

State

EORI-Number

Phone \*

**User data**

Title \*  Mrs  Mr

First Name

Last Name \*

E-mail \*

Phone

Mobil

Employee position

**Password**

User name: KniggeDaimlerLive

[Change password](#)

**Send from customs warehouse**

Please activate this function, if you will send from a customs warehouse. The address of the customer account (pickup address) must be the address of the customs warehouse.

Send from customs warehouse i

For the dispatch from the customs warehouse two further details are necessary:  
 The **value of the goods** and the **T1 number**. Both are requested in the shipment details on the shipping page.

**Shipment details**

Parcel <sup>i</sup>	Length	Width	Height	Weight	Count		Contents* <sup>i</sup>
	<input type="text" value="0 cm"/>	<input type="text" value="0 cm"/>	<input type="text" value="0 cm"/>	<input type="text" value="0,00 kg"/>	<input type="text" value="1"/>		<div style="border: 1px solid #ccc; padding: 2px;">DSG_LMS supplier parts</div>
	<input type="text" value="Select parcel"/>						
Value of goods* <sup>i</sup>	<input type="text"/>						€
	Plant-unloading point* <input type="text"/>						
	Supplier number* <input type="text"/>						
	Delivery bill number* <sup>i</sup> <input type="text"/>						
	T1-Number* <input type="text"/>						
	Pickup date <input type="text" value="1 May, 2019 Wednesday"/>						
	Time slot: <input type="text" value="05 PM"/> <input type="text" value="30"/>				<input type="text" value="07 PM"/> <input type="text" value="30"/>		
							<a href="#" style="background-color: #8ebf3d; color: white; padding: 5px 10px; text-decoration: none;">BOOK SHIPMENT</a>

## 7. Administration/Responsible Person

Each company has a "responsible person" who was determined during registration (see page 4 - Chapter 2.2.). This person has administration rights for the company to change the data in the **company account** and invite other users to the portal.

You can access the administration area by clicking on Administration in the blue guide bar.



## 7.1. Daily Pickup

In the LetMeShip booking process, you can control whether the parcel service should pick up the shipment in addition to creating the shipping label.

Please choose the applicable case:

- A) *The supplier has already agreed a daily Pickup with an shipping service provider and would like to retain this.*

Please set a daily pick-up in the CEP-IBL booking tool under "Configuration of the pick-up logic". Thus, no pick-ups will be notified and you can book standard shipments on the same day. Please read the following information on daily collection in this chapter.

- B) *The supplier has already agreed a daily pick-up with the shipping service provider and doesn't want to have it in the future.*

Do not configure a daily pick-up in the CEP-IBL booking tool and contact the shipping service provider to have the daily pick-up deactivated.

- C) *The supplier has not yet agreed a daily pick-up with the shipping service provider and would like to have such a daily pick-up in the future.*

Please contact the shipping service provider to arrange a daily pick-up. only after the shipping provider have activated and confirmed the daily pick-up, please follow the steps in A).

Please do not configure the CEP-IBL booking tool until you have received confirmation from the shipping service provider.

- D) *The supplier has not yet agreed a daily collection with the shipping service provider and does not wish to have one in the future.*

Please skip the chapter "daily pick-up" and do not configure the daily pick-up logic.

If your company has contractually agreed a **"daily pickup"** with the authorised parcel service, no collection order is required for the individual shipment. The parcel service then comes to the collection address at the agreed times anyway. In the system you must then configure the agreed days and times of the "daily pickup" in the account settings in the administration area.



The contractual agreement of a daily pickup may be subject to costs at the parcel service which are NOT borne by Daimler Truck AG.

This agreement must be made by your company with the parcel service. Please note that the LetMeShip system no longer requests a collection if a "daily pickup" has been configured!

### Configuration daily pickup logic

Use this function in case your location has contractually agreed with UPS on a daily pickup.

Configure daily pickup 

UPS ▾ --- please select ▾ : 00 

- please select ---
- Every day
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Configure daily pickup 

The contractual agreement must be signed directly with UPS. If you add weekday and time parameters, then the LetMeShip application will not request a pickup for a shipment as the driver of the carrier comes to your location anyway.



You can also specify different days. To do this, please click on "Add pickup parameter"

### Configuration daily pickup logic

Use this function in case your location has contractually agreed with UPS on a daily pickup.

Configure daily pickup 

UPS ▾ Every day ▾ 16 : 00 

> Add pickup parameter



You must click on "SAVE" as soon as you have changed the data!

Example:

### Configuration daily pickup logic

Use this function in case your location has contractually agreed with UPS on a daily pickup.

Configure daily pickup 

UPS	▼	Monday	▼	16	:	00	
UPS	▼	Wednesday	▼	12	:	00	
UPS	▼	Friday	▼	11	:	00	

[Add pickup parameter](#)

**SAVE**

In this example configuration, the driver only goes to the supplier's address on Mondays, Wednesdays and Fridays to pick up the goods. If a shipment with same-day pickup is booked on Tuesday, the LetMeShip system sends a pickup request to the parcel service.

## 7.2. Invite Users

As the responsible person, you can invite other users to the portal. Please click on "Administration" and then on "Active Users". Now you can click on **INVITE NEW USER**.

	Name	E-mail	Phone
▶			
▶			
▶			
▶			
▶			
▶			

[INVITE NEW USER](#)

After you have clicked on **INVITE NEW USER**, the following field will pop up.

### Invite user

Title\*  Mrs  Mr

First name

Last name\*

E-mail\*

Text

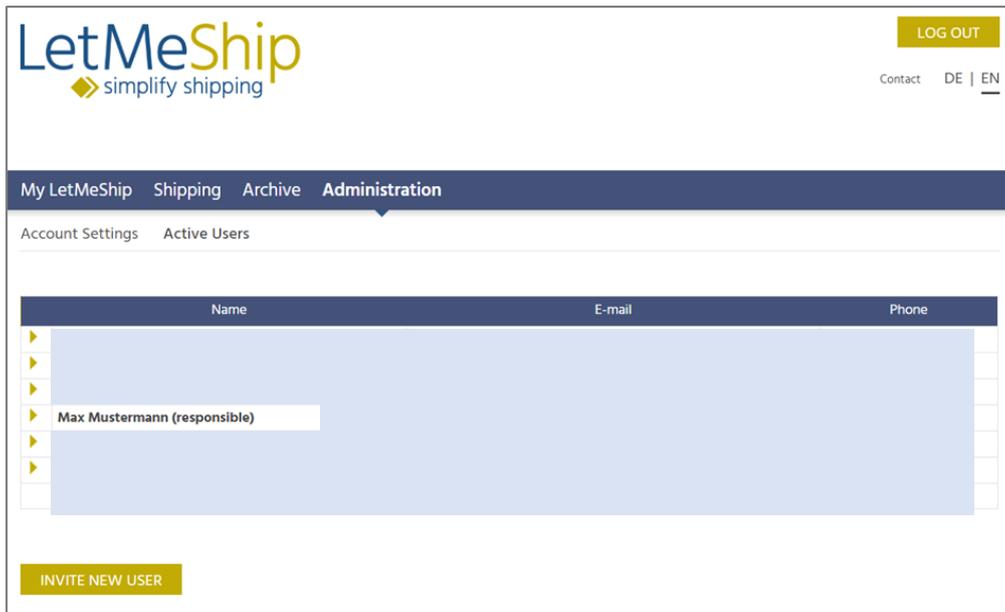
\* Please fill out required fields

[CANCEL](#) [SEND](#)

Please enter your employee's details here and click on **SEND**.

### 7.3. Administration/Standard User

If you do not know who in your company is the "responsible person", you can click in the administration area on Active Users, because here is where the data is stored.



## 8. Archive

You can view all shipments booked via your account in the shipment archive. In the archive, you can filter shipments by the following criteria to find or export specific shipments:

- Pickup location
- Destination
- Service provider
- Pickup time
- Delivery time
- Orderer (employee who ordered the shipment)
- Reference
  - Plant number / unloading point
  - Supplier number
  - Shipment number
  - T1 number

There is also a free text search, with which you can easily search for a specific word. Simply enter your search term in the "Search in shipments" field and click on the arrow.

## 8.1. Export as xls- or csv- file

To export your list of shipments, use the fields "Export table as xls/csv file" and click the arrow. Your computer will now automatically download the file.

## 8.2. Tracking

If you click on the "Consignment note number" in the displayed entries, you will receive the tracking overview.

Not cancelled
  Cancelled
  All
 
Table as Excel file
/ csv file
export

Shipment number	Consignment note no.	Track..	Pickup date	Delivery date	Pickup city	Courier	Service	Destination	P-UP	D-SNo
▶ 71100006	> 1Z56		9	7 Feb, 2019		UPS®	UPS Express Saver®	Bremen	067 alle weitere	
▶ 71100004	> 1Z56	✓	5 Feb, 2019	6 Feb, 2019		UPS®	UPS Express Saver®	Germersheim	006/057-901	

For example:

**TRACK RESULT: UPS** ✕

Consignment note no.	Pickup location	Destination	Status
1Z56		BREMEN, DE - 28309	

**Signature Image**

**Detailed Reports**

Date	Time	City	Status	
6 Feb, 2019	09:12		Order Processed: Ready for UPS	
6 Feb, 2019	14:53		Pickup Scan	
6 Feb, 2019	21:23		Origin Scan	
6 Feb, 2019	21:34		Departure Scan	
7 Feb, 2019	02:06		Arrival Scan	
7 Feb, 2019	03:36		Departure Scan	
7 Feb, 2019	04:30		Arrival Scan	
7 Feb, 2019	08:00		Bremen, DE	Out For Delivery
7 Feb, 2019	09:20		BREMEN, DE - 28309	Delivered

[PRINT](#)

## 8.3. Shipping Label - PDF

You can easily download your shipping label from the archive. The shipping label is available in the archive immediately after your booking, often even before you receive it by email. In the right column you will see the PDF symbol. Here you can download your consignment note at any time.

Not cancelled
  Cancelled
  All
 
Table as Excel file
/ csv file
export

Shipment number	Consignment note no.	Track..	Pickup date	Delivery date	Pickup city	Courier	Service	Destination	P-UP	D-SNo
▶ 71100006	> 1Z56[REDACTED]	✓	6 Feb, 2019	7 Feb, 2019	[REDACTED]	UPS®	UPS Express Saver®	Bremen	067 alle weitere	[REDACTED]
▶ 71100004	> 1Z56[REDACTED]	✓	5 Feb, 2019	6 Feb, 2019	[REDACTED]	UPS®	UPS Express Saver®	Germersheim	006/057-901	[REDACTED]



## 8.4. Cancellation

You also have the option to cancel shipments. This is only possible before the scheduled pickup time. You cancel a shipment as follows.

Please click on the arrow on the far left of the shipment number you wish to cancel. The shipment will then open with all the relevant data.

Not cancelled
  Cancelled
  All
 
Table as Excel file
/ csv file
export

Shipment number	Consignment note no.	Track..	Pickup date	Delivery date	Pickup city	Courier	Service	Destination	P-UP	D-SNo
▶ 71100006	> 1Z56[REDACTED]	✓	6 Feb, 2019	7 Feb, 2019	[REDACTED]	UPS®	UPS Express Saver®	Bremen	067 alle weitere	[REDACTED]



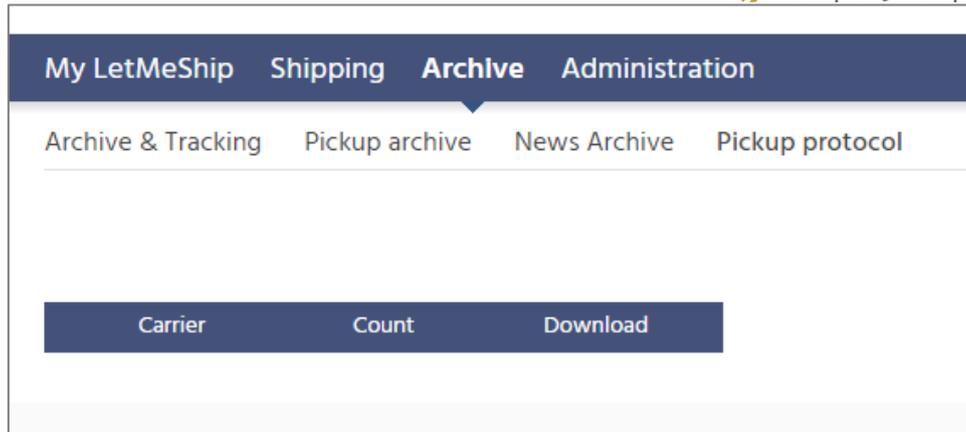
Now you can see all the information about your shipment once more. Please click on CANCEL SHIPMENT to cancel the shipment.

PICK-UP ADDRESS		DELIVERY ADDRESS	
<b>Muster GmbH</b>		<b>Daimler AG: BLG Bremen</b>	
Mrs			
<b>Lisa Joe</b>		<b>USA IA Daimler AG</b>	
Germany		Germany	
22529 Hamburg		28197 Bremen	
Musterstraße 1a		Georg-Henschel-Straße 5	
Tor 1		ABS 593	
		Phone: +49711 17 0	
		E-mail: dialog@daimler.com	
SHIPMENT DETAILS			
Plant-unloading point	051-593		
Supplier number	12345678B		
Delivery bill number	12345678		
Shipment type	non-Document		
Number of parcels	1		
Total weight	5 kg		
Billing weight	5 kg 	<a href="#">CANCEL SHIPMENT</a> 	
Dimensions	10 x 10 x 30 cm		
Value of goods	1.00 €	CANCELLATION UNTIL 7:30 PM, 1 May, 2019	
Contents	DSG_LMS supplier parts		

## 8.5. Pickup protocol

You have the possibility to download a daily protocol in PDF format. This log documents all shipments that you have booked on the day. You can have the log signed by the shipping service provider when you pick up the goods.

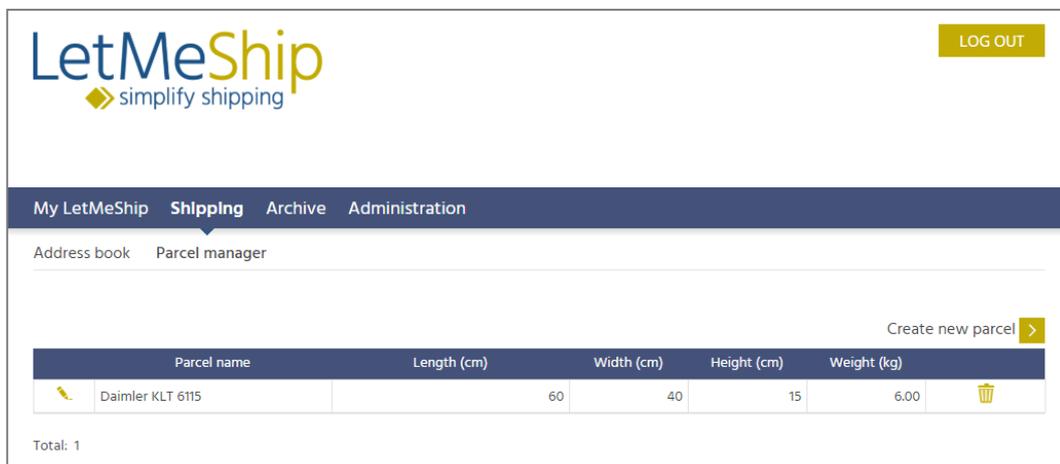
You can find the daily protocol under → Archive → Daily protocol



## 9. Parcel Manager

Do you often send packages with the same dimensions and are tired of typing in the data again and again? With LetMeShip Parcel Manager, you can save work and time by saving the package dimensions you often send.

You can access the Parcel Manager by selecting Shipping from the menu and then Parcel Manager.



### 9.1. Create New Parcel

Click on "new parcel setting" A window will open in which you can name your new parcel and enter the dimensions. Click on SAVE.

New parcel setting

Parcel name \*

Length \*  cm

Width \*  cm

Height \*  cm

Weight  kg

---

\* Please fill out required fields

[CANCEL](#) [SAVE](#)

## 9.2. Edit Parcel

You can edit a saved parcel by calling up the overview of your parcel under the menu item Parcel Manager. Click on the pencil in the left column next to the parcel name. You can now change the name of the parcel and the dimensions as required.

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Address book Parcel manager

Create new parcel >

Parcel name	Length (cm)	Width (cm)	Height (cm)	Weight (kg)	
 Daimler KLT 6115	60	40	15	6.00	

Total: 1

If a particular parcel is no longer required, you can delete it. Call up the overview of your parcels under the menu item Parcel Manager. Click on the trash can symbol to delete the corresponding parcel.

### 9.3. Use Saved Parcels When Booking

During the shipment booking process, you must enter the dimensions of your parcels under Shipment Details.

If you click on Saved Parcels, a list of your saved parcels will appear. Click on the desired parcel and the dimensions will automatically appear in the form.

The screenshot shows a 'Shipment details' form with the following fields:

	Length	Width	Height	Weight	Count	
Parcel ⓘ	0 cm	0 cm	0 cm	0,00 kg	1	📁 🗑️
Value of goods* ⓘ	<input type="text" value="Select parcel"/>					€
	<input type="text" value="Daimler KLT 6115"/>					

The dropdown menu is open, showing 'Select parcel' as the selected option and 'Daimler KLT 6115' as an available option.

### 9.4. Save Parcel During Booking

You can also name and save a parcel during the booking process. Click on the small disk next to the parcel dimensions. Name your parcel (e.g. "A4 envelope") and enter the dimensions. Click on save.