

## Welcome to the OCS (London) Selfship User Manual



### Introduction

OCS Worldwide has developed this facility for you to assist in producing appropriate documentation for your shipments.

All that you need is a PC with access to the internet (using Internet Explorer © v6 or higher), a standard office laser printer and an access password supplied by OCS Worldwide. Experience working with Windows applications and a shipment to send through the world's original and friendly international courier also helps!

With **Selfship** you can, amongst other things

- ✓ Generate a Courier Waybill
- ✓ Store addresses for regular use
- ✓ Print proforma invoice
- ✓ Print daily despatch sheet
- ✓ Track shipments
- ✓ View POD details
- ✓ Generate costings for the shipment before sending

### Getting Started

Firstly, you will require a OCS trading account. If you do not have one yet, please apply online at <http://www.ocsworldwide.co.uk/getaccount.html>. If you have an account, but are new to Selfship, please contact OCS Worldwide customer services on 0845 6789800 or email us at [selfship@ocsworldwide.co.uk](mailto:selfship@ocsworldwide.co.uk), to organise a password for your account. Each user in your shipping department can have their own password.

First you will have to locate **Selfship** on the internet, either connect from the link on our website [www.ocsworldwide.co.uk](http://www.ocsworldwide.co.uk) or access directly at <http://www.ocscourier.co.uk/selfship>- (don't forget to add these to your favourites to make things easier next time).

The screenshot shows the OCS Worldwide website interface. At the top left is the logo "OCS WORLDWIDE" and the tagline "the original international courier". Below the logo, it says "Please call 0845 6789800 to arrange or change your password". There are two main sections: "Existing customers" and "New customers".

**Existing customers:** This section contains a login form with two input fields: "Account number" and "Password". Below the fields is a "Login" button. A callout box points to the "Account number" field with the text: "Enter your account number and password in here, and the click **Login**."

**New customers:** This section is titled "New customers" and includes a "Welcome to OCS Worldwide" message and a list of benefits: "Creating an account takes a few moments and you can benefit from :". The benefits listed are: Easy online booking, Manage shipment online, 30 days credit, One account number for all services, One contact for all services, One itemised invoice for all services, Free packaging supplies, Pre-printed Courier Waybills, and Access to Courier, Freight, Mail and Fulfilment products. Below this list are two buttons: "Open Account" and "Documentation". A callout box points to the "Open Account" button with the text: "If you do not have an account with OCS, please click here and fill out an application form."

At the bottom of the page, there is a footer with the text: "This web page is best viewed with a SCREEN RESOLUTION 1024 x 768 pixels. Copyright © 2004-2007 OCS Worldwide All Rights Reserved. Privacy Statement Terms and conditions of carriage".

On the next screen (shown below) you are then asked to check your details. If they are correct, click on **Continue** or hit the <Enter> key on your keyboard

**OCs** WORLDWIDE *the original international courier*

Please call **0845 6789800** to arrange or change your password

**Existing customers**

Account number

Password

You are now logged in

Name

Phone

Email

[Change details](#)

**New customers**

Welcome to OCS Worldwide.  
Creating an account takes a few moments and you can benefit from :

- Easy online booking
- Manage shipment online
- 30 days credit
- One account number for all services
- One contact for all services
- One itemised invoice for all services
- Free packaging supplies
- Pre-printed Courier Waybills
- Access to Courier, Freight, Mail and Fulfilment products

This web page is best viewed with a SCREEN RESOLUTION 1024 x 768 pixels  
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[Privacy Statement](#) [Terms and conditions of carriage](#)

Check that your details are correct. If they require changing, please click on the **Change Details** link and enter the new details.

## Overview

The first screen controls all of the **Selfship** features. The Menu bar at the top of the screen gives access to various functions – much like the software on the computer that you use.

Each menu feature will be explained in the following pages.

From the **Selfship** screen displayed, you can enter all the relevant details to produce shipping documentation. These details can be typed directly into the fields on the screen, or automatically filled in from saved lists.

Sender :

Account: **Version 4.0**

receivers contents references printing documentation tracking packaging book collection service utility log off help

### Receiver

Contact  City

Department  Country / State

Company  Country

Address1  Post Code

Address2  Phone

Address3  Email

### Shipment

Contents	Type	Quantity	Value	Weight (Kg)
Document	Document	1	0.00	0.000
charge lookup		Total	0	0.00

Pieces  Free domicile?  Envelope

Commercial?  (Y/N) Pouch

Service  Box

Other

Special handling instruction (max 120 characters)

Cover up to GBP150 is automatically included on all shipments

Your ref

Need help? 0845 678 9800 Email

Below is one such saved list. If you click on the Receivers menu item, it will open a new window. In this window, you have the ability to add regular consignees. You do this by filling in all the fields and clicking in the Update button. This will save it into your list and is easily added to your CWB at a later time. You can at any time update this list by amending, deleting and importing addresses.

You can search through your receivers by entering details in any one of the fields and then clicking on the Search button. There is also the facility to sort the receivers by name or town by clicking on the headings.

To add a receiver to your CWB, select the name. At this stage, you have the ability to edit the details shown. When you are satisfied with the details on screen, click on **Add to CWB**. This will close the Receivers window and bring you back to the main screen where all the Receiver details will be filled in.

The screenshot displays the 'Receiver' management interface in the OCS WORLDWIDE software. The window is titled 'Receiver' and features a navigation menu at the top with options: 'receivers', 'contents', 'references', and 'printing docu...'. The main area is divided into several sections:

- Receiver Details:** Includes fields for Contact, Department, Company, Address1, Address2, and Address3.
- Shipment Details:** Includes a 'Contents' dropdown menu currently set to 'Document'.
- Charge Lookup:** Includes a 'Pieces' field (set to 1), a 'Free domicile?' checkbox, a 'Commercial?' field (set to N), and a 'Service' dropdown menu (set to 'Express Courier').
- Special Handling:** A text area for 'Special handling instruction (max 120 characters)'.

At the bottom of the window, there are several action buttons: 'Update', 'Delete', 'Clear', 'Add to CWB', 'Import', 'Export', and 'Close'. A search bar is located at the top right of the window, with the text 'Records: 102' and a button labeled 'All Consignees'. The search bar contains the code '111111' and a 'Search' button. The detailed form on the right side of the window shows the following information:

- Code: 111111
- Contact: Company Contact
- Department: Department 1
- Company: Company01
- Address1: Level 1
- Address2: 111 One Road
- Address3: (empty)
- City: London
- Country / State: (empty)
- Country: UNITED KINGDOM
- Post Code: EC1 1NN
- Phone: 0207 555 5555
- Email: Company.contact@company1.co.uk

## Contents

If you regularly send goods that are consistently the same weight and value, then this list will help you. You can save your frequently shipped goods descriptions here. You can then access them when you are on the main screen by selecting them from the drop down box. Once selected, update the quantity, value, and weight and click on the add button. The total of all these fields will be tallied automatically for your shipping documentation.

The screenshot displays the OCS WORLDWIDE shipping software interface. At the top, a navigation bar contains links for receivers, contents, references, printing documentation, tracking, packaging, book collection, service, utility, log off, and help. The main interface is divided into several sections:

- Receiver Section:** Includes fields for Contact, Department, Company, Address1, Address2, and Address3.
- Shipment Section:** Features a 'Contents' dropdown menu currently set to 'Document'. Below this is a table for tracking items:
 

Contents	Type	Quantity	Value	Weight (Kg)
Document	Document	1	0.00	0.000
<b>Total</b>		<b>0</b>	<b>0.00</b>	<b>0.000</b>

 Below the table are options for 'charge lookup', 'Pieces' (set to 1), 'Free domicile?' (checkbox), 'Commercial?' (set to N), 'Service' (set to Express Courier), and 'Special handling instruction' (max 120 characters).
- Product Selection Dialog:** A separate window titled 'Product' is overlaid on the main interface. It contains a list of products from 'Product 1' to 'Product D'. To the right of the list are input fields for 'Your Code' (P1), 'Value' (1.00), 'Weight' (1.000), and 'Description' (Product 1). At the bottom of the dialog are buttons for 'Update', 'Delete', 'Clear', 'Export', and 'Close'. An arrow points from the 'Product 1' entry in the list to the 'Contents' dropdown in the Shipment section.
- Callout Box:** A text box on the right states: "This is the dropdown box where you can select your goods from the saved list." An arrow points from this box to the 'Contents' dropdown menu in the Shipment section.

## References

This allows you to allocate the charge for the shipment to one of your reference codes. This may be a department, cost centre or section code. The codes selected will show on your invoice. You can also receive analysis reports from OCS Worldwide based on these codes. Select [references](#) from the menu at the top of the main screen. A new window will open.

You can add, update or delete your references in the same way as receivers.

The significance of this reference code will vary from customer to customer, we can set up your account to make the entry of this reference mandatory or even fixed to certain codes. Please contact OCS Worldwide to arrange this facility.

**Reference**

Jones Account 03

Your Code : 123456

Description : Jones Account 03

Update Delete Clear Export Close

## Preparing a shipment

Filling out the CWB can be done in any order, but for the purposes of this manual, we will work in a left to right, top to bottom fashion.

(i) The first part of the CWB is where the shipment is to be sent. This information can be typed in, or you can use the saved receivers list, available from the left hand side of the Selfship menu. To add a receiver from this menu item, select the record and click on **Add to CWB**. If you need to change any of the fields; such as the Contact person etc, this can be done here or on the main screen.

Sender:

Account: Version 4.0

receivers contents references printing documentation tracking packaging book collection service utility log off help

**(i) Receiver**

Contact  City

Department  Country / State

Company  (X) Country

Address1  Post Code

Address2  Phone

Address3  Email

**Shipment**

Contents	Type	Quantity	Value	Weight (Kg)
(ii) Document	Document	1	0.00	0.000
		(vi) Total	0	0.00

(iii) charge lookup

Pieces:  (iv) Free domicile?  Envelope

Commercial?  (Y/N) (v) Pouch

(vii) Service:  Box  Other

Special handling instruction (max 120 characters)

(viii)

(ix) Your ref:

(xi)

Need help? 0845 678 9800 Email

(ii) The next part of the CWB to be completed is the Shipment details. Again, you can enter these details in on an 'as you go' basis, or you can use your saved list accessed by clicking in the right hand side of the drop down menu. Once you have completed the details of the fields, click the **Add** button to the far right and the contents field of the CWB will be updated. If you wish to change the weight or quantity after adding them, simply click on remove and add the good again.

(iii) You can at this stage check to see the cost of your shipment by clicking on the [Charge Lookup](#) link. By filling in the basic information regarding you shipment, you will be able to get an accurate costing.

(iv) If you wish for the shipment to go as Free Domicile, please select this field. Information on Free Domicile is available by placing the mouse pointer over the area.

(v) Once your shipment has been packaged and you know the dimensions, weight and number of pieces that you wish to ship, you can then input these details in the bottom half of the screen. First enter the number of pieces making up the shipment. If you are sending your shipment using pouches or envelopes supplied by OCS, then simply click on the appropriate button. If you are sending your shipment in boxes or by other means, please select the appropriate type and fill in the number of pieces and dimensions. If a package is oversize and likely to incur additional charges, a warning will appear.

(vi) Please check the total values and weight, as this will be used to produce a pro forma invoice in required, and must be correct to assist in Customs clearance.

(vii) You will now be required to select the service you require. Depending on the destination, different services are available. By default, our Express Courier service is selected.

(viii) If you require special handling instructions to accompany the shipment, please type them in the field provided. This may be used to assist the delivery personnel, and may include information such as the entrance location or onsite contact.

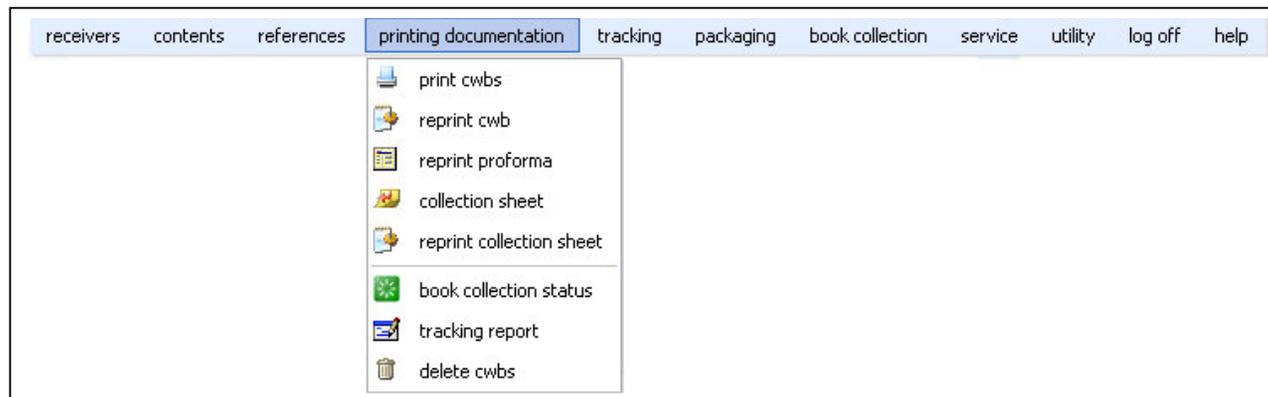
(ix) The last part of completing the CWB is to select the reference you wish to use. This is located on the bottom right, and again uses a drop down box, with a list of references updated via the menu.

(x) Occasionally, when you select a country, a yellow triangle with an exclamation mark in it will show up. This means that the selected country has a special message associated with it. If you click on the triangle, this message will show up in a new window.

(xi) Check that all details are correct and all required boxes have been checked. Once you are satisfied, please click on the **Submit** button. This will now send all the CWB details to OCS and the preparation of your paperwork will start.

### Printing Documentation

When you have filled in a CWB and submitted, you are then able to print your documentation. From the top blue menu bar select the printing documentation menu item. You are presented with a drop down menu with several options.



The first item, *print cwbs*, is how you will print out your shipping documentation and pro forma invoice (if required). If you click on this, a new window will open with details of the shipments requiring paperwork to be printed.

shipments print shipments book collection close

Row #	CWB No.	User	Receiver	City	Country	Date/Time Created	Proforma	Pre-View	Pre-Alert	Print status	Action
1	<a href="#">849983E</a>	Person 1	Company01	London	UNITED KINGDOM	01/01/2007 12:00:00	No Pro forma	<a href="#">View</a>	<a href="#">Email</a>	<a href="#">Print OK?</a>	<a href="#">Cancel</a>

Page : 1

Page : 1

To print the shipping documentation for the each shipment, click on the blue CWB No. on the left hand side of the window. This will request the pages from the server and then open a print dialogue window. Click on **OK**, and your documents will now print. Selfship will print, by default, four consignment notes, and an extra page for each additional item to be shipped.

If a pro forma invoice is required, the text under the Pro forma column title will show as blue pro forma text. If a pro forma is not required, it will show as "No pro forma". If it is available to print, please do so by clicking on the text. This will bring up another print dialogue window, which you click **OK** to. Once you have printed the documentation for a shipment, click on the text "**Print OK?**" This will move the shipment through to the next part of the process. If for any reason, you do not wish to proceed with the shipment, or need to make corrections, please click on the "**Cancel**" text to the far right.

There is also an "**Email**" option, which allows you to send an email containing a link for the tracking of the shipment. You may find this helpful when sending details of the shipment to the client. Once finished with printing of your waybills, please click on **close**

The next part of the process, providing you have input and printed all documentation for shipments going on the day, is to print out a collection sheet. If you click on the blue menu bar at the top and select **collection sheet**, this will open up a new window displaying your current shipments.

By default, all the shipments are selected for printing. If you do not wish to include a shipment on the collection sheet, click on the check box to the left of the screen and deselect it. Once you are ready, click on the blue **Print** text on the bottom left. This will bring up the print dialog to which you can then click **OK** to. There will be two sheets printed, one for yourself as a record, and one for your OCS driver.

### Booking a collection

The last stage of processing your shipments for the day is to book the collection. This can be done by clicking on [book collection](#) on the blue menu bar. This will open up a new window (as per below).

Timed delivery	<input type="radio"/> Yes <input type="radio"/> No	Packaging assistance	<input type="radio"/> Yes <input type="radio"/> No	Dangerous goods	<input type="radio"/> Yes <input type="radio"/> No
Destination	Mixed				
Shipment Type	<input checked="" type="radio"/> Document <input type="radio"/> Parcel				
Time Ready	00:00 (hh:mm) 24 hour clock				
Date Ready	0 November				
Office closes	18:00				
Weight	<input checked="" type="radio"/> Light <input type="radio"/> Medium <input type="radio"/> Heavy				
Trolley required?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Number of pieces	<input type="text"/>				
<b>If you require the package to be collected from an address other than the account holder's address please call 0845 678 9800</b>					
<input type="button" value="Book"/> <input type="button" value="Reset"/>					

You are required to fill out the relevant fields and then click on **Book**. If you need to start again, please click on the **Reset** button. If you have special requirements for your pickup, or the pickup is from another address other than the account holders, please call out Customer Services Department on **0845 678 9800**.

## Other features

There are several other features available from the blue menu bar.

### **Tracking –**

- (i) [cwb tracking](#): this allows you to manually input a CWB number and view all the relevant information as to its movements, whether still in transit, delivered, and if available, the details of who signed for the shipment.
- (ii) [cwb account search](#): this allows you to search for shipments using several different parameters. The fields include the CWB number, company, city, country, type of goods, senders name, your reference and a date range.
- (iii) [proforma user maint.](#): this is where you can add, update and delete the names of the users that are available for selection when you print a pro forma invoice.

### **Packaging –**

This is where you can order more OCS packaging supplies. You are required to fill out the fields and select what you require, and we will deliver it to your door.

### **Utility –**

- (i) [Multi shipments](#): If you have many shipments, where the items being shipped are the same, here you can prepare CWB's in batches. It is just like filling in a standard waybill, but with the receivers' information at the top. You simply select the receivers you want (up to ten at one time) and click Add. The receivers are removed from the left hand side, so you can be assured you are not doubling up on your shipments
- (ii) [Charge lookup](#): This feature is the same as the link available from the main screen. It allows you to get an accurate quote of the costs of sending your shipment.

**Help** – This is where you can go to get some quick help from one of our Selfship Support Team Members. You can also view and download a copy of this user manual.

To use our online help system, simply click on [help online](#), and type your question or message in the window. The more information you can give the Support Team Member, the more efficiently they will be able to assist you.

It is helpful to have information such as your operating system and which program you are using to browse the internet. The response with instructions from the Selfship Team Member will show up in this window. Once you are satisfied that your query has been answered, you can then click on [Query now resolved](#).

OCs WORLDWIDE

Reply email :

**A record of your help online questions**

If you have sent a question to our Support Team using the Help Online, this is where you'll find the reply. You will also be able to post any questions relevant to sending a shipment or booking a collection. Please keep this page open to get instructions from our Support Team. Only click "Query now resolved" when you have received a satisfactory response

**Your question:**

When I click on submit, nothing happens.  
Windows XP  
Internet Explorer 7  
Sam.

New query

## **Selfship Requirements**

- Connection to a standard laser printer
- Connection to the internet (*Recommended*: Broadband)
- Microsoft Internet Explorer 6.x or greater or Mozilla Firefox 1.5 or greater

## **Windows**

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### **Operating Systems**

- Windows NT 4.0
- Windows 2000
- Windows XP (*Recommended*)
- Windows 2003 Server
- Windows Vista

### **Minimum Hardware**

- Pentium 233 MHz (*Recommended*: Pentium 500MHz or greater)
- 128 MB RAM (*Recommended*: 256 MB RAM or greater)

## **Mac**

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### **Operating Systems**

- Mac OS X 10.2.x and later

### **Minimum Hardware**

- Macintosh computer with and Intel® x86 or PowerPC® G3, G4 or G5 processor
- 128 MB RAM (*Recommended*: 256 MB RAM or greater)

*\*\* Thank you for using Selfship. We look forward to servicing your courier, postal and mail fulfilment requirements \*\**