

A quick guide on how to use our new software.

Welcome to MTE Xpress! - New to our portal? [Click Here](#) for our online manual on how to easily set up and use your account.

Impersonating COD Client (kuki.m@mbokwane.co.za)

Quick quote

Search

SHIPMENTS

Clear filters Saved filters Create shipment

Search waybill no. Filter by status 23 selected Filter by date type Time created Filter by period Last 2 weeks

Advanced filters Select

Showing 1-16 of 16 shipments for the last 2 weeks

Bulk import Bulk actions Download CSV

|                          | ACCOUNT | WAYBILL NO. | STATUS    | SERVI... | CREATED          | COLLECTION ADDRESS                       | DELIVERY ADDRESS                      |
|--------------------------|---------|-------------|-----------|----------|------------------|--|---------------------------------------|
| <input type="checkbox"/> | COD001  | 3XDMDG      | Collected | ECO      | 4 Oct 2023 16:25 | Id Tectura International, Cnr 5th Str... | Unit no 4, 69 Carrington street, M... |
| <input type="checkbox"/> | COD001  | BPPSTN      | Collected | ECO      | 4 Oct 2023 16:20 | Id Rand Water Rietvlei, 522 Impala ...   | 1551 Kubheka Street, Phumula Se...    |
| <input type="checkbox"/> | COD001  | B4NGTS      | Delivered | ECO      | 4 Oct 2023 15:03 | Id Balfourmed Pharmacy, 10 Balfou...     | 1 Albion Road, Bryanston, Sandto...   |
| <input type="checkbox"/> | COD001  | 7TRPCK      | Delivered | ONS      | 4 Oct 2023 13:42 | Id Tectura International, Cnr 5th Str... | INDEPENDENT DEVELOPMENT ...           |
| <input type="checkbox"/> | COD001  | PCMJWM      | Delivered | SPX      | 4 Oct 2023 09:35 | Id 238 Riverside Lifestyle Estate, Na... | Thekwane Holdings, 53 Main Ree...     |

Balance: - R 16 426.01

TOP UP ACCOUNT

2.0346

Click on "Create shipment" to create a new booking.

NEW SHIPMENT

My parcels do not contain dangerous or hazardous goods

I confirm that my parcels do not contain any of the following dangerous or hazardous goods:

- FLAMMABLES
- BLEACH
- TOXIC SUBSTANCES
- OXIDISERS
- CORROSIVES
- COMPRESSED GAS
- INCAPACITATING SPRAYS
- EXPLOSIVES
- FIREWORKS
- WEAPONS
- RADIOACTIVE MATERIAL
- INFECTIOUS SUBSTANCES
- ILLEGAL SUBSTANCES
- TO BE DECLARED WHEN SENT VIA AIR
- LOOSE BATTERIES OR DEVICES CONTAINING BATTERIES

Cancel Accept

Collection details: Earliest requested collection 5 Oct 2023 09:00, Residential Business, Building / Floor / Unit, Street address \* 135 Kuschke Street, Unit A, Suburb \* Meadowdale, City \* Germiston, Province \* Gauteng

Cancel Complete shipment

Please kindly confirm if the shipment does not contain any of the listed dangerous or hazardous goods, by clicking on "Accept" at the bottom right hand corner of the page.

**Fill in the collection and delivery details.**

**COLLECTION**

Earliest requested collection 6 Oct 2023: 08:00 - 17:00

Expected collection

Residential Business International

Building / Floor / Unit Add from address book

Street address

Suburb City Postal code

Meadowdale Germiston 1614

Province

Gauteng

Collection instructions (Optional)

eg. Ring bell at door

**DELIVERY**

Earliest requested delivery 6 Oct 2023

Expected delivery

Residential Business International

Building / Floor / Unit Add from address book

Street address

Suburb City Postal code

Province

Select

Delivery instructions (Optional)

eg. Leave at gate

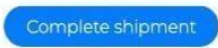
**Enter the parcel dimensions and weight, parcels can be added individually or in bulk.**

**Parcels** Add bulk parcels

| #  | TYPE   | LENGTH | WIDTH | HEIGHT | WEIGHT | PARCEL CONTENT | ALT. TRACKING REF. |
|----|--------|--------|-------|--------|--------|----------------|--------------------|
| #1 | Parcel | 40 cm  | 30 cm | 1 cm   | 2 kg   | Parcel         |                    |
| #2 |        | cm     | 30 cm | 1 cm   | 2 kg   | Parcel         |                    |
| #3 | CUSTOM | cm     | 30 cm | 1 cm   | 2 kg   | Parcel         |                    |

Click 'complete shipment' blue icon at the bottom right-hand corner of the page.

To finalise, **click** on the **Complete shipment** button in the bottom right-hand corner of the screen.



Then, **choose the relevant service type** to determine how fast the shipment should be delivered.

**i** Service level rates are determined by the dimensions of the parcel entered in the above step.

Lastly, **click on Book shipment** to complete and create the shipment.

The dialog box titled "Confirm service level and rates" shows three service options:

- Economy (ECO)**: Deliver in 2-3 days nationally. Expected collection date: Today, 23 Mar 2023. Expected delivery date: Mon, 27 Mar 2023 - Tue, 28 Mar 2023. Rate: R 82.00.
- Local Overnight Flyer (LOF)**: Expected collection date: Today, 23 Mar 2023. Expected delivery date: Tomorrow, 24 Mar 2023. Rate: R 90.00.
- Special trip (SPX)**: Rate: R 0.00.

Buttons at the bottom: Cancel, Download quote, Book shipment.

You can either download the waybill immediately after completing the shipment as an option will pop up or click on the specific shipment and find the gear icon (Top right hand corner) . Open it, click on 'Download waybill'.

SHIPMENT: 3XDMDG

Service level: Economy (ECO) | Customer reference: LOCK01896573

Delivery routing number: -

Created by: amtenjana

Created on: 4 Oct 2023 16:25



Status: Collected

Buttons: COLLECTION, DELIVERY

Menu items (gear icon):

- Download waybill
- Download stickers
- View tracking events
- View communication log
- Show original shipment details
- Track this shipment
- Duplicate this shipment
- Return this shipment

This is how the waybill will look, with the waybill number appearing below the barcode (Top right-hand corner of the page).

3XDMDG

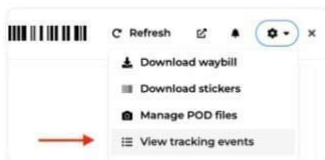
| Shipping label date: 2023-10-04<br>Waybill number: 3XDMDG<br>Customer ref: LOCK01896573<br>Acc code: COD001 | Service level: <b>ECO</b><br>Destination hub: <b>Mafikeng</b><br>Extra: Documentation fee<br>Collection agent: zakheleb<br>Delivery agent: | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Description</th> <th>Weight</th> <th>Dimensions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>1.0 kg</td> <td>40.0 x 30.0 x 1.0 cm</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | #                    | Description | Weight | Dimensions | 1 |  | 1.0 kg | 40.0 x 30.0 x 1.0 cm |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|---|----------------------|-------------|--------|------------|---|--|--------|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| #   | Description  | Weight  | Dimensions           |             |        |            |   |  |        |                      |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |  |   |                      |             |        |            |   |  |        |                      |  |  |  |  |  |  |  |  |  |  |  |  |
|   |  |   |                      |             |        |            |   |  |        |                      |  |  |  |  |  |  |  |  |  |  |  |  |
|   |  |   |                      |             |        |            |   |  |        |                      |  |  |  |  |  |  |  |  |  |  |  |  |

You can view tracking events by opening the gear icon of that specific icon.

### Where to view a shipment's tracking events

Select the relevant waybill and open to view the shipment details.

1. Open the gear icon ⚙️ in the top right corner of the screen.
2. Click on **View tracking events**.



Switch between shipment and parcel tracking by choosing the relevant option in the dropdown menu.

POD images will be visible in the parcel tracking events.

