



**EXPRESS & FREIGHT  
SOLUTIONS**



Please fill in your:

# Sign in

To be able to use the application, you have to accept our general conditions.

If you have not received your login yet, please contact us:

[ops@ex-sol.be](mailto:ops@ex-sol.be) or [02/753.05.50](tel:027530550)

# Create a shipment

- Are you shipping to or from an address you will use frequently?

→ Please create a receiver, see as from slide 22.

- Are you shipping to or from an address you will not use frequently?

→ Please continue with the next slide.

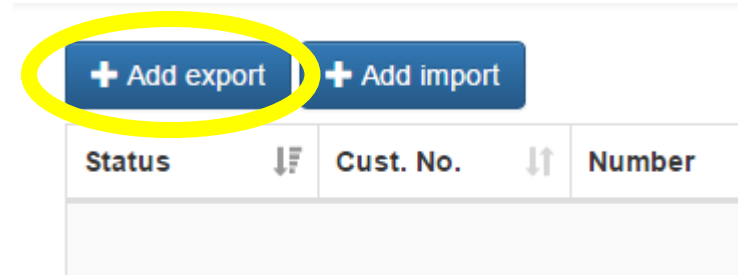
# Type of shipment

- Select the type of shipment you like to request:

- Export

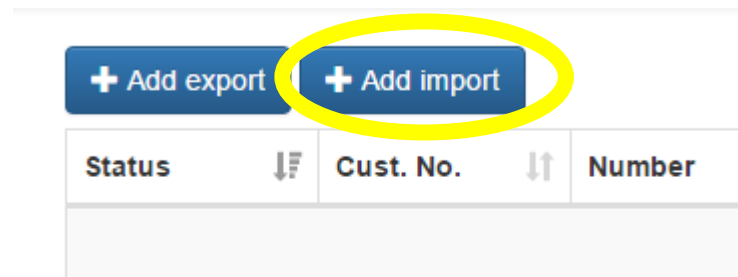
or

- Import



Status	Cust. No.	Number
--------	-----------	--------

Showing 0 to 0 of 0 entries



Status	Cust. No.	Number
--------	-----------	--------

Showing 0 to 0 of 0 entries

# Create an EXPORT shipment

- Fill in the full address of the receiver.

or

- Select a frequently used receiver with CHOOSE ADDRESS.

You will get the list of the created addresses in your address book.

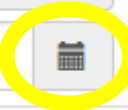
The screenshot shows a web form titled "Add air way bill" with a header bar containing "Cancel", "Delete", "Print", and "Save" buttons. The form is divided into several sections:

- 1. Sender:** Includes fields for "EXPRESS & FREIGHT SOLUTIONS", "BEDRIJVENZONE MACHELEN CARGO", "BUILDING 706", "7TH FLOOR", "1830", "MACHELEN", "BEL", "SHIPPING DEPT", "+3227530550", and "REFERENCE (WILL APPEAR ON INVOICE)". A "CHOOSE ADDRESS" button is present.
- 2. Receiver:** Includes fields for "COMPANY NAME", "STREET 1", "STREET 2", "STREET 3", "ZIP", "CITY", "AFC", "PHONE", and "CONTACT". A "CHOOSE ADDRESS" button is present. This section is circled in yellow.
- 3. Sender's authorisation & signature:** Includes fields for "Name" (119 CHE VERCAUTEREN) and "15/03/2017".
- 4. Shipment details:** Includes "Pieces" (0), "Weight" (Kg), "Full description of contents", "Volume" (m³), "Dry ice" checkbox, and "ENTER DIMS" button.
- 5. Services:** Includes radio buttons for "Documents", "Non Documents(Invoice)", "Delivery < 9:00", and "Delivery < 12:00".
- 6. Special instructions and/or additional shipment information:** Includes three text input fields for "COMMENT 1...", "COMMENT 2...", and "COMMENT 3...".
- Values:** Includes "Actual value" and "Insured value" fields, both with "EUR" dropdown menus.

- Select a shipping date.

3. Sender's authorisation & signature

Name 119 CHE VERCAUTEREN

15/03/2017 

- Fill in the full details of the goods.

For non-docs, please also fill in the dims by using ENTER DIMS.

For shipments on dry-ice, please mark DRY-ICE and enter the nett amount of dry-ice.

4. Shipment details

**Pieces**

**Weight**  Kg

Dry ice

**Weight**  Kg

**Full description of contents**

**Volume**  m³

Packets

Quantity	Length	Width	Height	Weight	Net Dry Ice	Volume	
<input type="text" value="1"/>	<input type="text" value="0"/> cm	<input type="text" value="0"/> cm	<input type="text" value="0"/> cm	<input type="text" value="0"/> Kg	<input type="text" value="0"/>	<input type="text" value="0"/> m³	
<input type="text" value="1"/>	<input type="text" value="0"/> cm	<input type="text" value="0"/> cm	<input type="text" value="0"/> cm	<input type="text" value="0"/> Kg	<input type="text" value="0"/>	<input type="text" value="0"/> m³	

Ok

- Select the nature of the goods:
  - documents
  - non-documents

- Select, if necessary, an extra service:
  - delivery before 9<sub>AM</sub>
  - delivery before 12<sub>AM</sub>

- Attention: Please check the possibilities with Ex-Sol.



5. Services

- Documents
- Non Documents(Invoice)
- Delivery < 9:00
- Delivery < 12:00

The image shows a screenshot of a software interface for selecting services. It features a light gray header with the text '5. Services'. Below the header, there is a list of four radio button options: 'Documents', 'Non Documents(Invoice)', 'Delivery < 9:00', and 'Delivery < 12:00'. All radio buttons are currently unselected.

- Use FIELD 6 for special instructions and/or additional shipment information.

6. Special instructions and/or additional shipment information

COMMENT 1...

COMMENT 2...

COMMENT 3...

- Use FIELD 7 to give the value of the goods.  
(only for non-docs outside the EU)

7. Values

Actual value	Insured value
<input type="text"/> EUR ▾	<input type="text"/> EUR ▾


And, if necessary, to request an insurance against additional fee. Please check the possibilities with Ex-Sol.



- When all required fields are filled in, please SAVE your shipment.

Add air way bill Cancel **Save**

**1. Sender** CHOOSE ADDRESS

EXPRESS SOLUTIONS NV  
BRUCARGO BUILDING 706  
STREET 2  
STREET 3  
1931 BRUCARGO BEL   
SHIPPING DEPARTMENT

**4. Shipment details**

**Pieces**  
1

**Weight**  
5 Kg

Dry ice

**Weight**  
Kg

**Full description of contents**  
SPARE PARTS

**Volume**  
0.012 m<sup>3</sup>

ENTER DIMS

**5. Services**

- Documents
- Non Documents(Invoice)
- Delivery < 9:00
- Delivery < 12:00

- Your shipment is now visible in the list.

[+ Add export](#) [+ Add import](#) Search:

Status	Cust. No.	Number	Date	Reference	Sender	Reciever	Last operation
Recorded	999999	700101	15/03/2017		EXPRESS SOLUTIONS NV	EXPRESS SOLUTIONS NV	MOHAMMED AKAZZAB

Showing 1 to 1 of 1 entries

- To confirm your order: please select the shipment by clicking on it.

- Check your entry and CONFIRM & PRINT the Airwaybill, the Airwaybill is now visible for Ex-Sol.



- A PDF-file will appear.

The program will generate the number of copies linked to the number of parcels of your shipment.

- Copy 1 needs to be signed by the driver.  
(this will be your proof of pick up)
- Other copies need to be attached to the shipment.  
(in case of multiple pieces, please attach a copy to each parcel)

- Now the shipment will be marked PRINTED and is now available for Ex-Sol to take necessary actions.

+ Add export + Add import Last refresh : 15/03/2017 15:48:58 Search:

Status	Cust. No.	Number	Date	Reference	Sender	Reciever	Last operation
Printed	999999	700101	15/03/2017		EXPRESS SOLUTIONS NV	EXPRESS SOLUTIONS NV	MOHAMMED AKAZZAB

Showing 1 to 1 of 1 entries

- When your shipment is marked ACCEPTED.  
Ex-Sol will arrange the pick up sameday,...next day or on your requested date.

+ Add export + Add import Search:

Status	Cust. No.	Number	Date	Reference	Sender	Reciever	Last operation
Accepted	999999	700101	15/03/2017		EXPRESS SOLUTIONS NV	EXPRESS SOLUTIONS NV	ROGER DE CONINCK

Showing 1 to 1 of 1 entries

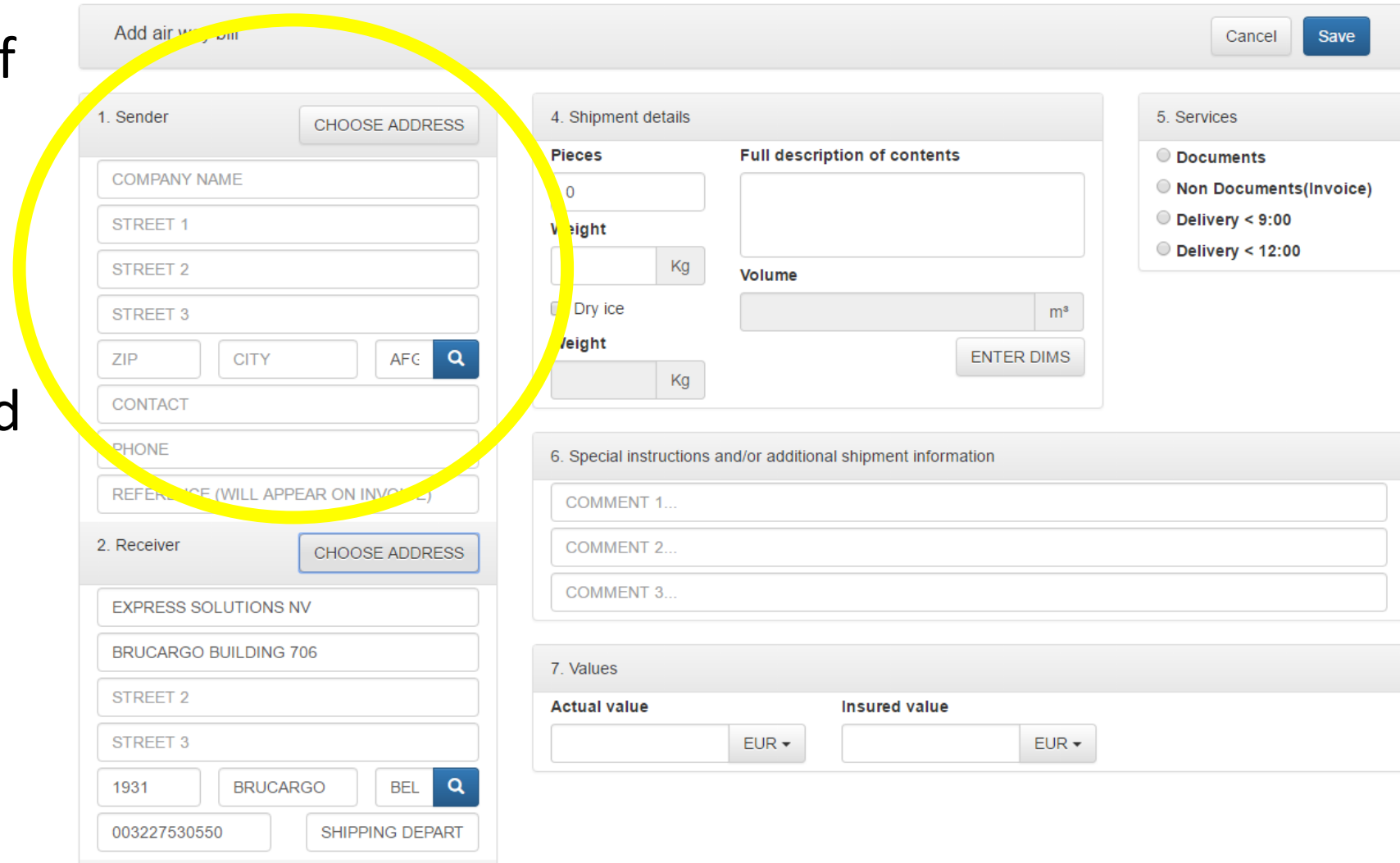
# Create an IMPORT shipment

- Fill in the full address of the sender.

or

- Select a frequently used receiver with **CHOOSE ADDRESS**.

You will get the list of the created addresses in your address book.



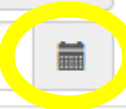
The screenshot shows a shipping form titled "Add air way bill" with a "Cancel" button and a "Save" button in the top right corner. The form is divided into several sections:

- 1. Sender:** This section is highlighted with a yellow circle. It contains a "CHOOSE ADDRESS" button and several input fields: "COMPANY NAME", "STREET 1", "STREET 2", "STREET 3", "ZIP", "CITY", "AFC" (with a search icon), "CONTACT", "PHONE", and "REFERENCE (WILL APPEAR ON INVOICE)".
- 2. Receiver:** This section contains a "CHOOSE ADDRESS" button and input fields for "EXPRESS SOLUTIONS NV", "BRUCARGO BUILDING 706", "STREET 2", "STREET 3", "1931", "BRUCARGO", "BEL" (with a search icon), "003227530550", and "SHIPPING DEPART".
- 4. Shipment details:** This section includes "Pieces" (input field with "0"), "Weight" (input field with "Kg"), "Full description of contents" (text area), "Volume" (input field with "m³"), and "ENTER DIMS" button.
- 5. Services:** This section has radio buttons for "Documents", "Non Documents(Invoice)", "Delivery < 9:00", and "Delivery < 12:00".
- 6. Special instructions and/or additional shipment information:** This section has three text input fields labeled "COMMENT 1...", "COMMENT 2...", and "COMMENT 3...".
- 7. Values:** This section has two input fields for "Actual value" and "Insured value", both with "EUR" dropdown menus.

- Select a shipping date.

3. Sender's authorisation & signature

Name 119 CHE VERCAUTEREN

15/03/2017 

- Fill in the full details of the goods.

For non-docs, please also fill in the dims by using ENTER DIMS.

For shipments on dry-ice, please mark DRY-ICE and enter the nett amount of dry-ice.

4. Shipment details

**Pieces**  
0

**Weight**  
 Kg

Dry ice



**Weight**  
 Kg

**Full description of contents**

**Volume**  
 m<sup>3</sup>

ENTER DIMS

Packets ✕

Quantity	Length	Width	Height	Weight	Net Dry Ice	Volume	
1	0 cm	0 cm	0 cm	0 Kg	0	0 m <sup>3</sup>	
1	0 cm	0 cm	0 cm	0 Kg	0	0 m <sup>3</sup>	

Ok

- Select the nature of the goods:
  - documents
  - non-documents

- Select, if necessary, an extra service:
  - delivery before 9<sub>AM</sub>
  - delivery before 12<sub>AM</sub>

- Attention : Please check the possibilities with Ex-Sol.



5. Services

- Documents
- Non Documents(Invoice)
- Delivery < 9:00
- Delivery < 12:00

The image shows a screenshot of a software interface for selecting services. It features a light gray header with the text '5. Services'. Below the header, there is a list of four radio button options: 'Documents', 'Non Documents(Invoice)', 'Delivery < 9:00', and 'Delivery < 12:00'. All radio buttons are currently unselected.

- Use FIELD 6 for special instructions and/or additional shipment information.

6. Special instructions and/or additional shipment information

COMMENT 1...

COMMENT 2...

COMMENT 3...

!!! Please use this field to provide possible pick up dates, pick up hours, the email of the sender, etc.



- Use FIELD 7 to give the value of the goods.  
(only for non-docs outside the EU)
- And, if necessary, to request an insurance against additional fee.  
Please check the possibilities with Ex-Sol.

7. Values	
<b>Actual value</b>	<b>Insured value</b>
<input type="text"/>	<input type="text"/>
EUR ▼	EUR ▼

- When all required fields are filled in, please **SAVE** your shipment.

Add air way bill Cancel **Save**


**1. Sender** CHOOSE ADDRESS

EXPRESS SOLUTIONS NV

BRUCARGO BUILDING 706

STREET 2

STREET 3

1931 BRUCARGO BEL 

SHIPPING DEPARTMENT

**4. Shipment details**

**Pieces**

1

**Weight**

5 Kg

Dry ice

**Weight**

Kg

**Full description of contents**

SPARE PARTS

**Volume**

0.012 m<sup>3</sup>








ENTER DIMS

**5. Services**

- Documents
- Non Documents(Invoice)
- Delivery < 9:00
- Delivery < 12:00

- Your shipment is now visible in the list.

[+ Add export](#) [+ Add import](#) Search:

Status 	Cust. No. 	Number 	Date 	Reference 	Sender 	Reciever 	Last operation
Recorded	999999	700101	15/03/2017		EXPRESS SOLUTIONS NV	EXPRESS SOLUTIONS NV	MOHAMMED AKAZZAB

Showing 1 to 1 of 1 entries

- To confirm your order: please select the shipment by clicking on it.

- Check your entry and CONFIRM & PRINT the Airwaybill.



- A PDF-file will appear:
  - Please print 1 copy of the airwaybill for your administration.
  - Ex-Sol will provide you with all the shipping documents.

- Now the shipment will be marked PRINTED and is now available for Ex-Sol.

[+ Add export](#)
[+ Add import](#)
Last refresh : 15/03/2017 15:48:58
Search:

Status	Cust. No.	Number	Date	Reference	Sender	Reciever	Last operation
Printed	999999	700101	15/03/2017		EXPRESS SOLUTIONS NV	EXPRESS SOLUTIONS NV	MOHAMMED AKAZZAB

Showing 1 to 1 of 1 entries

- When your shipment is marked ACCEPTED, Ex-Sol will take the necessary actions.

[+ Add export](#)
[+ Add import](#)
Search:

Status	Cust. No.	Number	Date	Reference	Sender	Reciever	Last operation
Accepted	999999	700101	15/03/2017		EXPRESS SOLUTIONS NV	EXPRESS SOLUTIONS NV	ROGER DE CONINCK

Showing 1 to 1 of 1 entries

# Create a frequently used receiver in your address book

- Go to MY COMPANY.

Air Way Bill **My company**

[+ Add export](#) [+ Add import](#) Search:

Status	Cust. No.	Number	Date	Reference	Sender	Receiver	Last operation
No data available in table							

Showing 0 to 0 of 0 entries

- Select ADD RECEIVER.

Air Way Bill   My company

Edit company : EXSOLLAYOUT Cancel Save

**Company name**  
EXSOLLAYOUT

**EXSOL CUSTOMER NBR.**  
999999

**Street1**  
BRUCARGO

**Street2**  
BLDG 706

**Street3**  
7ST FLOOR

**Phone**  
+3227530550

**ModifyUser**  
MOHAMMED AKAZZAB

**ModifyDate**  
15/03/2017 14:11:57

**PostalCode**  
1830

**City**  
MACHELEN

**Country**  
BELGIUM

**ContactName**  
SHIPPING DEPARTMENT

Receivers

+ Add Receiver Search:

Code	Company Name	City	Postal code	Country	
EXSOL1931BE	EXPRESS SOLUTIONS NV	BRUCARGO	1931	BELGIUM	

Showing 1 to 1 of 1 entries

- Fill in the full address details of your receiver and SAVE your receiver.

Add receiver Cancel Save

<b>CustomerCode</b>	<input type="text"/>	<b>ContactName</b>	<input type="text"/>
<b>CompanyName</b>	<input type="text"/>	<b>Country</b>	<input type="text"/>
<b>Street1</b>	<input type="text"/>	<b>City</b>	<input type="text"/>
<b>Street2</b>	<input type="text"/>	<b>PostalCode</b>	<input type="text"/>
<b>Street3</b>	<input type="text"/>	<b>Phone</b>	<input type="text"/>

★ You can choose a personal code for your receiver, this will make it easy to look up the receiver in the addresses. For example the receivers customer number in your database, a short name of the receiver, etc.



- Your receiver is now visible in the list:

Receivers

[+ Add Receiver](#) Search:

Code	Company Name	City	Postal code	Country	
<a href="#">EXSOL1931BE</a>	EXPRESS SOLUTIONS NV	BRUCARGO	1931	BELGIUM	

Showing 1 to 1 of 1 entries

- To use your address book for a sender or receiver, you can select **CHOOSE ADDRESS** when creating an airwaybill.

Add air way bill Cancel Save

**1. Sender** CHOOSE ADDRESS

EXPRESS SOLUTIONS

BRUCARGO BUILDING 706

7ST FLOOR

STREET 3

1830 MACHELEN BEL

SHIPPING DEPARTMENT

+3227530550

REFERENCE (WILL APPEAR ON INVOICE)

**2. Receiver** CHOOSE ADDRESS

COMPANY NAME

STREET 1

STREET 2

STREET 3

ZIP CITY AFC

PHONE CONTACT

**4. Shipment details**

**Pieces**

**Weight**  Kg

Dry ice

**Weight**  Kg

**Full description of contents**

**Volume**  m<sup>3</sup>

**5. Services**

Documents

Non Documents(Invoice)

Delivery < 9:00

Delivery < 12:00

**6. Special instructions and/or additional shipment information**

**7. Values**

**Actual value**  EUR

**Insured value**  EUR

# Questions?

If you have any questions, please do not hesitate to contact us.

You can reach us by phone or by mail:

[02/753.05.50](tel:027530550)

[ops@ex-sol.be](mailto:ops@ex-sol.be)