

MyToll | Quick Reference Guide

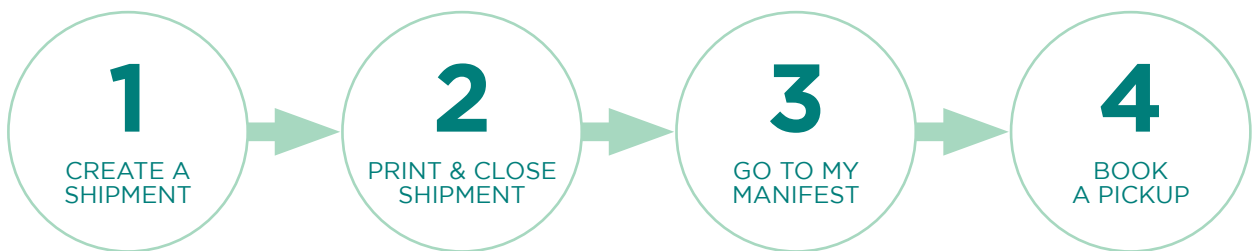
How to create shipments and book pickups

- ?** MyToll allows you to create shipments and book pickups in a few simple steps.
1. To create a shipment moving your goods from origin to destination, MyToll requires sender and receiver details; volume and description of the goods; payment preferences, and other details.
 2. Once the shipment is finalised, documents - labels and manifests need to be printed, to get your goods moving.
 3. Next, book a pickup. A driver will collect and take your goods to a depot, where they will be sorted and dispatched to destination locations as per the provided document details.

MyToll supports a range of shipment and pickup situations, including:

1. Creating a shipment with a regular scheduled pickup;
2. Creating a shipment and arranging pickup of goods;
3. Creating a shipment and charging costs to a third party; or
4. Using manual connotes and/or pre-printed labels.

Follow the steps below to ensure your goods are collected and delivered on time.



1 CREATE A SHIPMENT

- You can save draft shipments and complete at a later time
- Select your choice of approved carrier
- Select who pays - sender, receiver or third party
- Edit sender and receiver contact details while creating shipments. Select edit to revise details
- Save line items as templates for easy access on a different occasion
- Add as many line items as required
- Real time rate enquiry is available

2 PRINT & CLOSE SHIPMENT

After you've reviewed shipment details, you'll have three options to proceed:

1. Continue to add new shipments
2. Add the shipment to a manifest manually
3. Print and close the shipment
 - Remember you can share a label via email. Select download PDF
 - To reduce label waste, you can select which label position on the page you wish to use (A4 4 Part labels only)

Please note: it's mandatory to print labels to close the shipment.

3 MY MANIFEST

- Shipments are saved in My Manifests
- To print the consignment, select shipment and then print & complete
- Printing the manifest will change its status to closed and will then highlight the book a pickup button. Select book a pickup
- Please note: printing the consignment will lock it, restricting any further changes

Manifest name	Status	Toll carrier	Sender	Sender location	Dispatch date
MYT00633-13-09-2018	In Progress	Toll IPEC	apostasy	Mulgrave QLD 4807	13 Sep 2018
MYT00633-26-04-2018	Closed	Toll Tasmania		Mulgrave QLD 4807	26 Apr 2018

4 BOOK A PICKUP

- Data from your shipment will be carried over to the book a pickup form
- Enter notes/instructions for the driver in the special instructions field
- Select confirm the pickup. A confirmation message, including the reference number will be sent as an SMS and email to the registered user account details
- Remember, you can share this information with up to 5 people via email
- You can view all your scheduled pickups from My Pickups tab on My Dashboard
- Download all pickups as a .csv file to work on your desktop, off-line
- You may also search your pickups by Toll carrier, booking reference or date range

Booking reference	Toll carrier	Sender	Sender location	Pickup date	Ready time
			Suburb, State & Postcode	Pickup date	11:45
			Suburb, State & Postcode	Pickup date	12:30
			Suburb, State & Postcode	Pickup date	02:00



REMEMBER...

- If your pickup contains shipment/s charged to a third party, you will see your account details on the pickup confirmation documents. Don't worry, you will not be charged.
- If you have a regular scheduled pickup arrangement with Toll, you do not need to book a pickup on MyToll. Your pickup will arrive as scheduled.
- If you are using manual connotes and/or pre-printed labels, please don't create a shipment. You only need to book a pickup.
- If your pickup contains shipments with various destinations, please book only one pickup. The goods will be sorted at the Toll depot and dispatched as per shipment document details.
- Most carriers require a shipping label and manifest to move goods. Some carriers, such as Intermodal & Specialised, also require a consignment note as a mandatory document.



FOR MORE HELP AND TIPS

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