

BOOKING A CONSIGNMENT & OR PICK UP WITH MyNetex



Booking a consignment or pick up is easy, just follow the steps below:

STEP 1 Log into the [MyNetex](#) webpage.

STEP 2 Select what you would like to generate. If you already have a manual con note, select booking only. (Manual consignment notes may incur additional charges).

Freight Action

Consignment + Booking	Consignment Only	Booking Only
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STEP 3 Enter sender and receiver details. These can be searched if they are frequently used.
TIP ensure the phone number includes area code and has no spaces i.e. 0864369000

Sender Address		Receiver Address	
Company Name*	<input type="text"/>	Company Name*	<input type="text"/>
	<input type="button" value="Q Search"/>		<input type="button" value="Q Search"/>
Address 1*	<input type="text" value="Sender Address 1"/>	Address 1*	<input type="text" value="Receiver Address 1"/>
Address 2	<input type="text" value="Sender Address 2"/>	Address 2	<input type="text" value="Receiver Address 2"/>
Suburb/Postcode*	<input type="text" value="Sender Suburb or Postcode"/>	Suburb/Postcode*	<input type="text" value="Receiver Suburb or Postcode"/>
Contact Name*	<input type="text" value="Sender Contact Name"/>	Contact Name*	<input type="text" value="Receiver Contact Name"/>
Phone*	<input type="text" value="Sender Phone"/>	Phone*	<input type="text" value="Receiver Phone"/>
Email	<input type="text" value="Sender Email"/>	Email	<input type="text" value="Receiver Email"/>

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STEP 4 Enter shipment date. If you are unsure about cut off times, feel free to contact one of our friendly team.

Shipment Date*

STEP 5 Fill in additional information as required. For DG's and lithium batteries, please ensure data is correctly entered. If unsure ask one of our friendly team.

Invoice Reference	<input type="text"/>
Additional Reference	<input type="text"/>
Special Instructions	<input type="text"/>
Invoice Reference	<input type="checkbox"/>
Additional Reference	<input type="checkbox"/>
Special Instructions	<input type="checkbox"/>
Additional Reference	<input type="checkbox"/>
Special Instructions	<input type="text"/>

STEP 6 Enter article details in cm. **Click the blue box** to add each article to the shipment. Number of articles and total weight will auto populate.

Articles				
Type	Length	Width (cm)	Height (cm)	Weight (kg)
ITEM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/>				
Totals	0 items	0.0000m³		0kg

Number of Articles*

Total Weight*

STEP 7 Select the required Service Level and Service from the drop down. Pricing will be displayed if activated with your sales representative. If you require more information explaining our comprehensive service types, please do not hesitate to ask our team.

Service Level*

Service

NOTE: Prices are estimates only and exclusive of GST and applicale accessorial charges

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STEP 8 Select the ready pickup time and the specific location for the driver to collect the goods from. For example: reception, front desk, despatch, roller door X.

Pickup information

Ready Pickup Time*
Note: If the current time is past collection cut off, the shipment will not be collected until the following business day

Close of Business Time*

Pickup Location

STEP 9 PRINT THERMAL LABELS is available if required.

Print Thermal Labels?

STEP 10 Your booking is now ready to submit. If you aren't ready to commit yet, save draft and come back later to complete the booking.

[Save Draft](#)

[Submit](#)

CONTACT US FOR ASSISTANCE

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