Quick Reference Guide

https://needitnowcourier.com/
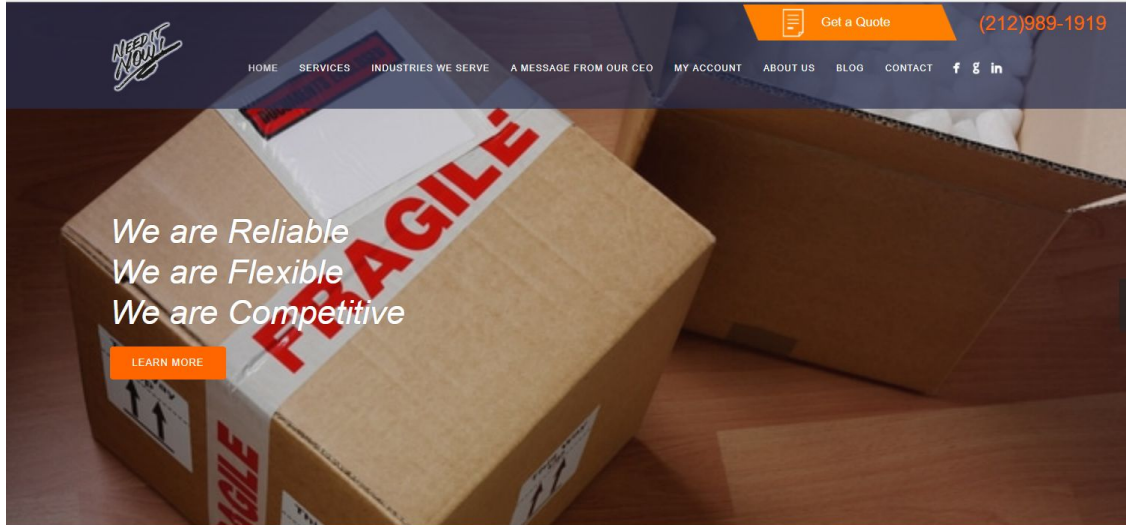
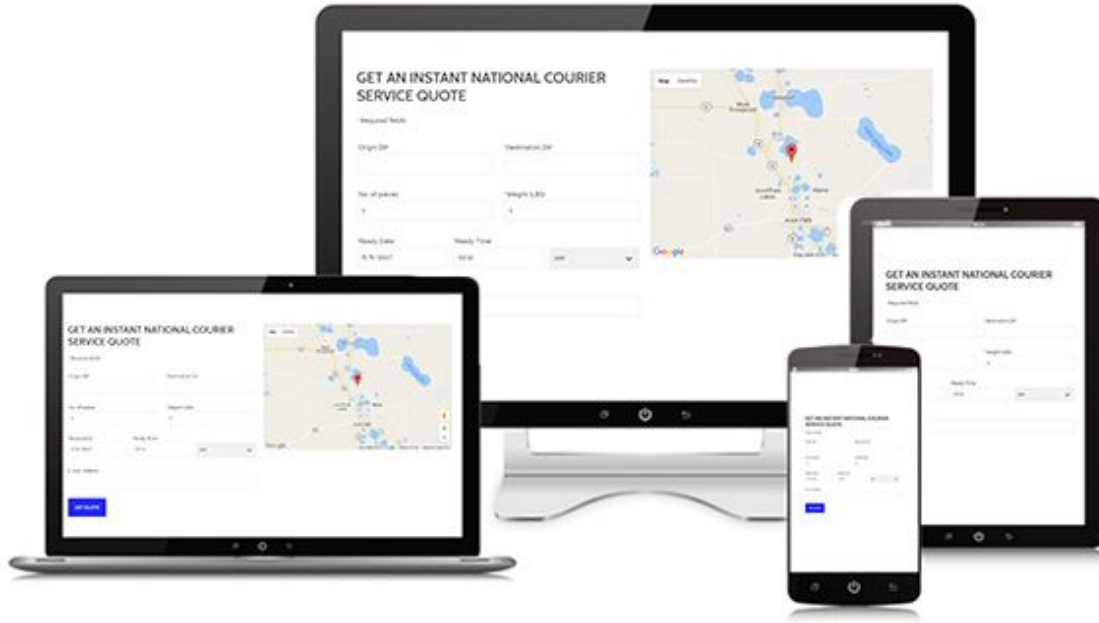*Updated 11/22/17*

Greetings!

Need It Now Courier is a professional Same Day Courier Service.

As your preferred Same Day Courier provider, our ambition is to make ordering, tracking and reporting as seamless as possible.

Need It Now Courier is part of the national Need It Now Delivers Company (*https://nindelivers.com/*).

New Technology

Our new technology platforms will enhance the overall customer experience.

The first thing you will notice is that our new website is designed to put information at your fingertips and make ordering easy.

(https://needitnowcourier.com/)

Now, you can easily:
- Get a QuickQuote
- Place Orders On-Line
- Track Packages
- View Reports
- EZ Ship

Quick Quote

To Get a Quick Quote:

(1) Click "**Quick Quote**" in top menu

(2) Enter information
   a. origin & destination zip codes
   b. number of pieces to transport
   c. total weight of all items
   d. ready date and time for pickup
   e. vehicle type needed for job (default is car, if not entered)

(3) Click "**Get Quote**"

(4) **Results** show approximate time for service, confirms date/time & initial estimated rate

Login To Account
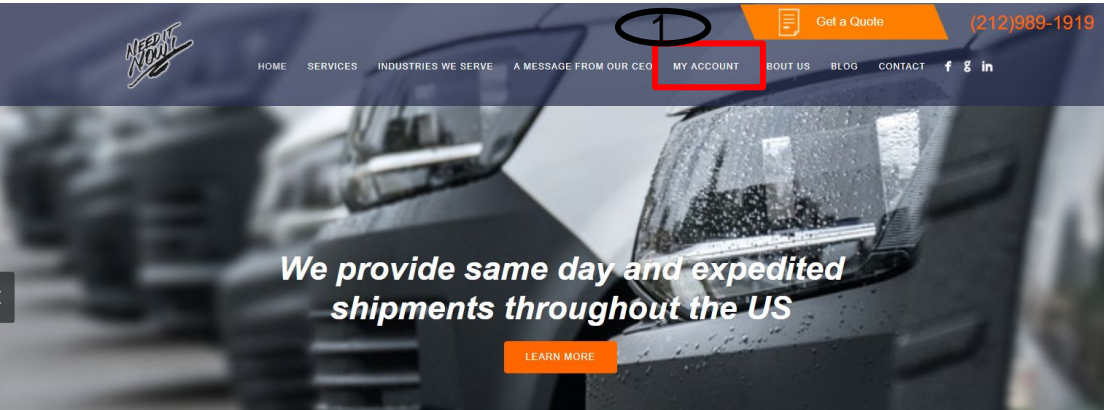
To Get a Quick Quote:

(1) Click "**My Account**" in top menu

Login To Account

Placing an Order:

If you are account holder, Login to access your account information for convenient access

(1) Enter Username & Password.

Placing an Order

Placing an Order:

If you are account holder, Login to access your account information for convenient access

(1) Click on "Orders & Tracking".

COURIER DELIVERY SHIPPING FORM

Placing an Order (*cont*.)**:**

(1) Click on "Login" in header menu to access Shipping Form

(2) Enter Customer Contact information

(3) Enter Pickup Information (use customer or company name in "Company" field)

(4) Enter Delivery Information

(5) Enter information about the items to transport and appropriate sized vehicle.

(6) Enter information about items to transport

Placing an Order *(cont)*:

(7) Enter number of pieces and the total weight of all items combined.

(8) Enter time and date that item(s) will be ready and appropropriate vehicle to transport item(s)

(9) Enter service type (ie. Express Service) and package information

(10) Enter email address to receive order confirmation and status update

(11) Press Quote

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Placing an Order *(cont)*:

(12) Press Select to reopen order information

Placing an Order *(cont)***:**

(13) Review order information

(14) Click to accept Terms and Conditions

(15) Press Order

Tracking a Package

Track a Package:

(1) Click Tracking on menu

(2) Enter Tracking Number

(3) Click "Track It" Button

Track a Package *(cont.)*:

Status of order view

View Reports

View Reports

As an account holder, you can view reports related to your account that have been setup. Please call and request reports to be setup for your account.

To view reports that are available on your account:

(1) Click My Account

View Reports

View Reports (*cont*.)**:**

At log in screen:

(2) Enter User Name

(3) Enter Password

(4) Press GO button

View Reports *(cont.)***:**

(5) Click on Orders & Tracking from header menu

View Reports *(cont.)***:**

(6) Select Reports from menu

(7) Click on the Report that you want to generate from the menu.

Clicking on a report will generate a query specific for that report.

View Reports (cont.):

Clicking on a report will generate a query for that report.

(8) Enter information that you want to use to determine report parameter.

(9) Press Submit

Order Charges

Account: **Sample Customer**, Dates: **7/26/2017-7/26/2017**, Reference: **All**, Invoice Reference: , Alias: **All**, Service: **All**

Date	Rdy	Order	Ref	Alias	Dest	Addr	City	P,W	Svc	Vehicle	Miles	Wait	Load	Total	Service	Weight	Wait	Load	DCL	Pieces	Discount	Fuel Surcharge	Other	Cod

Total Orders:	0
Total Amount:	$0.00

Top

View Reports

(cont.):

A report will display details based on parameters provided in the query for the selected form.

EZ Ship

EZ Ship feature allows you to create a template, saving information for recurring shipments. Simply fill in the form with the package information that will be the same, delivery address, etc., and give the EZ Ship a name, let's say "ABC". Then, the next time you have a box to send to ABC company, just click on the EZ Ship named ABC and your order form will automatically be filled in with all the appropriate information.

EZ Ship - Access Features

Access EZ Ship features:

(1) click on **Setup Preferences** in the menu.

(2) Click the second tab, which is EZ Ship. **(Note: Feature may not appear initially.)**

(3) Account holders can setup a new template by clicking on the link to "create a new EZ Ship".

EZ Ship - Template

Creating EZ Ship template:

(1) Enter a name for the template in the field next to "EZ Ship Name".

(2) Enter details for the EZ Ship template that will be the same for each order that will be setup using this template. **Note**: Required fields are the **EZ Ship Name** and **Service** type (toward bottom of page).

Creating EZ Ship template (*cont.*):

(2) Enter details for the EZ Ship template. [**Service** type is one of the two required fields (in green box)].

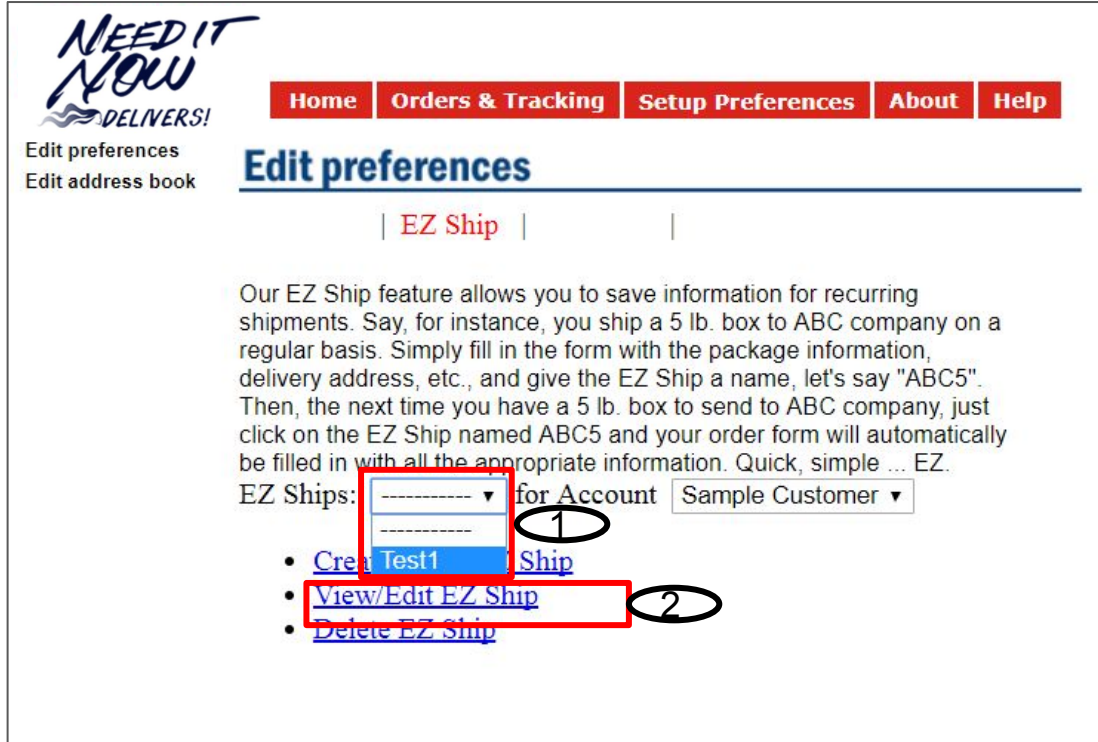(3) Press Save to save the template and return to the EZ Ship menu.

Creating EZ Ship template (_cont._):

(4) After saving the template, a confirmation screen appears along with the template.

(5) Press EZ Ship to go back to the menu.

EZ Ship - View/Edit

View/edit EZ Ships:

(1) From the EZ Ship menu, click the dropdown to select the EZ Ship.
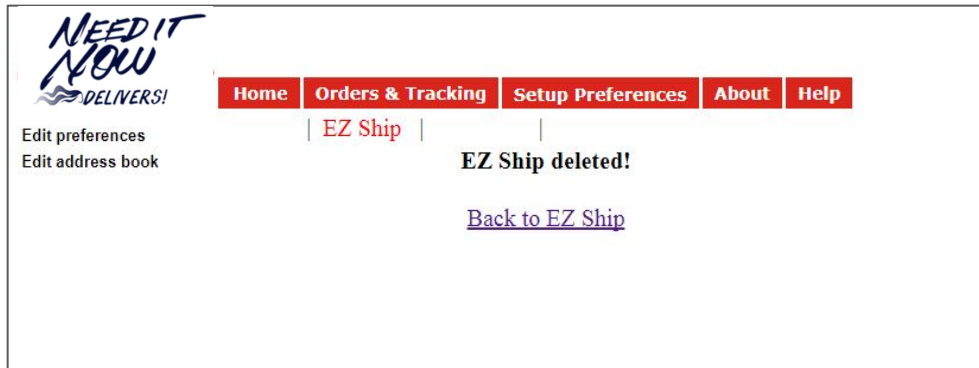
(2) Click View/Edit EZ Ship

View/edit EZ Ships (*cont*.):

(3) View and/or the details in the template and then

(4) Press Save

Delete an EZ Ship (*cont.*):

Delete will be confirmed in separate screen.

EZ Ship - Delete

Delete an EZ Ship:

(1) From the EZ Ship menu, click the dropdown to select the EZ Ship.

(2) Click Delete EZ Ship