




Create a single Transfer

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SMART. SIMPLE. FAST.






Create a single Transfer

1. Click  and select 
2. Click 
3. Select 'Location'
4. Select required 'Movement direction'
5. Enter 'Other Party'
6. Select the required 'Shipment Date' and 'Effective Date' from the calendar slider
7. Select 'Automated' or 'Manual' for CHEP Docket
8. Enter 'Reference'
9. Enter 'Other Reference'

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10. Click  and enter quantity
11. Select 'Transporter'
12. Enter 'Driver' information
13. Enter 'Vehicle registration'
14. Complete 'Add Note' field
15. Press 'Submit' and you will receive a confirmation email
16. Select  to print a PDF of the transfer movement
17. Press  if required

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