

### Electronic Prepaid Vouchers System

#### Creation / Management Customer's Shipment

#### **Online Portal**



We open our website and enter the address

https://www.travelexpresscourier.com/customer and the page displayed above will appear.

#### Create Username

# Choose account type

### 💄 Personal

Send and receive money in your country or worldwide. Anytime, anywhere..

#### 🔒 Business

Accept payments in your website. Fast and secure way, to make your website payable.

Already have an account? Login

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From the main page we select Register and 2 options will appear on our screen

(Business / Personal).

With the Personal option you create a customer portion per person and the name will be displayed where it will be registered in the form that follows in the shipments but also in the shipping status.

With the Business option you will not display any data per person except the phone and the name of the company that will be registered in the next form that follows.

Personal Account

# Create a Personal account

Christos Symeou	
99880303	
itsupport@travelexpress.com.cy	
•••••	
Cyprus	
Nicosia 🖌 1060	
Stasinou 29	
e-parcel	
I have read and agree to the Terms of Use	
Register	
Already have an account? Login	

# Create a Business account

travelexpress@travelexpress.com.cy	
••••••	
Your business information	
Christos Symeou	
Travel Express Courier	
99880303	
Cyprus 🗸	
Nicosia 🗸 1060	
Stasinou 27	
e-parcel	
I have read and agree to the Terms of Use	
Register	

Already have an account? Login

## Login to the wallet and payment system

Electronic Prepaid

Vouchers

24/7	Summary	Shipment Managment	Tools	Support	٠	🗭 🖨 Englis	h
Balance + Deposit	Recent A	ctivity				anathi nine	
Available O EUR	08:54	Deposit via Conceled				+100.00 EUR	a <sup>dh</sup> r,
	08:56	Deposit via PayPal Canceled				+50.00 EUR	
	Copyright © 20;	20 Travel Express Courier.					

When we enter the system the above image will appear on our screen,

- **1**. The account balance.
- 2. The option to credit money to the account.
- 3. And payment history.

Add money and credit the account

100	EUR 🗸
Deposit via	
PayPal	~
Deposit	

In the field 0.00 we write the amount we want to credit in our account and then we choose the payment method.

Important Note: the amount we can credit is from 50 euros and up.

Login to the system Creation and management Shipments

		<u>Trave</u>	Æxpress 🆄			
	Home About Us ~ Help & Advice ~	Contact Us Custor	ner Login Agent Login	Track WB No		
	■77777117 ■parcel@travelexpress.com.cy					
	Login					
	E-Mail Id:					
	itsupport@travelepxress.com.cy Password:					
	V I'm not a robot	reCAPTCHA				
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→ C 🖬 travelexpresscourier.co		Phagy - Terns				
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There are 2 ways to join the shipping system:

- 1) Through the address <u>www.travelepxresscourier.com/login.html</u>
- 2) From the system you create the deposit to the account by pressing the option **SHIPMENT MANAGEMENT**.

After entering our details, the following image will appear on our screen.

	Travel Expre	
Home About Us ~ Help & Advice	- Contact Us My Account Tra	ck WB No
☑77777117 ☑parcel@travelexpress.com.cy		
I Add Shipment	User Profile 🛔	
My Wallet	Full Name	Christos
i≣My History	Company	
I≣Report	Address	Stasinou 27
ن Logout	Mobile	96557959
	E-mail	christossy@gmail.com
	Ballance	€ 100

- Create a shipment.
- Return to the account credit system.
- Manage and display previous shipments.
- Manage and print reports.
- Exit the system.

#### Create Shipment

le	Time		Ballance	
6/16/2021	01:30:35 PM		€100	
ment Type				
duct/type:		P	ayment Mode	
-parcel			Cash On Delivery 🗸	
ation Info				
Sender Info			Receiver Info	
fame" Christos			Name*	
Mobile* 96557959			Mobile* Mobile	
Telephone			Telephone	
Telephone Number			Telephone Number City *	
Please Select State/Branch *		*	Please Select State/ Branch *	*
please select		~	please select	~
Zip Code 1060			Zip Code Zip Code	
Address*			Address*	
Stasinou 27			Address	
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s Argument lands searching in			Insurance Fee Receiver Fee Service Fee Total Weight Total Charge €	
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s Payment Info * * * * * * * * * * * * * * * * * * *			Insurance Fee Receiver Fee Service Fee Total Weight Total Charge €	

Add Shipment

In the first point Shipment Type and from the Payment Mode field we select the type of shipment if there is cash on delivery or not. With the Cash on Delivery option, the field where we put the cash on delivery amount we want will appear on our screen.

Shipment Type	
Product/type:	Payment Mode
e-parcel	Cash On Delivery

Location Info

At this point we fill in all the details of the Shipper where are the details of the company, but also the details of the Recipient. In the City field we select for the cases where the mission is Point to Door, Door to Door, Door to Point where it is Door we select the city and then the area where we are and for the Point to Point options, the Travel Express option and then the store dispatch or receipt. At the Mobile point, if we write a mobile number, the recipient will receive a message when he arrives at his destination for collection. If the Point - to - Door or Door - to - Door service is selected, the sender will receive a message that the parcel has been delivered.

Sender Info	Receiver Info
Name*	Name*
Christos	Name
Mobile*	Mobile*
96557959	Mobile
Telephone	Telephone
Telephone Number	Telephone Number
City *	City *
Please Select	Please Select
State/Branch *	State/ Branch *
please select 🗸	please select
Zip Code	Zip Code
1060	Zip Code
Address*	Address*
Stasinou 27	Address



tinfo						
is Picked Up	~	Sr.No.			Dimensions	Weight
of Shipment		1	1	1	1	Weight
· / · · · ·			611 A A			
		oment Info w	e fill in the n	umber of p	ieces and at the p	point Weight we fill in the k
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the rvice & Payment Info Services Service(Mode)*	package.		e fill in the n	~	Insurance Fee Receiver Fee Service Fee	point Weight we fill in the k

Add Shipment Cancel

In the Service Payment info point we select from the Service Mode the service we want as it states below:

Point to Point - Store to Store

Point to Door - Store in resident delivery

Door to Point - Collection from the customer's place in a Store.

Door to Door - Pick up and delivery residents at the sender / recipient premises.

Then the shipping charge will automatically appear on the right. In the Description point we can write information about the package (eg, Fragile, Cash Collection or Cheque, etc.). Then click on Add Shipment to complete the shipment and print the ticket.

After each creation of a new shipment, the following image will appear on your screen, where each time the shipment slip you have issued will be displayed. In the Actions field you can print the bulletin but also see more information about the status of the shipment and more information.

	nuver	Prepaid Vo	Courier Services	-		
	Tra	cking Number	r: 2000418735			
	Sender		Receiv	/er		
N	lame:Christos	Name	e:Christos			
N	lobile: 99880303	Mobi	le:			
P	hone:	Phor	ne:			
B	Branch:Larnaca	Bran	ch:Limassol Om	ionoias		
A	ddress:Stasinou 27	Addr	ress:Limassol			
		Shipment	Details			
	Service:	Point to point	Date:16-06-2	2021		
	Weight: 0 KG	Quantity: 1	COD Amount	t: € 150.00		
	0	Descrip				
	About Us v Help & Advice v Con parcel@travelexpress.com.cy		Track WB No	rent Status: To Picked Up	[]	
777117 <b>2</b>	About Us + Help & Advice + Con parcel@travelexpress.com.cy g Result for WB# 2000418735			rent Status: To Picked Up	f	
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Tracking Tracking To Pi ast Locati shipment To Addition Destination Services: F Ype: e-par Veight: 0K Travel F Sr.No 1	About Us V Help & Advice V Con parcel@tavelexpress.com.cy g Result for WB# 2000418735 loked Up bion o Picked Up , Lamaca - Jun 16, 2021 nal Information naca.cyppus-CY n: Limassol Omonoias,Cyprus-CY oint to point crel g tistory Date & Time	tact Us My Account	Cur	Detail	f	

#### Shipment Management

In order to be able to see our previous shipments and various other information about them, select in the field on the left My History and the following image will appear on our screen.

Home	About Us ~	Help & Advice ~	Co	ontact Us	ly Account	Track WB No				
77777117 🔳	aparcel@travelexpress.c	om.cy								f
⊞ Ado	ld Shipment					My	SHIPDATE Lis	st		
🚍 My	y Wallet	:	Sr.No.	WB NO	Origin	Destination	Pickup Time	Delivery Date	Status	Action
i≣My	History		1	2000418735	Larnaca	Limassol Omonoias	13:56:27		To Picked Up Paid	Q 🖪 💷
I≣Rep	port									
<b>ს</b> Log	gout									

With the Tracking option in the Action field, the entire shipping history will be displayed.

_										
	Home	About Us ~	Help & Advice ~	Contact Us	My Account	Track WB No				
<b>2</b> 77	7777117 🔤 p	arcel@travelexpres	s.com.cy						f	
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0	Destination		noias,Cyprus-CY							
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v	Veight: 0Kg	1								
1	Fravel H	istory								
	Sr.No	Date & Time		Acti	vities		Location	Detail		
	1	Jun 16, 202	1, 13:59:21	Shi	oment To Picked U	lp	Larnaca	Shipment To Picked Up		
F	roblem wi	th update? Red	quest Update	Share						
				16	Like 0 🍼 Tweet	Share				

If we click on the shipment number in the WB NO field, all the information will be displayed (quantity, weight, cash on delivery amount, etc.).

Mν	Account
	Account

⊞ Add Shipment	View Details For Booking Id: 2000418735					
E My Wallet	<b>†</b> Collection	↓Delivery				
I≣My History	Le Christos ♀ Stasinou 27	Limassol €				
i≣Report	Larnaca Cyprus-CY ⊠ 1060	Limassol Omonoias Cyprus-CY M				
<b>O</b> Logout	D 99880303					
	Other Details Booking Date/Time: 2021-06-16/13:56:27 Parcel Value: (€) 0 Parcel Description/Content: Pieces :1 Shipment Type :e-parcel Service Type :Point to point	Height: Width: Girth: 1Cm x 1Cm x 1Cm Payment Mode: COD Total Amount: (€)0.00 Tax(19%): (€)0.00 Net Amount:(€)0.00				
	Weight :0 (KG)					

Print Reports

If we need to print aggregate reports on our shipments per week / month / year select the field to the left of the Reports option and the image below will appear.

			My Shipment list						
	Add Shipment		From						
E	My Wallet	-	06/16/2021						
🔳 My History			То						
	🔳 Report		06/16/2021						
	<mark>ଓ</mark> Logout				Reports				
								Pri	
Sr.No.	Awb No	Origin	Destination	Entry Date	Delivery Date	Charge	COD Amount	Status	
1	2000418735	Larnaca	Limassol Omonoias	2021-06-16		€0.00	€150.00	To Picked Up	
		То	otal €:0						
				Download					