

**MANUAL FOR
BOOKING ON WWW.DANX.COM**

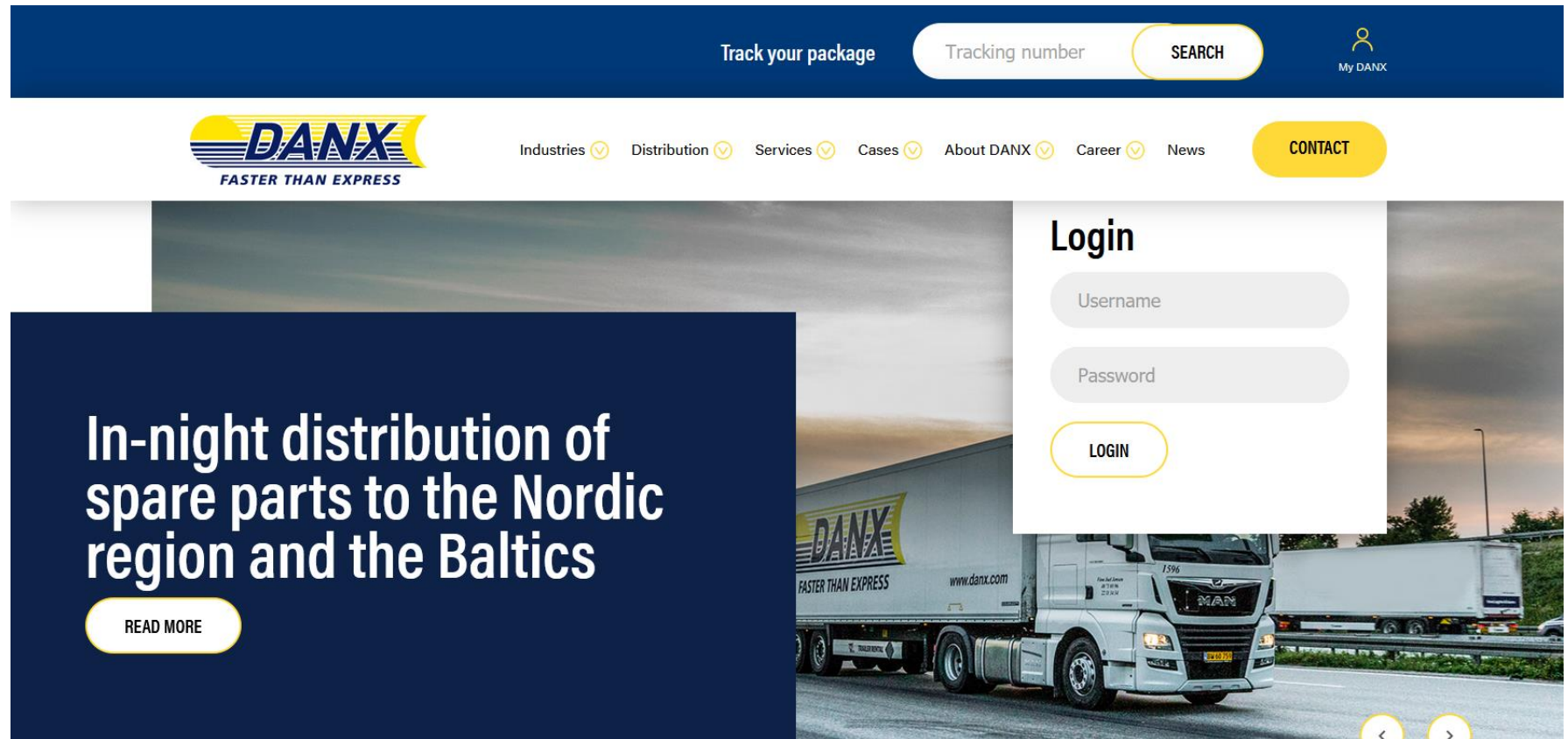


LOGIN AND CREDENTIALS

1. Go to www.danx.com
 - a. Before your first log in cookies must be accepted (lower right corner).
2. Go to My Danx
3. Type in your username and password.

USERNAME: KUvet_DK

PASSWORD: Your KU number



The screenshot shows the DANX website interface. At the top, there is a dark blue navigation bar with the text "Track your package" and a search input field containing "Tracking number" and a "SEARCH" button. To the right is a "My DANX" user icon. Below this is a white navigation bar with the DANX logo and tagline "FASTER THAN EXPRESS" on the left, and a list of menu items: "Industries", "Distribution", "Services", "Cases", "About DANX", "Career", "News", and a yellow "CONTACT" button. The main content area features a large banner with a white MAN truck on a road. On the left side of the banner, there is a dark blue box with the text "In-night distribution of spare parts to the Nordic region and the Baltics" and a yellow "READ MORE" button. On the right side of the banner, a white login form is overlaid, containing the title "Login", two input fields for "Username" and "Password", and a yellow "LOGIN" button. At the bottom right of the banner, there are two small yellow circular navigation arrows.


BOOK SHIPMENTS

INFO for Chrome users.

If you use our label printing functionality with Chrome, please note that a bug in the current version cause the browser to not load pictures probably.
If you see cutoff pictures on the label, please follow one of the suggested solutions:

- 1: Go to chrome://plugins/ in your browser, and press disable Chrome PDF Viewer.
- 2: Uninstall Chrome and Adobe reader, and reinstall them by first installing Chrome and then Adobe reader.

Sorry for the inconvenience.

Weight (KG)	Reference Number	Pickup contact details		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

0 records

(* = type "?" in the field to get a list to choose from), NB. type "Ctrl" + "Shift" + "Enter" to send bookings

1. All fields are mandatory.

- a. The weight (kg) put in the weight for the package (0,5 kg).
- b. IMPORTANT! Tracking NO: write the whole barcode number (example KU0001) from the label that you put on the shipping bag (the number is unique and will be different on all labels). See the picture example on the next page.
- c. Pickup details, if you put it somewhere special (ex. hanging in the door) or how many packages you have today, you decide yourself what it should say.

2. When finished, click the **Add** button.

3. Now the parcel is added. If you have changes:

- a. **Edit** already made booking by clicking on the **Edit** button.
- b. **Delete** bookings by clicking the **Trashcan** symbol.

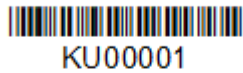
4. Book: The shipment is booked when the **Send** button is clicked.

- a. A pop-up might appear with a label with shipment details. The window can be closed.



KU:

**Ship to:
Institut For Klinisk
Veterinærmedicin
Dyrlægevej 46
DK - 1870 Frederiksberg C**



Write your KU-number on the label

Use this number in the "Reference number" field when booking – Unique from label to label.

ORDERS

1. Under ORDERS you can see the orders placed the latest 24 hours.
 - a. Delete the entire shipment from our systems in case of an error.
 - i. You can **ONLY** delete a shipment before we have made the pickup.



Trace Book Orders Log Out




Status	TrackingNo1	Ref. Number	Sender	Reciever	Weight	Volume	PickUpdate	Note	Type		
	20240618306522739	TEST	RINGSTED	LT002	10	0	2024-06-18	Test	N		

TRACE

The trace function gives you access to all the shipments from the last 30 days. You can filter on the following values:

Creation date Trackingnumber/barcode Return/Claim number Pickup Address Delivery Address



[TRACE](#) [BOOK](#) [ORDERS](#) [LOGOUT](#) CONTACT

Search

From (DD-MM-YYYY)

To (DD-MM-YYYY)

Tracking no. 1

Tracking no. 2

Type

PICKUP ADDRESS

Alias

Name

Street name

House no.

Postal no.

City

Country

DELIVERY ADDRESS

Alias

Name

Street name

House no.

Postal no.

City

Country

[Export To Excel](#) First < 1 > Last

Tracking No.1	Tracking No.2	Pickup Date	Pickup Name	DeliveryName	Type	Status
20210325304178235	test	25-03-2021	Alux AS	Jan Christian Andersen	OutBound	

Total Records : 1 First < 1 > Last

POD - Successfully delivered
 POD1 - Delivered from PUDO
 TERM - Terminal scan
 PSIP - Pickup collected
CONS - Consolidated
 CNA - Pickup/Delivery not possible
 DEL - Not included in the shipments from shipper

When the result is shown click on the shipment you want to view details on. It shows the following information:

Pickup date	Pickup address	Pickup city	Volume
Delivery name	Delivery address	Status	Weight
Trackingnumber/Barcode	Detailed status history	Recipient	Pickup name
Return/Claim number	Notes	Status	

If the information is needed outside the system you can use the **Export to Excel** button to get a file saved to your PC's desktop.



CONTACT INFORMATION

If you have questions regarding the booking process DanX can be contacted directly:

Contact information:

Number: +45-32524200

Mail: dkoperation@danx.dk