

# ICS Courier Click'n'Ship™ – Web Express

### Consignee Information

(\* Denotes required field) [Help](#)

ID:

Postal Code:

Company Name: \*  Name:  Phone Number:

Street #: \*  Street Name: \*  Type:  Direction:  Unit / Suite:

City: \*  Province: \*  Postal Code: \*   Save address

[ICS Courier Next Day™ Guaranteed?](#)

### Parcel Information

Pieces: \*

Insurance?

Weight \*  kg  g

#	Dimensional Weight		
	Width (cm)	Length (cm)	Height (cm)
#1:	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>

Comment/Reference:

Cost Centre:

Service: \*

Pick Up Required: \*  Yes  No

### Rate Summary

Total Pieces: 1

Total Weight:

Total Charges:

Transit Time:

Tracking Numbers:

## Consignee Information

### New Consignee Entry:

- Please complete all fields preceded by an asterisk. The system is set to save your entry. This will save this customer's profile for all future shipments. If you *do not* wish to save it, uncheck the save address box.
- If you are unsure about the street address you can also use the postal code look-up feature. Just enter the postal code and hit **LOOKUP**. The system will give the corresponding street address to select for your consignee.

### Existing Consignee Entry:

- If your consignee is already saved in your address book, please use the various easy to use search functions to retrieve the customer's profile. (**ID Search or Open Address Book**)

## Parcel Information

- Indicate the # of pieces you will be shipping to that consignee (each piece will generate its own shipping label)
- Indicate whether you wish to purchase additional insurance. If Yes, you will need to enter in the value of the additional insurance.
- Enter in the weight for each piece in the shipment. Please select either KG or grams for shipment weight entry prior to entering the weight. You can also provide the dimensions of the packages to help determine if dimensional weight would apply to your shipments.
- Comment/Reference box and Cost Centre are places for you to enter special references for your shipments, if applicable.

## Service

- Select the ICS Courier service you wish to use for your shipment. The drop down menu displays the available services based on your location and the consignee information.
- After you select a service, the **RATE SUMMARY** will appear with the shipment details.

### NEW FEATURE – PICK-UP REQUIRED.

You can also schedule a pick-up directly from this tool. You can select YES and enter the date you would like ICS to pick up the package. \*REMEMBER you only need to schedule one pick-up per day of service.

Once you have completed the form, hit PROCESS and the printing box will appear.

\*Remember to print only 1 copy of the shipping label. To create additional labels for multiple pieces, please ensure you change the PIECE section of this form or create a NEW Shipment.

After you hit PROCESS, and print your labels, you can select NEW SHIPMENT to create another shipment.