

Bragan

TRUCK, VAN AND 4X4 ACCESSORIES

How To Use The Fastway Website

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Purpose

Fastway is the courier service Bragan uses for Irish deliveries, unfortunately this service does not integrate with Linnworks meaning we have to use Fastways online portal. The purpose of this document is to outline to new and existing staff how to properly navigate the Fastway website.

Scope

This procedure applies to both Team IRL and Team PH personnel. The usage of the Fastway website is universal throughout the company.

Responsibility

It is the responsibility of each employee to ensure the process set out in this procedure is followed.

Objective

The objective is to standardise the use of the Fastway website so all applicable members of staff have the knowledge to do so efficiently and correctly. Please note this is not including the uploading of labels for order processing, please refer the the order processing SOP for instructions on how to complete this task.

1. Fastway Website

Fastway use Scurri as their online portal for anyone shipping items, please see the following link to the online portal:

<https://data.scurri.co.uk/signin>

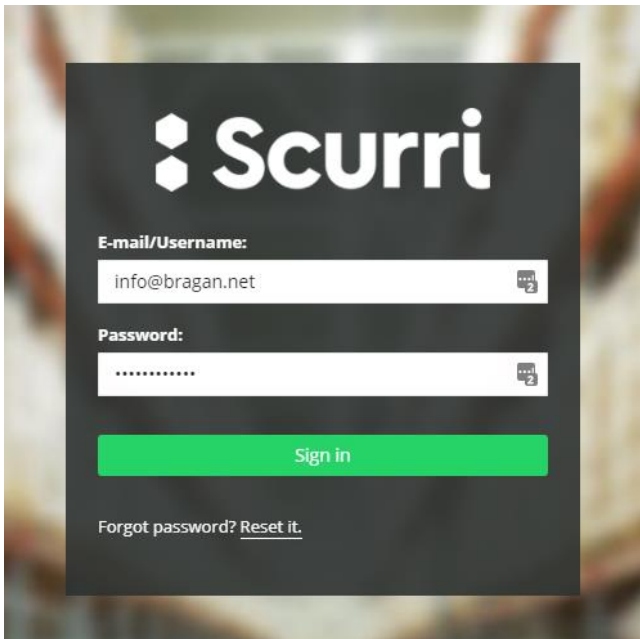
2. Different Types of Labels

There are two different labels used here at Bragan for Fastway orders, they are for items that fall under different dimensions. The first is 'WY' labels, these are for any items that has no side longer than 2.2 meters. The second is 'DY' labels and are for any items with a maximum side longer than 2.2 meters. Although all labels are printed from the same link given above, there are different logins for each of these services, please ask management for these logins if you do not have them. Both of these accounts can not be open on the same browser at the same time, therefore if you need both services open you will have to have them open on different browsers.

2.1 WY Labels Login

The WY labels are created, ordered, and monitored through the info@bragan.net login as shown in fig 2.1.

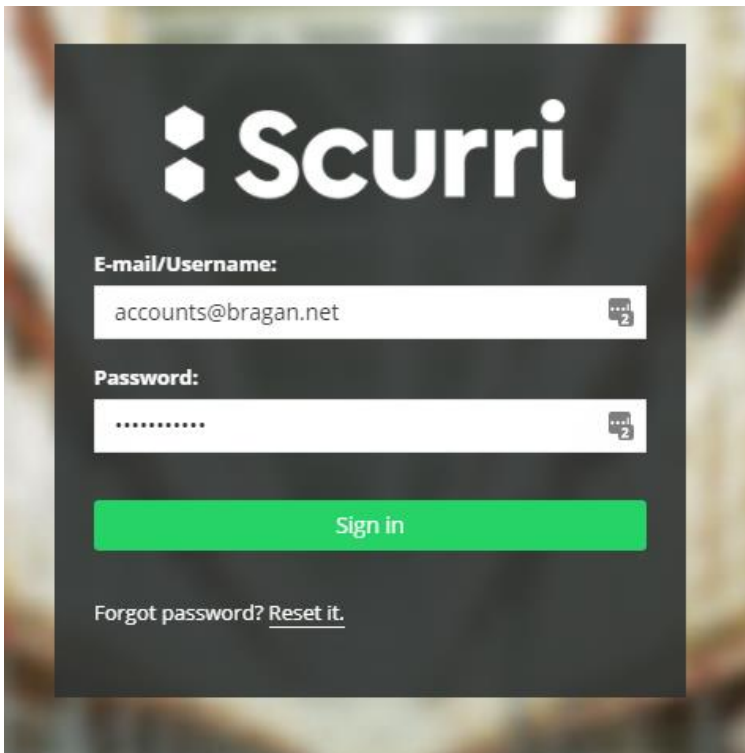
FIG 2.1



2.2 DY Labels Login

The DY labels are created, ordered, and monitored through the accounts@bragan.net login as shown in fig 2.2.

FIG 2.2



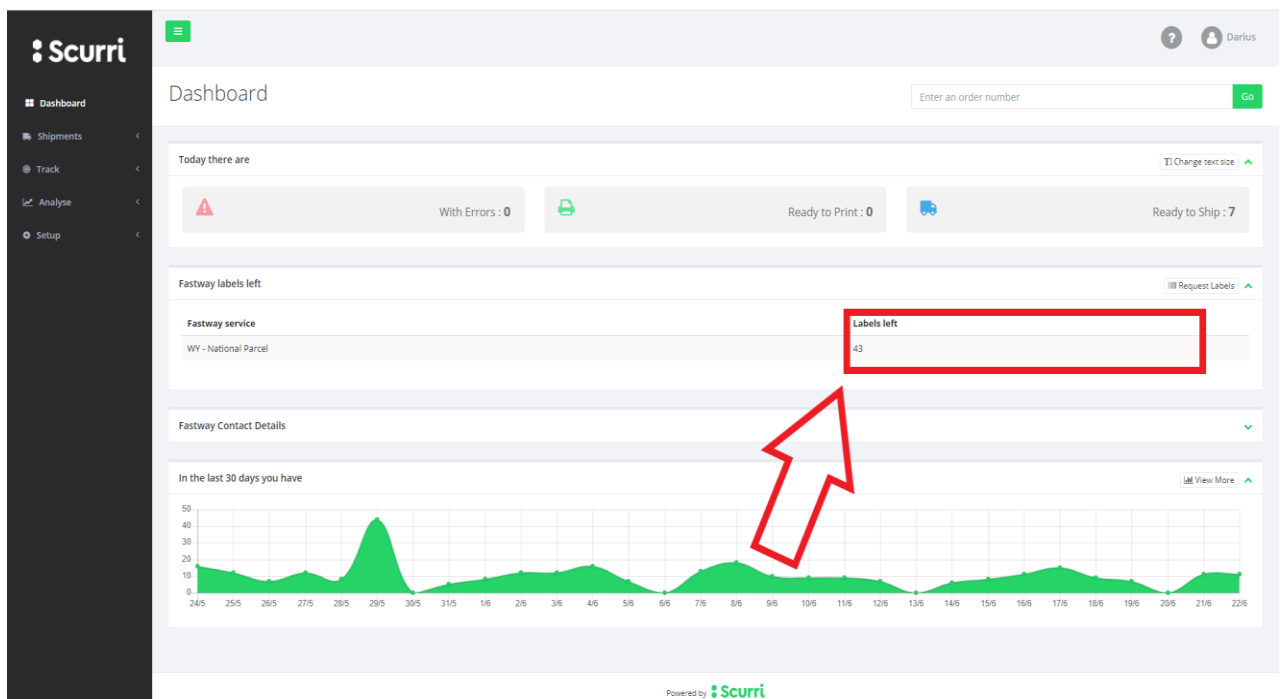
3. Ordering Labels

Once you are in the correct account for the type of label you need, the navigation and usage of the portal are the exact same.

3.1 Label Stock

The labels are pre ordered for Fastway, and there must be a sufficient stock kept on the portal. This can be viewed on the main page of the Scurri portal, the Dashboard. Please see fig 3.1.

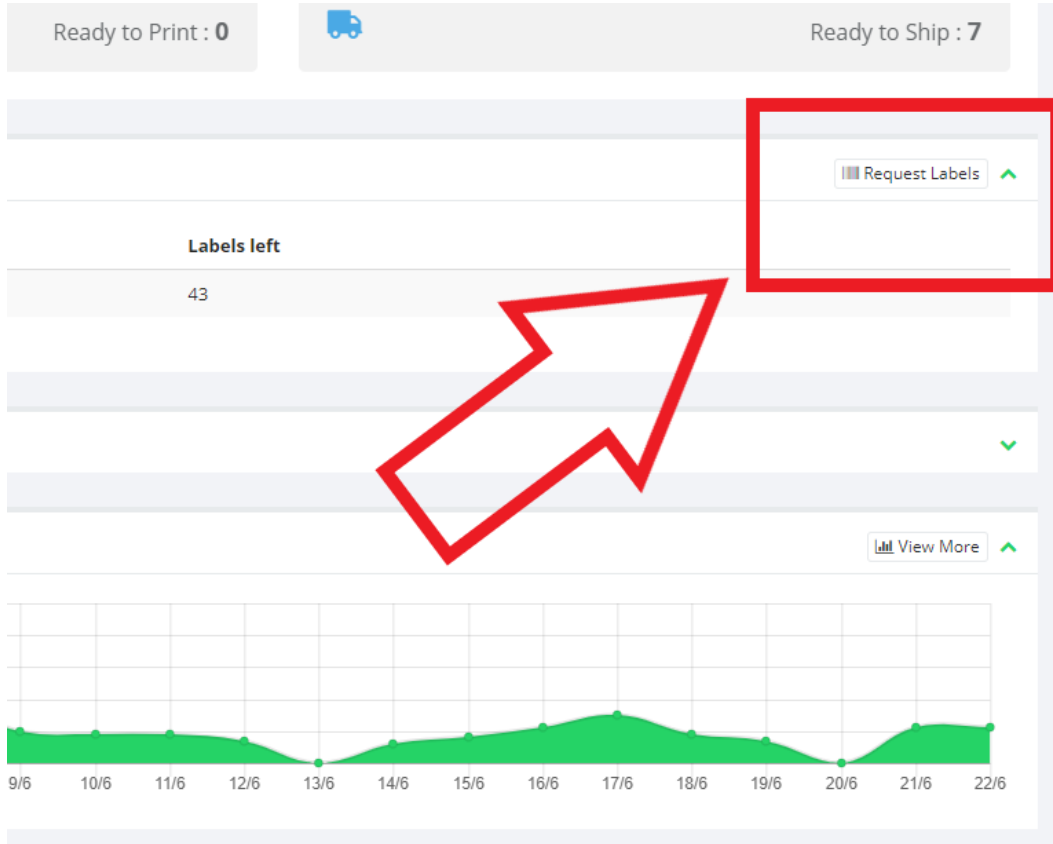
Fig 3.1



3.2 Placing an order for labels

When on the dashboard you can navigate to 'Request Labels' to the right of where the label stock count is, as shown in fig 3.2.

Fig 3.2



Once you have clicked this button it will open a text box, where you will write a short message with the number of labels that you require, the type of labels you require and signed off with your name as a reference to who has ordered these labels. An example of the message is as follows:

'Hi, we require 200 WY labels. Thank you, Dylan'

The form is titled 'Request Labels' and includes a barcode at the top. Below the title is a text input field with the following text: 'Hi, We require 200 WY labels. Thank you, Dylan'. Below the input field is a note: 'Your label request will be actioned within 24 hours.' At the bottom right is a green 'Send Request' button.

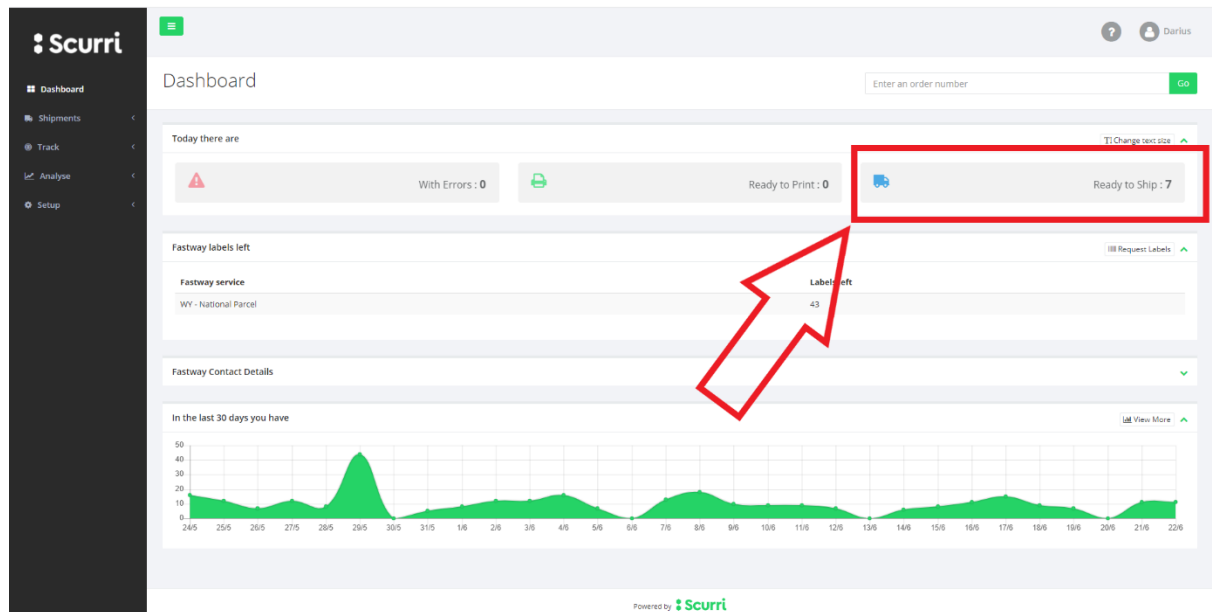
4. Viewing Manifests

Manifests contain all labels that have been sent on a given day. Every day there is a manifest printed and given to the Fastway driver (please see order processing SOP), however, all previous manifests are saved and accessible through the Scurri portal if needed.

4.1 Accessing Previous Manifests

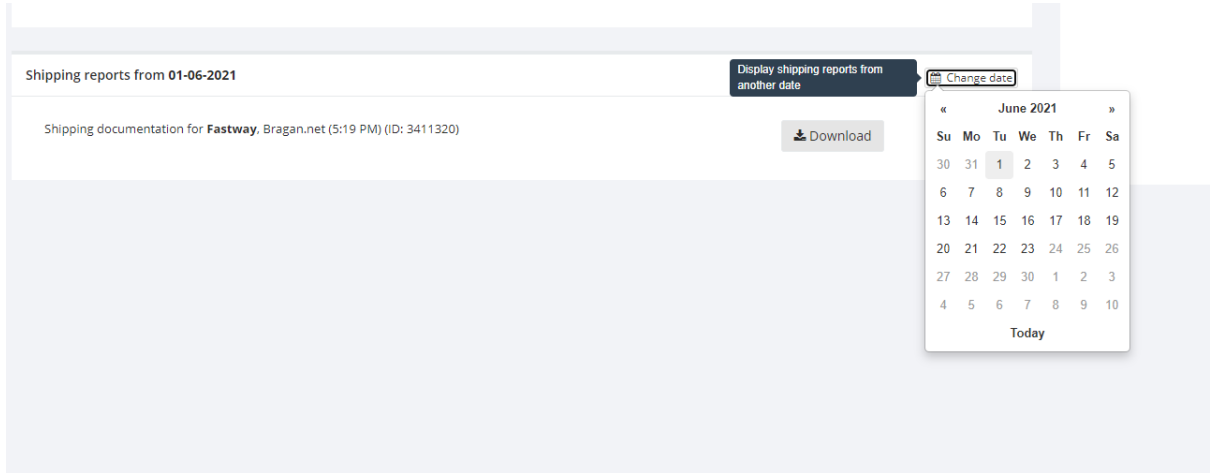
On the dashboard screen on the Scurri portal, as shown in fig 4.1.1, here is a section called 'Ready to Ship'.

Fig 4.1.1



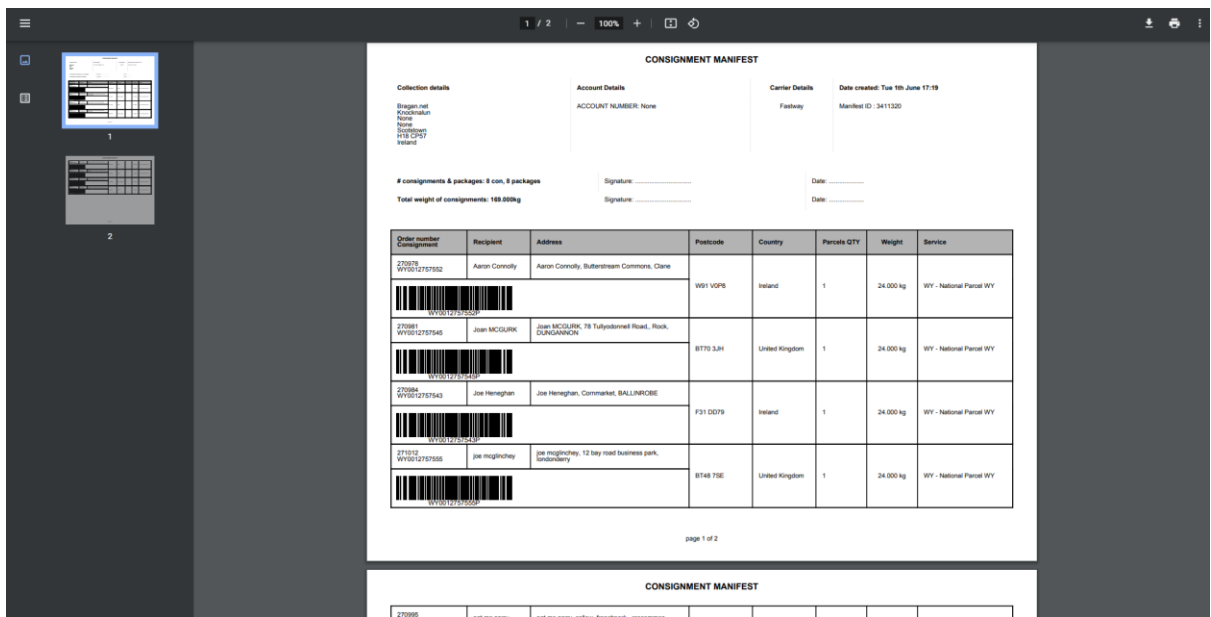
Once here you will be able to navigate to the 'Shipping reports from...' and select the date of the manifest that you would like to view. The example shown in fig 4.1.2 is for the date June 1st 2021.

Fig 4.1.2



You can then click download and you will be shown the manifest in fig 4.1.3, where you can save, print etc.

Fig 4.1.3



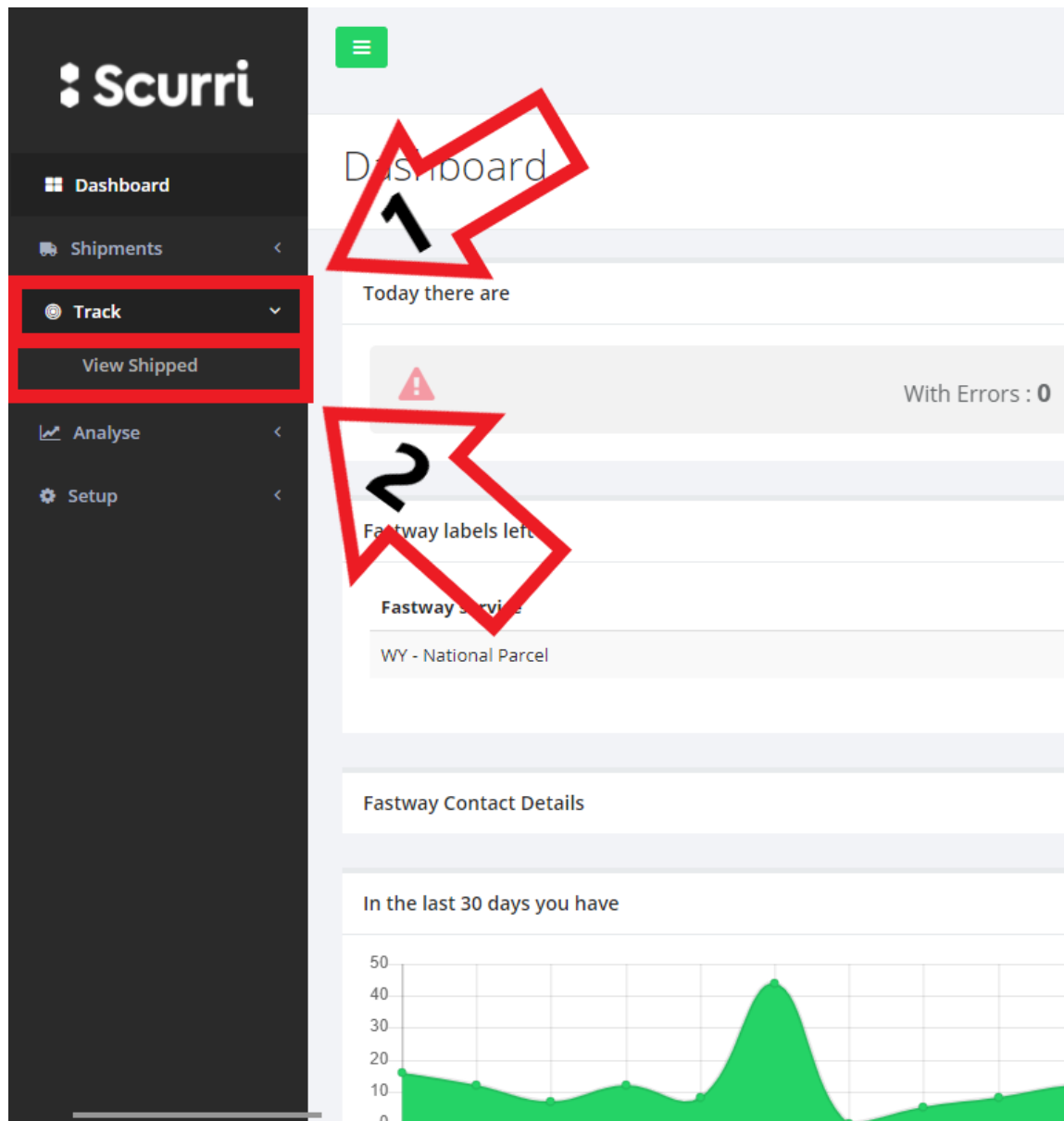
5. Searching Shipped

There is the functionality to search shipments without viewing the manifest however, the things that can be searched are limited. For example, you are unable to search names, but you can search order or tracking numbers.

5.1 View Shipped

To view the shipped packages, navigate to the 'Track' dropdown and select 'View Shipped' in the left task bar on the Scurri portal as shown in fig 5.1.1.

Fig 5.1.1



Once you have navigated to this page it will show you the labels that have been marked as shipped. You can use the search bar as shown in fig 5.1.2.

Fig 5.1.2

The screenshot shows the Scurri web interface. On the left is a dark sidebar with navigation options: Dashboard, Shipments, Track, View Shipped (highlighted), Analyse, and Setup. The main content area is titled 'Shipped' and includes a search bar with a 'Search' button. Below the search bar is a table of shipped orders. The table has columns for Recipient, Order Number, Consignment Number, Carrier Name, Ship From, Order Date, and Created At. The table contains 8 rows of data. At the bottom right of the table, there is a 'Rows per page' dropdown set to 100 and a 'Next' button.

Recipient	Order Number	Consignment Number	Carrier Name	Ship From	Order Date	Created At
Gabriel Fitzsimons Dublin Road, Cavan	263934	WY0011945419	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
Jim O Driscoll 20 Lotamore Close, Cork	263942	WY0011945418	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
Dtrans Ltd Bettyville, Ballyboughal	263499	WY0011945420	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
Derek Kelly Terlicken Cross Ballymahon, Ballymahon	263950	WY0011945416	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
David Gilmore Lisgar, Ballieborough	263954	WY0011945417	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
Anthony Byrne IMOB AUTO Bamford Cross, Kells rd	263960	WY0011945414	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
Darwin Wright 230 Carnlough Road, Aughaffatten, Ballymena	263961	WY0011945421	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
JOHN COTTER 15 Dun N'Gr, TIPPERARY	263932	WY0011945422	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24

5.2 Navigating View Shipped

There are two main areas that you can view in the view shipped section, the order details, and the order tracking, both are highlighted in green and are a hyperlink that will navigate you to the information you require. The Order details can be viewed by clicking the order number as shown in fig 5.2.1.

Fig 5.2.1

The screenshot shows the Scurri 'Shipped' page. The table contains the following data:

Recipient	Order Number	Consignment Number	Carrier Name	Ship From	Order Date	Created At
Gabriel Fitzsimons Dublin Road, Cavan	263934	WY0011945419	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
Jim O Driscoll 20 Lotamore Close, Cork	263942	WY0011945418	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
Ditrans Ltd Bettyville, Ballyboughal	263499	WY0011945420	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
Derek Kelly Terlicken Cross Ballymahon, Ballymahon	263950	WY0011945416	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
David Gilmore Lisgar, Bailieborough	263954	WY0011945417	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
Anthony Byrne IMOB AUTO Bamford Cross, Kells rd	263960	WY0011945414	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
Darwin Wright 230 Carnlough Road, Aughafatten, Ballymena	263961	WY0011945421	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24
JOHN COTTER 15 Dun N'or, TIPPERARY	263932	WY0011945422	Fastway	Scotstown	11/02/2021, 10:24	11/02/2021, 10:24

This will show you information about the order like the full delivery address, collection address, shipment size etc.

To view the orders tracking details you click the consignment number as shown in fig 5.2.2.

Fig 5.2.2

The screenshot shows the Scurri 'Shipped' page with the same table as in Fig 5.2.1. The 'Consignment Number' for the first row is highlighted with a yellow box and a yellow arrow.

This will open a new window and show you the tracking history of the item as shown in fig 5.2.3.

Fig 5.2.3

Why Fastway | Our services | Our technology | Pricing | Franchising | FAQs | Contact us | Brexit | Jobs

Check the delivery status of your parcel

If you see "No Scans on Parcel", this means we have not received the parcel into our network as yet.

- If your parcel is being sent from within Ireland, you'll see a scan saying "Your parcel has been picked up"
- If your parcel is coming from a UK retailer or other international retailer, when we receive the parcel in Ireland, you'll see "Your parcel should be delivered within 1-2 days after being received into our Fastway Ireland Hub"

If you have any queries on the parcel, please contact the sender directly as we have no information on the parcel until we pick it up or receive it into our Irish Hub.

WY0011945419

Result for label number: WY0011945419

Result WY0011945419

Status	Date/Time	Franchise location
Your parcel has been picked up by the courier and is on its way to its destination.	11/02/2021 17:32:50	North East
Your parcel is on the way! Our courier loaded it onto their van.	12/02/2021 07:28:36	North East
Your item has been delivered in accordance with our current pandemic delivery protocols.	12/02/2021 09:54:49	North East

Contactless Delivery Door Notice

STOP!

SOMEONE IN THIS HOUSE HAS A WEAK IMMUNE SYSTEM

Please do not walk around against the clock. Help to curb Coronavirus (COVID-19) and more help us to be the shipping professionals.

For this notice on our self-delivering and/or pending mail delivery, see a production manual.

PLEASE RING DOORBELL AND LEAVE DELIVERIES ON THE DOORSTEP

Download Now!