

# YODEL WebDispatch Quick User Guide



# YODEL

# YODEL WebDispatch Login

- Open your web browser (Internet Explorer/ Firefox) and navigate to <http://www.webdispatch.yodel.co.uk>
- Type in your Username and Password
- Click on the **Log In** button

## YODEL WebDispatch

Meter ID#: 12345

[Shipment List Overview](#)

**Log In**

\*Login

\*Password

**Log In**

Change Password  [Forgot My Password](#)

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# YODEL WebDispatch Message Screen

- Once you have logged into WebDispatch the welcome page appears, click on **Return** and then **Add Order**

## YODEL WebDispatch

Meter ID# 12345

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Advice

Important messages will appear in this screen from Yodel

Return

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# YODEL WebDispatch

## Add Order

- Your standard shipper is automatically selected, if you wish to change the Shipper details click on the **Shipper** tab
- You can then choose another shipper by clicking on the drop down menu and click **Load**

### YODEL

#### Add Order

Meter ID# 12345

**Shipper** Receiver Shipment Details Piece Details Notify Receiver

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\* Sender ID  Phone/SMS

Company Name 1 Email

Company Name 2

Contact

Property Number

Street

Additional Address

City

Postcode

Account Number

Contract Number

Schedule Number

Load

\* Fields with **bold text** are mandatory. Fields in grey for customer use only. Not used by Yodel.

Save and Return Save and Print Label

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# YODEL

# YODEL WebDispatch Receiver Tab

- Click on the **Receiver** tab if you have not combined the Shipper and Receiver screens
- Type in the receiver's details (mandatory fields are in bold with an asterisk **\***)
- Alternatively you could select a Receiver from the Address book or type in a postcode and hit the **Look Up Address** button

**YODEL**

Add Order

Meter ID# 12345

Receiver Shipment Details Piece Details Notify Receiver

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Sender Address

Search Sender

Separate Click to separate shipper and receiver tabs

\* Company Name 1 Match Code

Company Name 2 Phone/SMS

Company Name 3 Email

Contact Private Address

Property No

\* Street

Additional Address

\* City

\* Postcode

Look Up Address

Country **United Kingdom**

Default service

Clear Fields Search Add Address

\*Fields with **bold text** are mandatory. Fields in grey for customer use only. Not used by Yodel.

Save and Return Save and Print Label

# YODEL WebDispatch Shipment Details

- Click on the **Shipment Details** tab
- Change the **Shipment date** if required
- Enter your **Shipment Reference**
- Update the **Weight** and **Quantity of Packages** as required
- Mandatory fields are in bold with an asterisk \*

## YODEL Add Order

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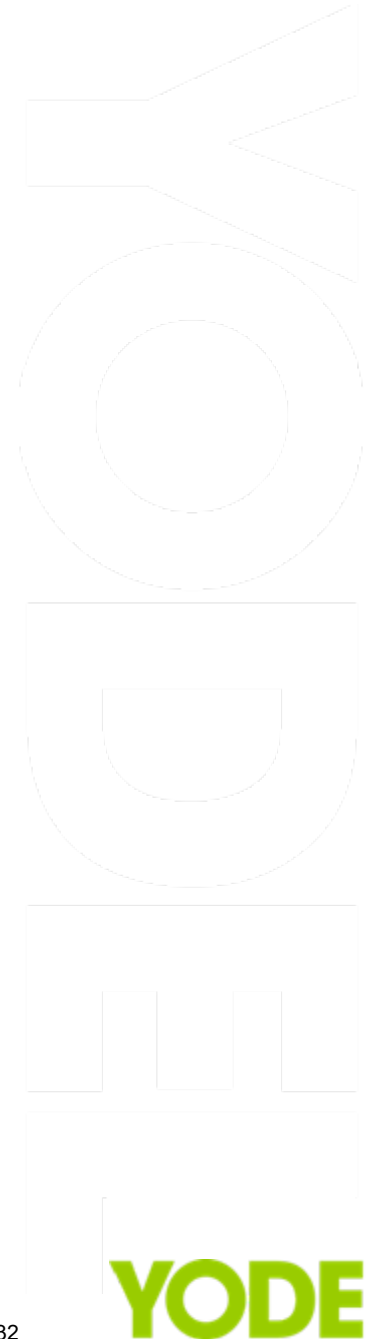
General Info

Log Out

Shipper	Receiver	Shipment Details	Piece Details	Notify Receiver
	<input type="text" value="XYZ"/>			<input type="text" value="10/02/2011"/>
<b>* Shipment Reference</b>			<b>* Shipment Date</b>	
Consignment Reference	<input type="text"/>		<b>* Weight</b>	<input type="text" value="1.00"/>
<b>* Product</b>	<input type="text" value="@HOME 24"/>		<b>* Quantity of Packages</b>	<input type="text" value="1"/>
Delivery Remark	<input type="text"/>			
Description	<input type="text"/>			

\* Fields with **bold text** are mandatory. Fields in grey for customer use only. Not used by Yodel.

**Save and Return** **Save and Print Label**



# YODEL WebDispatch Shipment Details

- Click on the **Product** selection box
- Choose one of the Services available for your destination
- Click on **Save and Print Label** to produce the shipping label

## YODEL Add Order

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Shipper	Receiver	Shipment Details	Piece Details	Notify Receiver
* Shipment Reference	12345	* Shipment Date	11/02/2011	
Consignment Reference		Weight	1.0	
* Product		Quantity of Packages	1	
Delivery Remark				
Description				

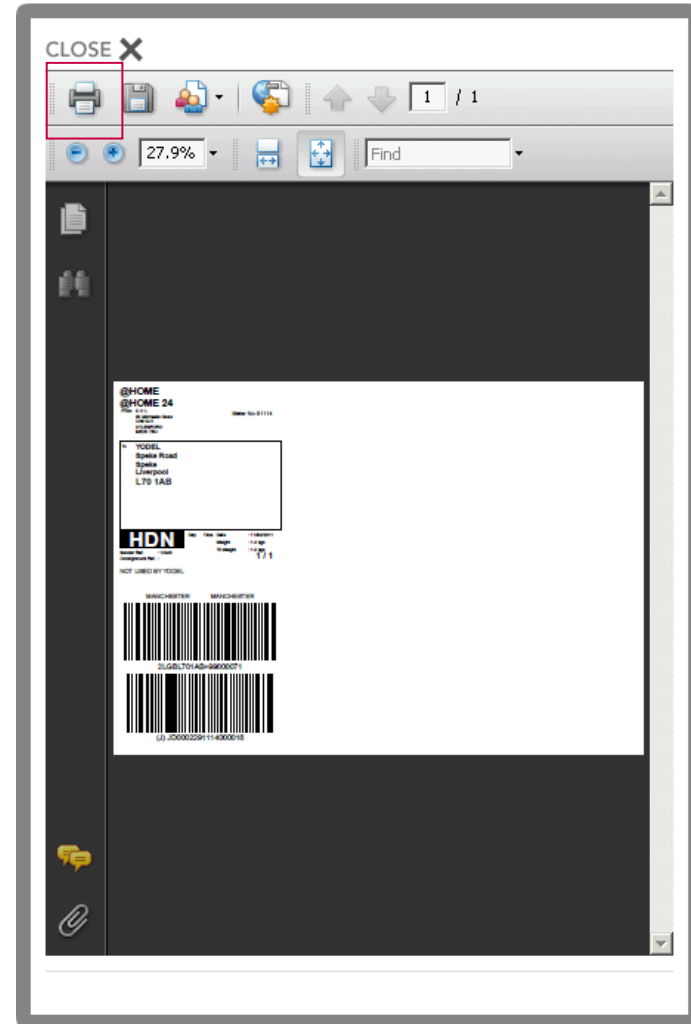
\* Fields with **bold text** are mandatory. Fields in grey for customer use only. Not used by Yodel.

[Save and Return](#) [Save and Print Label](#)

YODEL

# YODEL WebDispatch Printing Labels

- The label will now load in a new Adobe Acrobat window.
- Print the label via the print button at the top of the screen.



# YODEL WebDispatch Helpdesk Support

- **0870 011 4432**
- **08.00 – 18.00 Monday to Friday**
- **Track your shipments at:  
<http://track.dhl.co.uk/tracking/>**

