

ACS Connect

Shipment management application

Using the web



Version March 2021



User Manual

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INTRODUCTION

Dear Customers,

Through this application, ACS provides you with the ability to manage your mail, making the best use of new technologies applied systematically and the infrastructure implemented for your service throughout its network nationwide.

The application shall significantly support your daily work flow, given that using it, you shall be able to:

- a) Manage the data of recipients to whom you send mail through the ACS*
- b) Contact ACS electronically and directly draw from its system a unique shipment tracking number for each assignment.*
- c) print this information on adhesive labels, which are accompanying the shipment (affixed to the file to be shipped)*
- d) Send an electronic order to ACS for the reception of your shipments*
- e) Print a list with the shipments data, signed by the courier, each time he receives them*
- f) Perform electronic checks, over the web, of the progress of each shipment and receive information on its delivery details*
- g) Check shipments performed, at any time and download from the internet an electronic list with complete data for each one of these*

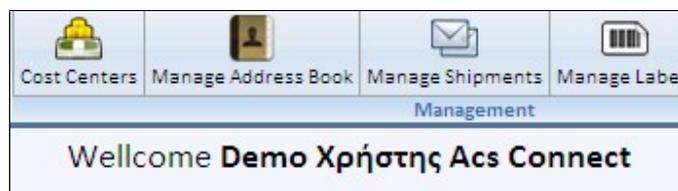
With this version of the application, you cannot send shipments destined abroad, except Cyprus, Albania and Bulgaria, as well as shipments with same day delivery.

ACS REGISTRATION INFORMATION & LAUNCHING

To run the application for the first time, you must be logged on to the Internet



Fill in the fields the above codes as provided to you by the central services and click **Login**. After a few seconds once your registration is complete, the following screen will be displayed:



ACTIVATION OF APPLICATION

• *USE OF DEMO CODES*

If you wish to try the application and explore its functions, on **Activate application** screen enter code **demo in all fields**:

Main ID: demo
Main Password: demo
User ID: demo
User Password: demo

After entering the above codes, you can now use the application. In each new login to the application, you are prompted to enter only **User code and password**.

ATTENTION! THE NUMBER OF SHIPMENTS THAT CAN BE CREATED USING THE DEMO CODE IS 50 AND THEY ARE ALL VIRTUAL. To create real shipments using the application, follow the following activation instructions.

• **ACTIVATION USING ONLINE CODES**

A prerequisite for the activation and use of the application is to agree with our Company the financial terms of cooperation and to send the signed acceptance form that accompanies each of our financial offers. Along with the acceptance of the offer you must also perform the following:

- Complete, sign and send by fax (210.8190259) the **"APPLICATION - LICENSE AGREEMENT FOR INSTALLATION, USE,"** completed in full, enclosing the documents requested.
- Wait the reception, in a sealed folder or through email of the billing code of ACS (if you're not already a customer on credit) and passwords for accessing the application
- Procure the stickers to print labels with the data of your recipients at the size required (four or eight labels per A4 page)
- Contact your local store or ACS at 210819000 for any problem.
- Send email to info@acscourier.gr for each proposed improvement that would facilitate your work with the application. We will take it into consideration, and you will find it incorporated in the next version of the application, if it is possible to develop it.

ACS NOTIFICATIONS

Upon entering the application, a number of alerts from ACS will be displayed in a pop-up window (if any).

Notifications are intended to promptly inform you about operating issues, services, etc. These messages must be read.

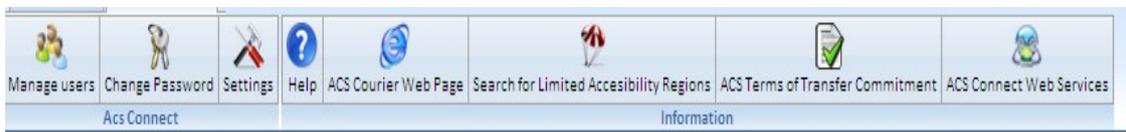
Whatever notification you have read, you select READ so that it does not appear again the next time you open the application. If there are many users, then the same alert screen will be displayed to everyone in order for everyone to receive the same info.

After all notifications are read, you continue on the app's main screen.

You can use the APPLICATION - ACS MESSAGES to refer to all the notifications of the desired time and read them again.



APPLICATION TAB



MANAGE USERS

In the initial installation ACS has designated a user who has increased administration rights on the application (administrator) and who has the ability to create or delete users, provide the desired rights per user, etc.

Selecting the **Application** tab - **Manage Users** screen is displayed:

#	Username	Password
+	demo	*****
+ [edit] [delete]	new	*****
+ [edit] [delete]	user2	*****
+ [edit] [delete]	user3	*****
+ [edit] [delete]	user6	*****
+ [edit] [delete]	Y1	*****
+ [edit] [delete]	Y2	*****

To create a new user, select any of **the green crosses** and the next screen is:

The 'Edit Form' window includes the following fields and options:

- Username: [text input]
- Password: [password input]
- Ονοματεπώνυμο: [text input]
- Τηλ: [text input]
- Κινητό: [text input]
- Email: [text input]
- Σημειώσεις: [text input]
- Εκτύπωση ετικετών:
- Αναζήτηση στοιχείων παράδοσης: Χωρίς, Όλων, Τρέχων χρήστη
- Εκτύπωση λίστας παραλαβής:
- Διαχείριση βιβλίου διευθύνσεων:
- Διαχείριση χρηστών:
- Εμφάνιση στοιχείων τιμολογίων και καρτέλας:
- Διαχείριση παραγγελιών:

In the **username** field enter the code to be used by the user and in password enter the password for accessing the application. This information should be known only to the user and the system administrator.

In the field's **name, telephone, mobile** and **email**, fill out the information you want to appear on the printed label as the details of the sender (the user, not the company).

Then select the rights you wish to give that user by clicking the check boxes of the options available.

In order of appearance, the options, if enabled, mean:

Address book management: The user can add or delete recipients / addresses.

Print labels: The user can print labels.

User management: The user can create new users of the application.

Search delivery data: The user may or may not search and manage the delivery data. Whether of all users or only his own.

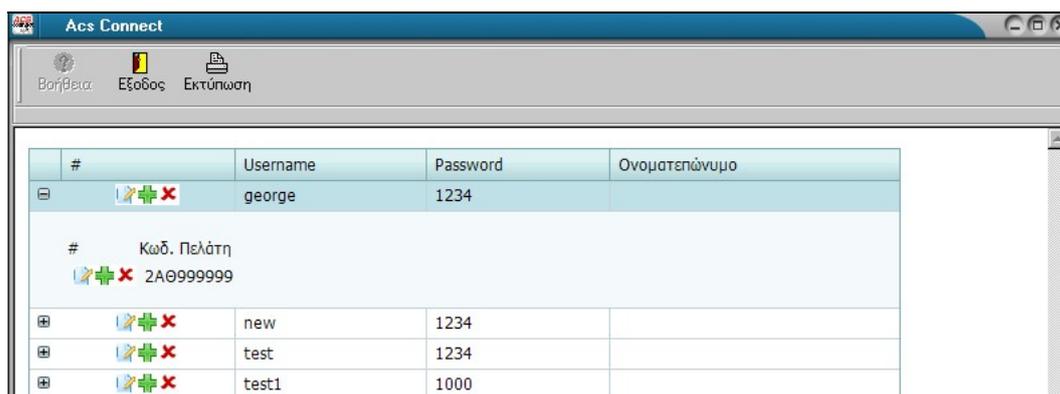
View invoices and tab data: The user can display and manage financial data.

Print reception list: The user can print the reception list and deliver shipments to the ACS courier.

Orders management: The user can send to the ACS electronic orders for *pickup*.

After entering the information select the green tick on the right edge to save.

Then you must set the billing code or codes (if more than one) to which the user will charge the shipments. Then, following creation of the users you will get a display like the following:



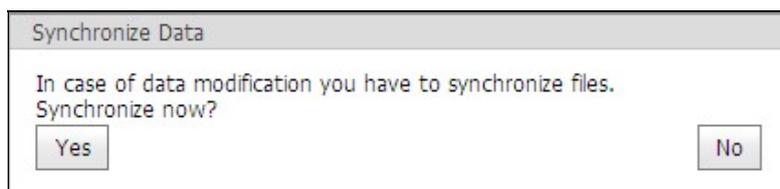
The screenshot shows the 'Acs Connect' application window. At the top, there are three buttons: 'Βοήθεια', 'Εξοδος', and 'Εκτύπωση'. Below these is a table with columns: '#', 'Username', 'Password', and 'Όνοματεπώνυμο'. The table contains several rows of user data. The first row has a small '+' icon in the '#' column, a green checkmark, and the username 'george' with password '1234'. Below this is a section for 'Κωδ. Πελάτη' (Customer Code) with a '+' icon and the value '2A0999999'. Below that are three more rows with '+' icons in the '#' column and usernames 'new', 'test', and 'test1' with passwords '1234', '1234', and '1000' respectively.

#	Username	Password	Όνοματεπώνυμο
<input type="checkbox"/>	george	1234	
Κωδ. Πελάτη			
<input type="checkbox"/>	2A0999999		
<input type="checkbox"/>	new	1234	
<input type="checkbox"/>	test	1234	
<input type="checkbox"/>	test1	1000	

In which there is a list of all users. Selecting the small + on the left displays the customer code to which the user will charge his shipments. If you have a code for your transactions with ACS, this information shall be automatically filled in, otherwise there will be a code selection menu. If you want to change some user information, click the Edit button, if you wish to cancel, press the red X.

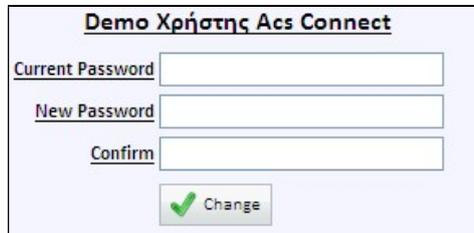
Caution:

After completing the tasks of creating or changing user data there shall be a question for data synchronization. If you choose **YES**, you shall connect to ACS server in order to transfer all of these changes.



• CHANGE PASSWORD

Each user can change the initial password that has been assigned to him. Selecting the **Application & Change Password** tab, displays the screen:

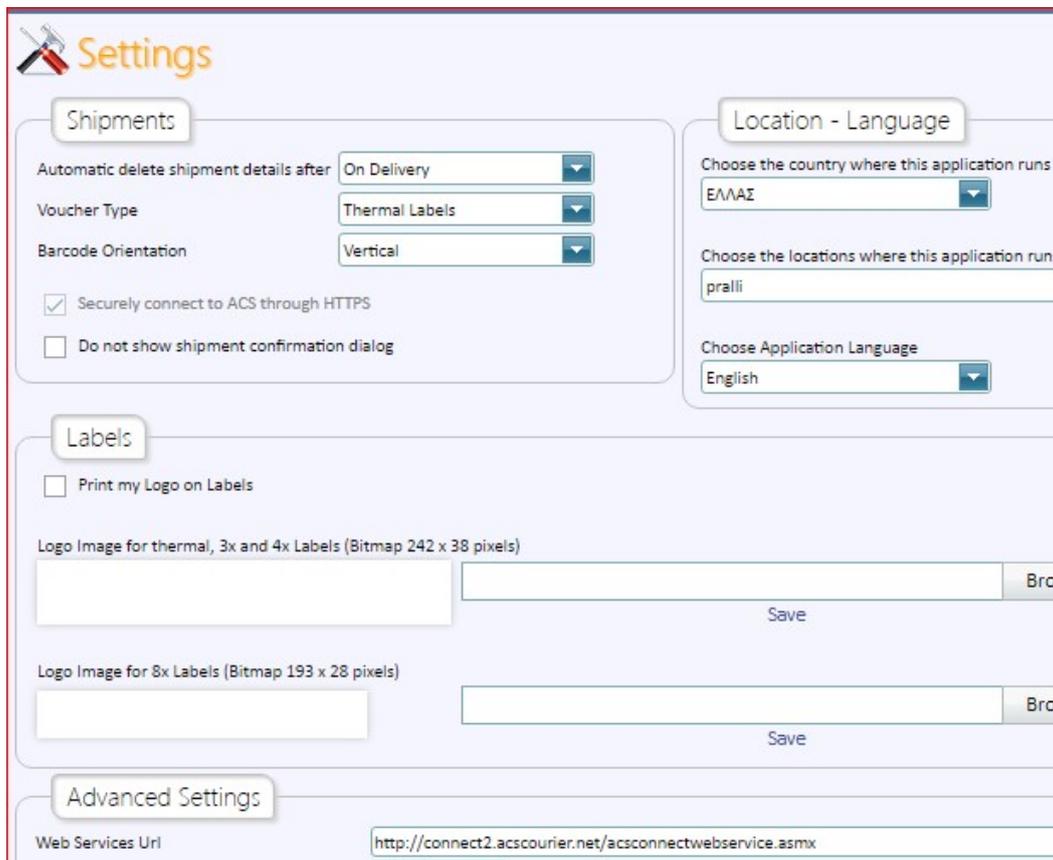


The screenshot shows a web form titled "Demo Χρήστης Acs Connect". It contains three input fields: "Current Password", "New Password", and "Confirm". Below these fields is a button with a green checkmark icon and the text "Change".

In the first field, enter the current password, then the new and finally confirm and select **Change**. Fields accept letters and numbers, as well as symbols and combinations thereof. Section user management, described earlier, shall always display the latest password of each user. This procedure can be performed as many times as you want.

• SETTINGS

Selecting **Application - Settings** displays screen



The screenshot shows the "Settings" application configuration screen. It is divided into several sections:

- Shipments:** Includes dropdown menus for "Automatic delete shipment details after" (set to "On Delivery"), "Voucher Type" (set to "Thermal Labels"), and "Barcode Orientation" (set to "Vertical"). There are also checkboxes for "Securely connect to ACS through HTTPS" (checked) and "Do not show shipment confirmation dialog" (unchecked).
- Location - Language:** Includes a dropdown for "Choose the country where this application runs" (set to "ΕΛΛΑΣ"), a text input for "Choose the locations where this application runs" (set to "pralli"), and a dropdown for "Choose Application Language" (set to "English").
- Labels:** Includes a checkbox for "Print my Logo on Labels" (unchecked). It also has two sections for logo images: "Logo Image for thermal, 3x and 4x Labels (Bitmap 242 x 38 pixels)" and "Logo Image for 8x Labels (Bitmap 193 x 28 pixels)". Each section has a text input field and a "Save" button.
- Advanced Settings:** Includes a text input for "Web Services Url" (set to "http://connect2.acscourier.net/acscconnectwebservice.asmx").

- **""Shipments"**

You can specify when you want the automatic deletion of data labels you print from your computer.

This can be done by printing the list of receptions or after a selected time period. If the reception list is not printed from your computer but from another, then the data will be deleted within 3 days.

It is not necessary to retain the labels data on the computer to print the reception list, because the data of this list are received from ACS, though Internet connection.

Moreover, at this point there is selection of the voucher type, ie whether it is laser or thermal labels (in this case a thermal printer is required). In case of thermal voucher you can choose horizontal or vertical barcode layout.

Here you can also choose whether you want to display the shipment confirmation message, or not.

- **"Labels"**

You can enter an image of your company logo to print on your labels. The image must be in .bmp format.

- **Advanced Settings**

If it is checked the address validation online you can disable it. It will be activated again after the restart of the application. It can be disabled permanently only by ACS.

- **Help**

With this option you can view in pdf format the user manual of the application. The document can be printed or saved.

- **ACS COURIER WEB PAGE**

It links to our web page www.acscourier.gr.

- **LIMITED ACCESSIBILITY REGIONS**

This option will take you to our website and specifically in the search tool for limited accessibility areas per prefecture.

- **TERMS OF TRANSFER COMMITMENT**

You can read the general conditions for accepting a transfer.

TAB ACTIONS

- **COST CENTERS**

Every user who can display this option has the right to create cost centers and use them to group his dispatches in the most convenient way. Each cost center must refer to an ACS billing code. From here, you can display screen:

#	Κέντρο Κόστους	Περιγραφή	Κωδικός Πελάτη
  	450	450 IBU	2Α0999999
  	500	marketing	2Α0999999
  	502	502 CBD	2Α0999999
  	900	900 ΤΜΗΜΑ ΘΕΜΑΤΟΦΥΛΑΚΗΣ (Τ.Θ.Μ)	2Α0999999
  	9234700410	PRIMATO	2Α0999999
  	9234700414	APAX	2Α0999999

Selecting the green cross you can add a new cost center using screen:

Edit Form ✖

Κέντρο Κόστους Περιγραφή

Κωδικός Πελάτη

The field **Cost Center** displays its code (max 10 characters), the **description** (max 50 characters) and finally the **Customer code**. Save using the green tick or cancel using X.

Caution:

After completing the tasks of creating or changing user data there shall be a question for data synchronization. If you choose **YES** you shall connect to ACS server in order to transfer all of these changes.

Synchronize Data

In case of data modification you have to synchronize files.
Synchronize now?

• **MANAGE ADDRESS BOOK**

In the addresses you can store the details of prospect recipients as well as all of your contacts. Thus, selecting **Manage Address Book** displays screen:

Add/Edit Recipient (Address)

Recipient Name

Company Name

Job

Relevant 1

AFM

DOY

Country

Area ⚠

Street

Number / Floor /

Zip Code

Work Details

Phone

Mobile

Fax

e-mail

Home Details

Phone

Mobile

Fax

e-mail

The information entered here can be use when you want to perform a shipment, so that you do not have to type the recipient information.

The only information required to be registered on this screen is the **Recipient Name**. In case of a shipment to a company, there must also be completion of the field **Company Name** for the company. However, you should fill in all the information available to be ready when you want to perform a shipment to this recipient.

Field **Relevant1** is a free field that can be used any way you want (eg your customer code). This information is not printed on the label, but helps in the search process, which is analyzed in another chapter of the manual.

Upon completion of the entry you can click the **Save** button, **Cancel** if you do not want to save or **Save and Send Mail** to open the shipment display, complete with the details of the current record, where you can make a shipment to this recipient.

• ADDRESS VALIDATION

When entering the data relating to the region, the street, the house number and the zip code of the recipient the sw will automatically perform checks on the address data. If the information is correct, the check will be completed without further action. But if detected an error you should run the check of these data.

If you do not perform this check you will see an exclamation mark icon that warns you that you have not checked the address.

- The check can either be done manually by selecting the right icon from the field of the region:

Recipient Name PAPADOPOULOS NIKOLAOS

Company Name
Job
Relevant 1
AFM
DOY
Country ΕΛΛΑΣ

Area ATHENS

Street DAFNIDOS
Number 2 Floor
Zip Code 11364 ΑΜΠΕΛΟΚΗΠΟΙ (ΑΤ)

Notes

Work Details
Phone
Mobile
Fax
e-mail

Home Details
Phone
Mobile
Fax
e-mail

Save Save and Send Mail Cancel

You will see the screen:

Address Lookup

Street ΔΑΦΝΙΔΟΣ Number 2 Zip 11364 Area ΑΘΗΝΑ

The address details I entered are correct

Street	Number	Zip	Area	Station	Branch	Station Description	DP/DX
ΔΑΦΝΙΔΟΣ	2	11364	ΑΘΗΝΑ	ΑΤ	1	ΑΜΠΕΛΟΚΗΠΟΙ (210-6411350)	

Browse

In which you select **Browse**. If the address is identified as such there will be no red indication. On the right edge of the record you can select the map icon in order to open the google maps page focused in that place.

If the validation detects differences in address, then they will appear in red. If you are sure that the address provided is correct (although not identified by the address validation) you will select the checkbox " **The address details I entered are correct** " so as to skip the suggestions of the application and proceed with your own data.

- The check may also be done automatically by simply selecting the **Save** of customer data screen

Recipient Name PAPADOPOULOS NIKOLAOS

Company Name
Job
Relevant 1
AFM
DOY
Country ΕΛΛΑΣ

Area ATHENS

Street DAFNIDOS
Number 2 Floor
Zip Code 11364 ΑΜΠΕΛΟΚΗΠΟΙ (ΑΤ)

Notes

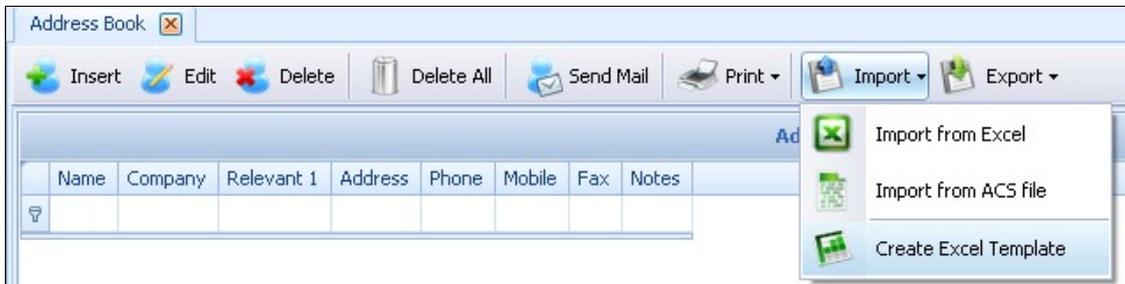
Work Details
Phone
Mobile
Fax
e-mail

Home Details
Phone
Mobile
Fax
e-mail

Save Save and Send Mail Cancel

• **IMPORTING ADDRESSES FROM EXCEL– ADDRESS VALIDATION**

The application allows you to import recipient data stored in an excel file. In order to display the correct, excel layout, select **Manage Addresses Book** and in option **Import**, select **Create Excel Template**



Then you will be asked to define the save path and the file name. The only limitation is the name of the columns, which should **not be modified** for the application to identify and place the data in the correct fields.

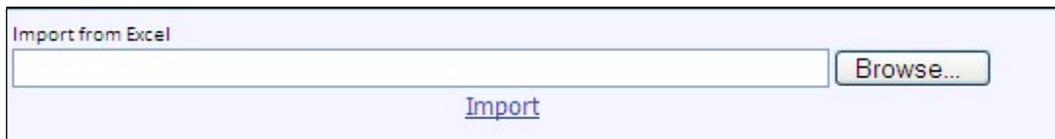
Recipient Name
Company Name
Relevant 1
Street
Number
Zip Code
Area
Floor
Phone
Mobile
Fax
Notes
Job
AFM
DOY
Email
Phone
Mobile
Fax
Email

It is not necessary to have all fields completed to import them in the addresses. However, to create a shipment using these data, the required fields (red) must be completed. Yellow indicates optional fields.

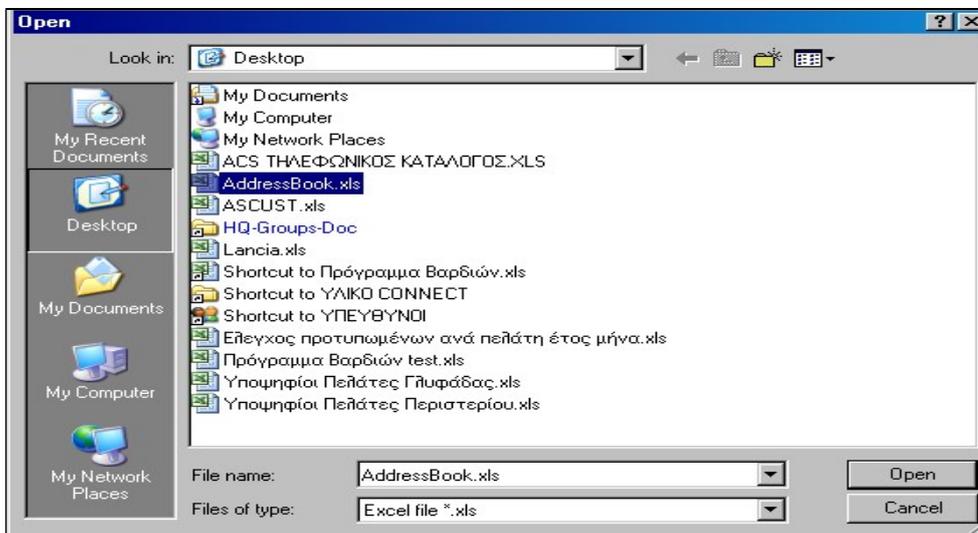
Once you enter customer data and save them, you can import addresses in the application. In **Addresses Management**, option **Import**, select **Import from Excel**



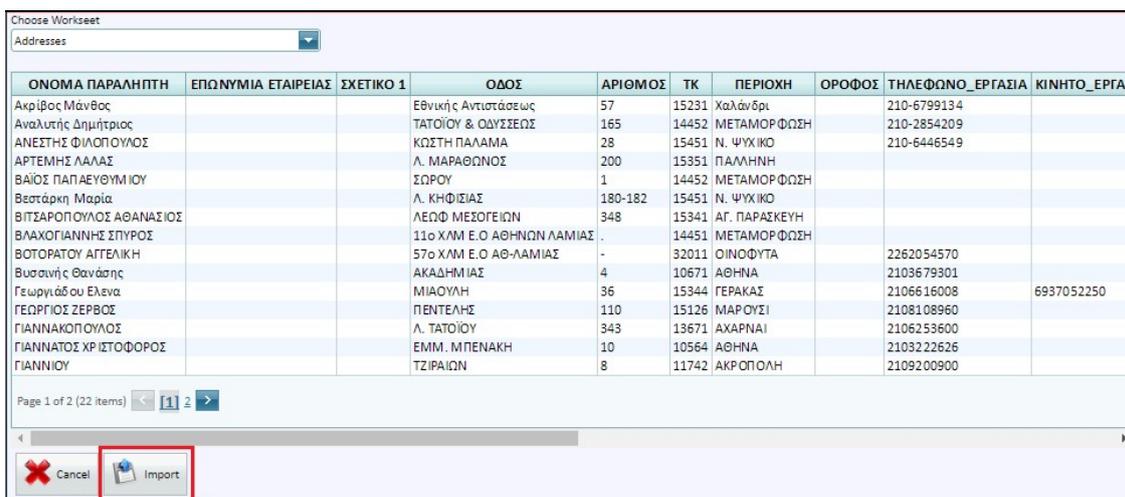
The following screen is displayed:



Select **Browse** and this will lead you to file search (previous save location)



Select it and click **Open**. Double click on the spreadsheet with the data and then click **Import**. You will see the preview screen



Then click **Import**.

Will automatically start the correctness check of the data you want to enter, and you will see a progress bar:



After the validation you will know how many records were stored successfully, how many records were corrected, how many checks are needed and finally how many records were not tested.

The entries for which a check is required will appear in red:

Name	Company	Address
Ακριβος Μάνθος		Εθνικής Αντιστάσεως 57, Χαλάνδρι, 15231, ΕΛΛΑΣ
ΑΡΤΕΜΗΣ ΛΑΛΑΣ		Λ. ΜΑΡΑΘΩΝΟΣ 200, ΠΑΛΛΗΝΗ, 15351, ΕΛΛΑΣ
ΒΑΪΟΣ ΠΑΠΑΕΥΘΥΜΙΟΥ		ΣΩΡΟΥ 1, ΜΕΤΑΜΟΡΦΩΣΗ, 14452, ΕΛΛΑΣ
Βεσπάρη Μαρία		Λ. ΚΗΦΙΣΙΑΣ 180-182, Ν. ΨΥΧΙΚΟ, 15451, ΕΛΛΑΣ
ΒΙΤΣΑΡΟΠΟΥΛΟΣ ΑΘΑΝΑΣΙΟΣ		ΛΕΩΦ. ΜΕΣΟΓΕΙΩΝ 348, ΑΓ. ΠΑΡΑΣΚΕΥΗ, 15341, ΕΛΛΑΣ
ΒΛΑΧΟΠΑΝΗΣ ΣΤΥΡΟΣ		11ο ΧΛΜ Ε.Ο ΑΘΗΝΩΝ ΛΑΜΙΑΣ, ΜΕΤΑΜΟΡΦΩΣΗ, 14451, ΕΛΛΑΣ
Γεωργιάδου Ελενα		ΜΙΑΟΥΛΗ 36, ΓΕΡΑΚΑΣ, 15344, ΕΛΛΑΣ
ΓΕΩΡΓΙΟΣ ΖΕΡΒΟΣ		ΠΕΝΤΕΛΗΣ 110, ΜΑΡΟΥΣΙ, 15126, ΕΛΛΑΣ
ΓΙΑΝΝΑΚΟΠΟΥΛΟΣ		Λ. ΤΑΤΟΪΟΥ 343, ΑΧΑΡΝΑΙ, 13671, ΕΛΛΑΣ
ΓΙΑΝΝΑΤΟΣ ΧΡΙΣΤΟΦΟΡΟΣ		ΕΜΜ. ΜΠΕΝΑΚΗ 10, ΑΘΗΝΑ, 10564, ΕΛΛΑΣ
ΓΙΑΝΝΙΟΥ		ΤΖΙΡΑΙΩΝ 8, ΑΚΡΟΠΟΛΗ, 11742, ΕΛΛΑΣ

Confirmed addresses: 8/11

To perform the check, select one by one the red records and choose the map icon on the right. You will be directed to the screen

Address Lookup

Street: Λ. ΚΗΦΙΣΙΑΣ, Number: 180-182, Zip: 15451, Area: Ν. ΨΥΧΙΚΟ

The address details I entered are correct

Street	Number	Zip	Area	Station	Branch	Station Description	DP/DX	Show on map
ΠΡΟΣ ΛΕΩΦΟΡΟ ΚΗΦΙΣΙΑΣ (ΚΗΦΙΣΙΑ)	180-182 (Not found)	15451	ΝΕΟ ΨΥΧΙΚΟ	ΒΞ		1 ΓΑΛΑΤΣΙ (210-2110590)		
ΠΡΟΣ ΛΕΩΦΟΡΟ ΚΗΦΙΣΙΑΣ	180-182 (Not found)	15451	ΝΕΟ ΨΥΧΙΚΟ	ΑΧ		1 ΧΑΛΑΝΔΡΙ (210-6892200)		
ΠΡΟΣ ΛΕΩΦΟΡΟ ΚΗΦΙΣΙΑΣ (ΑΘΗΝΑ)	180-182 (Not found)	15451	ΝΕΟ ΨΥΧΙΚΟ	ΒΞ		1 ΓΑΛΑΤΣΙ (210-2110590)		
ΚΗΦΙΣΙΑΣ ΛΕΩΦΟΡΟΣ	180-182 (Not found)	15451	ΝΕΟ ΨΥΧΙΚΟ	ΒΙ		1 ΖΟΓΡΑΦΟΥ (210-7777290)		

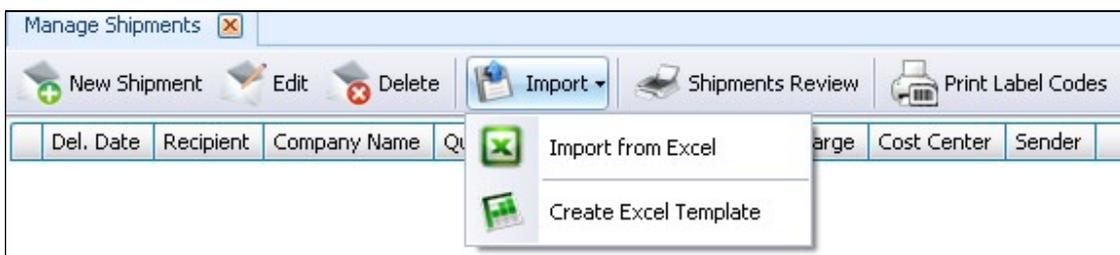
Those entries you had finally checked they will stop appearing in red in the inserted list of the most frequent recipients.

Note: you can skip the check of red entries at this stage and run it when you create a shipment for these recipients.

• **SHIPMENT MANAGEMENT (IMPORT FROM EXCEL)**

The application allows importing an excel file containing the delivery receipt data. Completing and importing this file, you can print labels without any further processing.

A sample file to be imported can be acquired by selecting **Manage Shipments - Create Excel Template** as shown in the following screen:

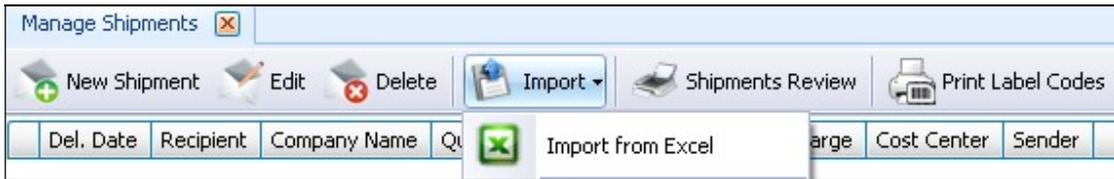


The following screen will appear:

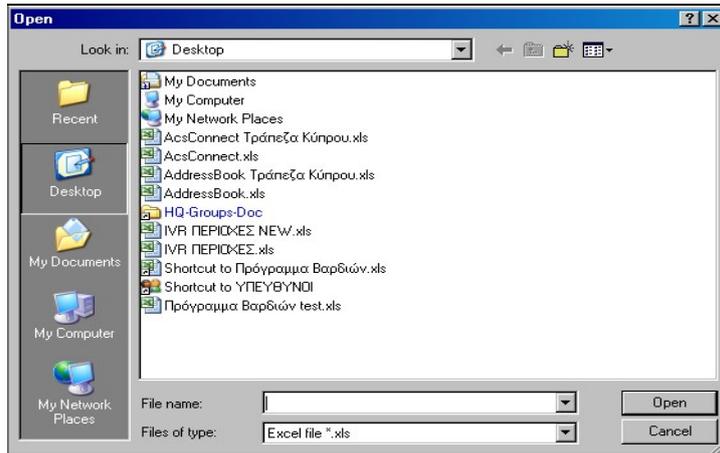


Here you are given the option to save and name the file. At this point there is creation of an empty excel file in which it is possible to fill in the shipment data.

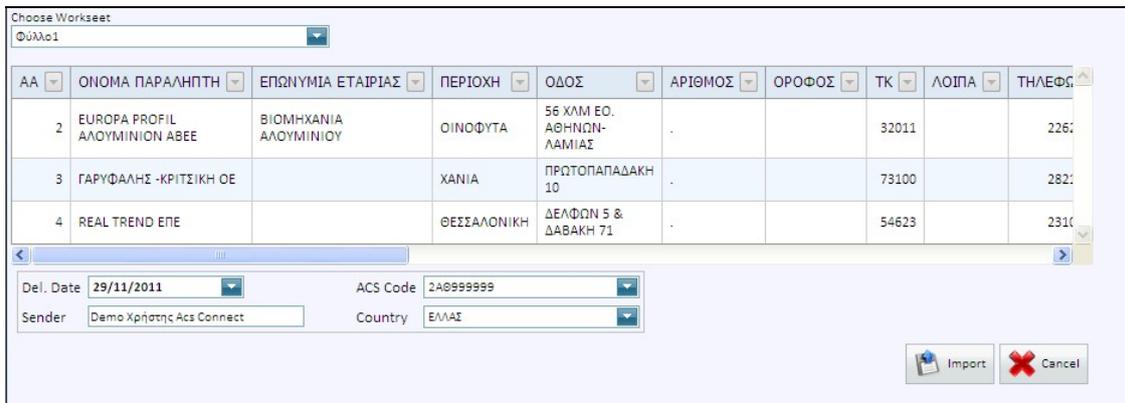
In this excel file there must be completion of the necessary shipment data and once saved, they can be imported into ACS Connect through **Manage Shipments - Import from Excel** as shown on the screen:



Select **Browse** and this will lead you to file search (previous save location)



The next screen will be



In the bottom right of which appears option **Import** (for importing the file) and **Cancel** (in order not to import).

NOTES:

- In column **SPECIAL SERVICES**, if you wish to complete it, all entries must be in service code format. The codes are:
 SATURDAY DELIVERY = 5Σ
 DELIVERY OF RECEPTION = ΡΣ
 RETURN OF DOCUMENTATION = ΔΔ
 PROTOCOL RECEPTION = ΠΡ
- In column **DELIVERY TIME** you simply enter the time in the format, i.e. 12:00. This means that the time will be 10:00-12:00.

- In column **CHARGE** enter code 2 for sender billing and code 4 for recipient billing (if the cells are blank application considers it desirable to charge the sender).

CHECK SHIPMENTS DATA - ADDRESS VALIDATION

During the import process, there is performance of checks on the correct completion of the data in excel (eg, if Post Codes are correct etc). In case of errors these should be corrected, otherwise excel file import cannot progress. If only warnings appear, file import can proceed. In any case, the application itself informs on which lines there was detection of errors or warnings.

Following correction and saving of the corrections, it is necessary to repeat the process of searching and loading of that file. Check will be performed again and, if everything is correct, then the process will be completed.

Also automatically will start the check of the correctness of the address data that you want to enter and you will see a progress bar



After the validation you will know how many records were stored successfully, how many records were corrected, how many checks are needed and finally how many records were not tested.

The entries for which a check is required will appear in red:

Del. Date	Recipient	Company Name	Quantity	COD Amount	Address	Charge	Cost Center	S
27 Amp 2016	ΓΟΝΑΤΑΣ ΙΣΑΝΝΗΣ		1	0.00€	ΣΑΧΤΟΥΡΗ 8-10, ΑΘΗΝΑ, 10553, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ACS ΙΠΠΟΚΡΑΤΟΥΣ		1	0.00€	ΙΠΠΟΚΡΑΤΟΥΣ 33, ΓΕΡΑΚΑΣ, 10680, ΕΛΛΑΣ	Sender		D
27 Amp 2016	Christina Foti Kizeritsky	ΕΘΝΙΚΗ ΤΡΑΠΕΖΑ	1	0.00€	ΓΑΡΦΗΤΤΟΥ 86 & ΠΟΡΦΥΡ, ΠΑΛΛΗΝΗ, 15344, ΕΛΛΑΣ	Sender		D
27 Amp 2016	NELLIE VOUGIOUKAS	PHARMATHEN	1	0.00€	ΔΕΡΒΕΝΑΚΙΩΝ 6, ΑΘΗΝΑ, 15351, ΕΛΛΑΣ	Sender		D
27 Amp 2016	AZEK ATE	ΑΝΩΓΙΑΤΗΣ ΓΕΡΑΣΙΜΟΣ	1	0.00€	ΑΧΩΛΕΩΣ 49, Χαλάνδρι, 10437, ΕΛΛΑΣ	Sender		D
27 Amp 2016	Axp@oc Μάβ@oc	CROWN HELLAS AE	1	0.00€	Εβουλις, Αμνιστάσιος 57, ΜΕΤΑΜΟΡΦΩΣΗ, 15231, ΕΛΛΑΣ	Sender		D
27 Amp 2016	Ανάλυτης Δημήτριος	ΜΙΝΕΡΒΑ ΕΛΛΑΔΟΥΡΓΙΚΕΣ Ε	1	0.00€	ΤΑΤΟΪΟΥ & ΟΔΥΣΣΕΩΣ 165, Ν. ΨΥΧΙΚΟ, 14452, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΑΝΕΣΤΗΣ ΦΙΛΙΠΠΟΥΛΟΣ	EXELIA LEARNING	1	0.00€	ΚΩΣΤΗ ΠΑΛΑΜΑ 28, ΠΑΛΛΗΝΗ, 15451, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΑΡΤΕΜΗΣ ΠΑΛΑΣ	ACS	1	0.00€	Λ. ΜΑΡΑΒΟΝΟΣ 200, ΜΕΤΑΜΟΡΦΩΣΗ, 15351, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΒΑΙΟΣ ΠΑΠΑΓΕΩΡΓΙΟΥ	ΑΠΟΛΛΩΝ ΑΕ	1	0.00€	ΣΙΔΡΟΥ 1, Ν. ΨΥΧΙΚΟ, 14452, ΕΛΛΑΣ	Sender		D
27 Amp 2016	Βιοεργασια Μελισ	ΑΡΑΒΟ - ΕΛΛΗΝΙΚΟ ΕΤΙΜΕ	1	0.00€	Λ. ΚΗΦΙΣΙΑΣ 180-182, ΑΓ. ΠΑΡΑΣΚΕΥΗ, 15451, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΒΙΤΑΡΟΠΟΥΛΟΣ ΑΘΑΝΑΣΙΟΣ	ΒΙΤΑΡΟΠΟΥΛΟΣ ΜΥΤΙΛΑΗ	1	0.00€	ΛΕΩΦ. ΜΕΓΟΡΕΙΩΝ 348, ΜΕΤΑΜΟΡΦΩΣΗ, 15341, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΒΛΑΧΟΓΙΑΝΝΗΣ ΣΤΥΦΟΣ	ΒΕΡΟΠΟΥΛΟΣ ΑΒΟΙ ΑΒΕΕ	1	0.00€	11ο ΧΑΜ Ε.Ο ΑΘΗΝΩΝ ΑΑΜΙΑΣ, ΟΙΝΟΦΥΤΑ, 14451, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΒΟΥΡΠΑΤΟΥ ΑΓΓΕΛΙΚΗ	ΚΟΡΡΕΣ ΑΕ ΦΥΣΙΚΑ ΠΡΟΪΟΔ	1	0.00€	57ο ΧΑΜ Ε.Ο ΑΘ-ΑΑΜΙΑΣ, ΑΘΗΝΑ, 32011, ΕΛΛΑΣ	Sender		D
27 Amp 2016	Βυσινής Θεωνής	TUPPERWARE HELLAS	1	0.00€	ΑΚΑΔΗΜΙΑΣ 4, ΓΕΡΑΚΑΣ, 10671, ΕΛΛΑΣ	Sender		D
27 Amp 2016	Γεωργιάδου Ελενα	EXPENSE REDUCTION ANAL	1	0.00€	ΜΙΑΟΥΛΗΣ 36, ΜΑΡΟΥΣΙ, 15344, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΓΕΩΡΓΙΟΣ ΖΕΡΒΟΣ	HERBALIFE	1	0.00€	ΠΕΝΤΕΛΗΣ 110, ΑΧΑΡΝΑΙ, 15126, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΓΙΑΝΝΑΚΟΠΟΥΛΟΣ	ΜΑΚΚΕ	1	0.00€	Λ. ΤΑΤΟΪΟΥ 343, ΑΘΗΝΑ, 13671, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΓΙΑΝΝΑΤΟΣ ΧΡΗΣΤΟΦΟΡΟΣ	ΓΙΑΝΝΑΤΟΣ ΦΩΤΟΓΡΑΦΙΚΑ	1	0.00€	ΕΜΜ. ΜΠΕΡΑΚΗ 10, ΑΚΡΟΠΟΛΗ, 10564, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΓΙΑΝΝΙΟΥ	FRONT LINE	1	0.00€	ΤΖΕΡΑΙΩΝ 8, Π. ΦΑΛΗΡΟ, 11742, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΠΙΤΤΗ ΣΟΦΙΑ	MASTER PRINT	1	0.00€	ΜΑΜΑΝΗ 17, ΚΗΦΙΣΙΑ, 11563, ΕΛΛΑΣ	Sender		D
27 Amp 2016	ΓΚΑΒΑ ΜΑΤΟΥΣΑ	PHARMASERVE LILLY	1	0.00€	15ο ΧΑΜ ΑΘ-ΑΑΜΙΑΣ, ΚΗΦΙΣΙΑ, 14564, ΕΛΛΑΣ	Sender		D

To perform the check, select one by one the red records and choose the map icon on the right. The procedure is the same as that reported in the capital of import and control of frequent recipient's data.

MANAGE SHIPMENT (MANUAL IMPORT)

Alternatively you can manually create shipments through **Manage Shipment - New Shipment** and the relevant display

The screen consists of two parts. To enter a shipment, it is necessary to fill in at least the fields of the key data that are highlighted and in bold.

• **KEY SHIPMENT DATA**

Useful clarifications for field's completion:

1. **Recipient Name:** Proper registration of the full name of the recipient. Fill either manually or you can search by the stored frequent recipients file (if you have saved so) by selecting the magnifying glass to the right of the field. In manual entry by typing the first letter, the possible outcomes contained in the stored list will appear:

2. **Area:** Enter the city or region of the recipient.
3. **Street / number:** Enter the full address of the recipient.
4. **Zip Code:** An essential element to forward your shipment to the correct destination.

For the fields 2, 3, 4 will be performed data correctness check as described above.

5. **Quantity:** Fill in the number of items of the shipment. If it consists of more than one item, the application shall issue automatically along with the basic receipt recording all shipment data, respective receipts for each item. **Attention,** if the billing code of the shipment is set to parcel, the application through a warning message, does not allow entering more than one item. In this case it is necessary to change the number of items.
6. **Other:** You can provide information such as the name of the recipient building, floor, number of offices etc.
7. **Sender:** Displays the user that inputs the shipment.
8. **ACS Code:** The code of your company which will be billed for your shipment. It is sent by the relevant department and is always the same, if you perform shipments on behalf of a company. If you have more than one code, select from the list, clicking the arrow next to the field.
9. **Charge:** Select sender or recipient for billing the shipment.
10. **Cost Centre:** You can select Cost Centre if you have registered one, beforehand. Choose from the list, clicking the arrow next to the field.
11. **Del. Date:** You can set the date on which you shall send your shipment (e.g. you are able to prepare one day earlier the shipments of the following day).
 - *Checkbox: Select the checkbox, in case you want to prepare more than one shipment dated for the next day. Once selected, all shipments entered have as their reception date the one selected. You can **only set up to 7 days** ahead from current date.*
12. **COD Amount:** Indicate the COD amount in euros, if any. In case of payment in cash, the maximum amount to be entered is 1500 euros.
13. **Payment Method:** Upon entering the COD amount, indication **Cash is displayed.** This can be changed to **Checks** entering "E" in the respective field or **Credit Card** if the option is "K" or Draft if the option is "S". (Caution, the mode of payment refers only to the COD amount and is not associated with transport costs).
14. **Relevant (1 and 2):** You can provide your own information which is **not printed on the label** (eg number of the Shipment Note accompanying a package, etc.).
15. **Weight:** The initial value is 0.5 but you can enter any desired normal weight (if you select 2-hour time commitment the weight cannot exceed 5.5 kgs).
16. **Mail type:** For each shipment, define whether the item is an envelope or a package, clicking the respective button.
 - *Use the package option only in case titration is required. In this case you must complete and dimensions (Length - Width - Height) in centimeters.*
17. **Notes:** Enter any comments for the shipment.
 - *Checkbox: Select it if the remarks are to apply for all shipment.*
18. **Delivery Time:** From the list that appears, select the desired time range to deliver your shipment.

If you see the message

Delivery hour for the selected destination cannot be earlier than 10:00 - 12:00
Please correct the errors
ERROR

The desired time range is not possible for the selected destination and it must be changed.

19. **Insurance Amount:** enter the amount for which you want to insure your shipment. The maximum value of the field is 3000 euro. If the amount must be greater, it is necessary to contact the ACS central offices.

If you perform regular shipments to the same recipients, instead of typing each time you can select those using the address book (if you imported it, as described on p.17). This is done by pressing the book button on the right of the **Recipient Name** field. Click to open the index to select the recipient of your choice. If you want to select more than one, hold down control or shift key and select the entries you are interested in using the mouse.

If the index contains many potential recipients, then use the search function. You can search prospect recipients using various fields.

Select the desired field and enter the first or first few letters of the recipient you are looking for and press **enter**. This will display all entries beginning with the letters you have entered. Using the mouse, select the desired entries and press OK to import them for the shipment.

• **SPECIAL SERVICES**

After first completing the key recipient information, you can provide additional instructions to ACS such as the preferred delivery time, delivery on Saturday, etc. **while you consult the services' price list in order to find out the corresponding fee.**

In this case too, to enter an instruction, you must select it through the respective check box. If, depending on your selection, a service is dimmed and cannot be selected, this means that there is incompatibility between the services. For example, it is not possible to combine the Saturday delivery service with a two-hour delivery interval service.

If you wish to choose a new shipment select "**Save and new Shipment**" if you have completed your tasks, select "**Save**". Once you have finished entering your shipments, all shipments shall appear in a list format. If these include inaccessible destinations these will appear in orange.

• **SMART POINT DELIVERY**

If you have commercially agreed with ACS to provide the Smart Point delivery service, you will be able to register the delivery in an alternative way through the application. More details can be found on the [link](#)

Next to the field Area there will be the red icon you see below

Selecting it you can see a list of all active Smart Points in Greece

Κωδ. Σταθμού	Περιγραφή	Διεύθυνση	ΤΚ	Νομός	Ωράριο	Είδος Σταθμού
AA-401	SHELL SMARTPOINT ΑΛΜΟΥ	ΛΕΩΦ. ΠΟΣΕΙΔΩΝΟΣ (ΕΟΤ ΑΛΜΟΥ)	17455	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPF
AA-402	SHELL SMARTPOINT ΑΝΓ ΚΑΛΑΜΑΚΙΟΥ	ΚΥΘΗΡΙΩΝ 2 ΚΑΙ ΙΩΝΙΑΣ 105	17456	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPF
AA-403	SHELL SMARTPOINT ΑΛΜΟΥ	ΛΕΩΦ. ΠΟΣΕΙΔΩΝΟΣ 23	17455	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_APP
AA-404	SHELL SMARTPOINT ΑΡΤΥΡΟΠΟΛΗΣ	ΑΡΤΥΡΟΠΟΛΕΩΣ 89	16451	ΑΤΤΙΚΗΣ	06:00-23:30	SMARTPOINT_CPF
AB-401	SHELL SMARTPOINT ΑΙΓΑΛΕΩ	ΛΕΩΦ. ΚΗΦΙΣΟΥ 90	12241	ΑΤΤΙΚΗΣ	06:00-24:00	SMARTPOINT_CPF
AB-402	SHELL SMARTPOINT ΧΑΙΔΑΡΙΟΥ	ΛΕΩΦ. ΑΘΗΝΩΝ (ΚΑΒΑΛΑΣ) 292	12462	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_APP
AB-403	SHELL SMARTPOINT ΑΓ.ΒΑΡΒΑΡΑΣ	ΜΕΤ. ΑΛΕΞΑΝΔΡΟΥ 110	12351	ΑΤΤΙΚΗΣ	06:00-22:30	SMARTPOINT_CPF
AB-404	SHELL SMARTPOINT ΑΙΓΑΛΕΩ	ΗΡΑΚΛΕΙΟΥ 108 ΚΑΙ Λ.ΑΘΗΝΩΝ	12243	ΑΤΤΙΚΗΣ	06:00-22:00	SMARTPOINT_CPF
AB-405	SHELL SMARTPOINT ΑΙΓΑΛΕΩ	ΛΕΩΦ. ΘΗΒΩΝ 308 ΚΑΙ ΓΥΖΗ	12241	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPF
ΑΓ-401	SHELL SMARTPOINT ΑΓΡΙΝΙΟ	ΧΑΡ.ΤΡΚΟΥΓΗ & ΑΝΑΠΑΥΣΕΩΣ	30100	ΑΙΤΩΛ/ΝΙΑΣ	06:00 - 22:00	SMARTPOINT_CPF
ΑΓ-402	SHELL SMARTPOINT ΑΓΡΙΝΙΟ	ΠΑΠΑΙΩΑΝΝΟΥ 26 ΚΑΙ ΠΑΛΑΜΑ	30100	ΑΙΤΩΛ/ΝΙΑΣ	06:00 - 22:00	SMARTPOINT_CPF
ΑΓ-403	SHELL SMARTPOINT ΑΓΡΙΝΙΟ	ΕΘΝ.ΑΝΤΙΣΤΑΣΕΩΣ 102	30100	ΑΙΤΩΛ/ΝΙΑΣ	06:00 - 22:00	SMARTPOINT_CPF
ΑΔ-401	SHELL SMARTPOINT ΠΕΙΡΑΙΑΣ 75	ΑΘΗΝΩΝ - ΠΕΙΡΑΙΑΣ 75	18541	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPF
ΑΔ-402	SHELL SMARTPOINT ΠΕΙΡΑΙΑ	ΠΑΛΑΜΗΔΙΟΥ ΚΑΙ ΣΤΕΦΗΜΑΧΟΥ 3	18543	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPF
ΑΕ-401	SHELL SMARTPOINT ΠΕΡΙΣΤΕΡΙΟΥ	ΚΩΝΣΤ/ΛΕΩΣ 14 ΚΑΙ ΛΕΥΚΤΡΙΩΝ	12133	ΑΤΤΙΚΗΣ	06:00-01:00	SMARTPOINT_CPF
ΑΕ-402	SHELL SMARTPOINT ΠΕΡΙΣΤΕΡΙ	ΕΘΝΑΡΧΟΥ ΜΑΚΑΡΙΟΥ 35	12131	ΑΤΤΙΚΗΣ	24ΩΡΟ	SMARTPOINT_CPF

You can export the ACS Smart Point list in an excel file. Once you have located the desired pick up point you select it and the fields area, street, number, zip code are automatically filled in and the name of the selected ACS Smart Point and its code appears in yellow.

- Attention** for the ACS Smart Point delivery option there are the following rules:
- The recipient's mobile phone is mandatory so to send the shipping code and the security PIN code to him.
 - Pieces must be 1.
 - Charging cannot be of the recipient.
 - You cannot enter delivery time.

- You cannot select a supplementary service e.g. Saturday delivery.

• LIMITED ACCESSIBILITY REGIONS NOTIFICATION

Application ACSConnect can notify you directly if any of your shipments has an inaccessible area as its destination. This information is very important for you because then you will know that there will be some time delay in the delivery (time indicated in the respective official price list of ACS). Moreover, you are informed that there may be additional charges (as indicated by the current price list of ACS).

To do this the application uses the information contained in field **AREA & POST CODE**, if their combination refers to an inaccessible area, then an alter message shall blink in red on the shipment screen.

The screenshot shows a shipment form with the following fields and values:

- Recipient Name:** [Empty]
- Company Name:** [Empty]
- Country:** ΕΛΛΑΣ
- Area:** ΑΓΙΑ ΒΑΡΒΑΡΑ
- Street:** [Empty]
- Number:** [Empty] Floor [Empty]
- Zip Code:** 72400
- ACS Code:** 2A0999999 | DEMO ACS CONNECT
- Charge:** Sender
- Cost Center:** [Empty]
- Del. Date:** 28/6/2011
- COD Amount:** 0 €
- Payment Method:** Cash
- Cod Beneficiary:** [Empty]
- Relevant 1:** [Empty]
- Relevant 2:** [Empty]
- Weight:** 0,5 (Kg)
- Mail Type:** Envelope
- Dimensions [LxWxH] (cm):** 0 0 0
- Sender:** Demo Χρήστης Acs Connect

A red notification message is displayed below the zip code field: **ΝΕΑΠΟΛΗ ΚΡΗΤΗΣ (ΑΝ) ΔΠ / Limited Accessibility Region**.

Buttons at the bottom: Save, Save New Shipment, Cancel.

What you can do? In services, choose **DELIVERY RECEPTION** (it is necessary to provide a contact number to notify the recipient). In this case, the recipient must visit the delivery store to receive the shipment. Thus, the delivery store shall not prepare a delivery trip and you will not be charged with additional costs.

Option **INFORMATION** includes:



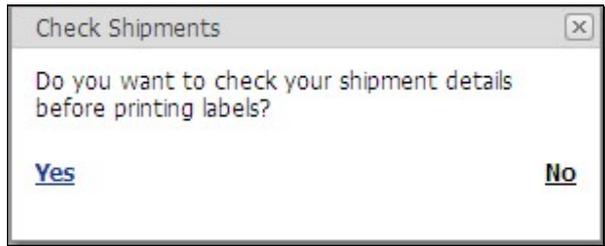
An option for finding these areas through our site.

NOTES:

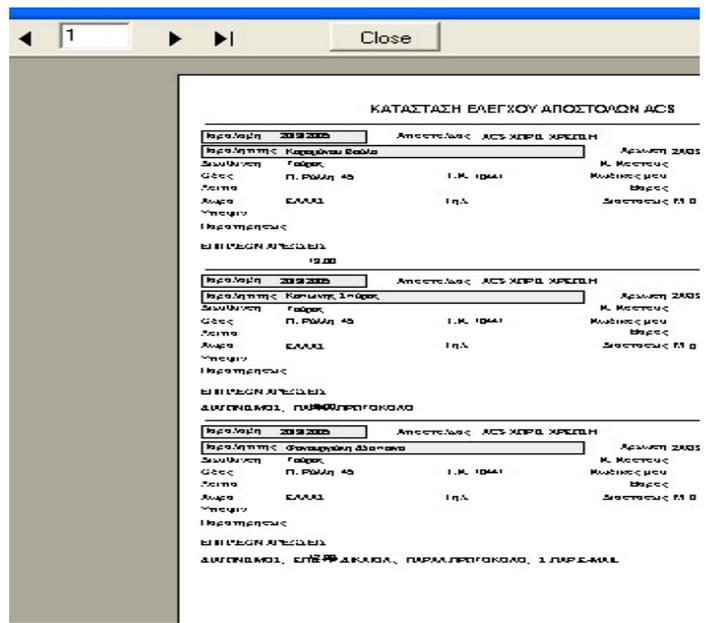
It is not possible to apply time limitations for deliveries to limited accessibility areas, nor Saturday delivery. As you will see, the services are deemed for these cases.

• **PRINT LABELS CODES**

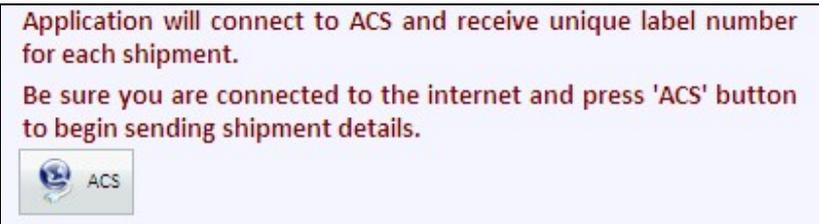
To print labels for the shipments that that you have prepared press **Print Label Codes**. The following message will be displayed:



Selecting **YES** will display the shipments control list:



Which can be printed to perform checks or you can just check it on your PC display. If you agree select **close** and you get the message:

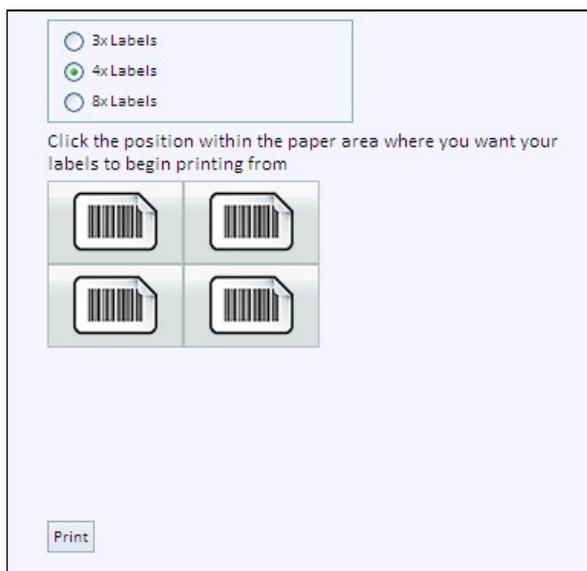


Then press the **ACS** button to send the data and automatically receive a unique number for each shipment. This number shall be the 'identity' and shall be printed on labels. If you selected NO on the message of previous page, the above screen would display directly.

At the end of this dialog the application will guide you to print labels, allowing you to select the location of the first label on the sheet of paper.

Then the labels layout is displayed on your screen and you can choose the first label to start printing.

Select the label size you want to print (3, 4 or 8 per sheet):



NOTE: If you have multiple shipments or if they include COD service, then you can only print 4X labels.

The label printed will have the following format. At the area of ACS logo and information, shall appear the details you have entered as a Sender including your logo, if you have entered it.

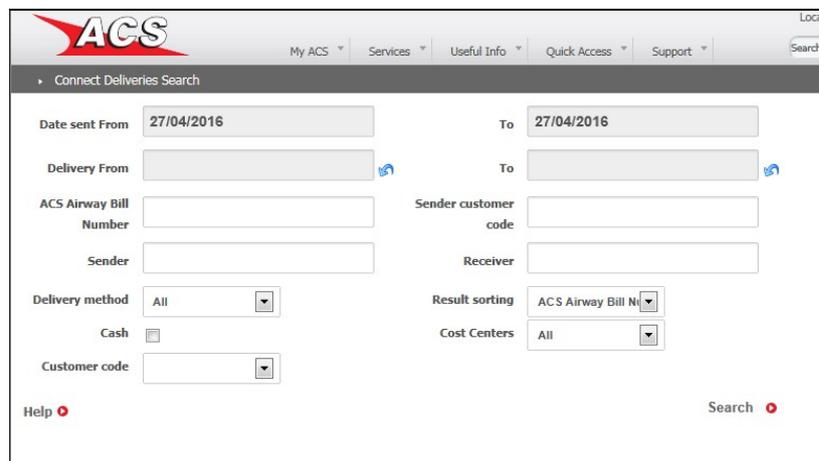


• **SEARCH SHIPMENT**

You can see all shipments or specific ones, depending on the criteria that you enter on the screen below. First you will be asked whether you wish to display the details of the shipments that you have prepared as a user of the application or the shipments of the entire company (all users).



Following selection, you are transferred to ACS website, and particularly on the following screen:



The screenshot shows the ACS website interface for searching shipments. The page title is "Connect Deliveries Search". The search form includes the following fields and options:

- Date sent From: 27/04/2016
- To: 27/04/2016
- Delivery From: [Empty field]
- To: [Empty field]
- ACS Airway Bill Number: [Empty field]
- Sender customer code: [Empty field]
- Sender: [Empty field]
- Receiver: [Empty field]
- Delivery method: All (dropdown)
- Result sorting: ACS Airway Bill N (dropdown)
- Cash:
- Cost Centers: All (dropdown)
- Customer code: [Empty dropdown]

There are "Help" and "Search" buttons at the bottom of the form.

Using the options on the screen you can find the shipments you want. Pressing the **Search** button displays the delivery details of your shipment on a new screen:

If you want to check the progress of your shipment as of the time of receipt from your office, up to the time of delivery to the end recipient, click on the shipment number on the search results screen and its detailed progress (tracking) will be displayed.

This screen shows all the shipments that have been charged to the codes linked to the application, whether shipment was performed by the application or not.

You can also export the search results in excel format and save them on your computer:

Acs Connect						
E3 ACS ΑΓ ΑΝΡΓΥΡΩΝ						
	A	B	C	D	E	F
1						
2	Αριθμός Αποδεικτικού	Παραλαβή	Από/Προς	Παραλαβών	Παραλήπτης	Ημ. Ορ
3	7208491835	8/12/2008	ΤΙ-ΘΘ	ΣΚΟΠΕΛΟΥ	ACS ΑΓ ΑΝΡΓΥΡΩΝ	9/12/2008
4	7208465025	8/12/2008	ΤΙ-ΑΤ	ΜΟΝΕΜΒΑΣΙΤΗ	ACS ΑΜΠΕΛΟΚΗΠΟΙ	9/12/2008
5	7208501694	8/12/2008	ΑΘ-ΑΘ	ΓΕΩΡΓΙΟΥ	ACS Π. ΡΑΛΛΗ ACS Π. Ρ	9/12/2008
6	7208469704	8/12/2008	ΑΘ-ΓΛ	ΝΑΚΟΣ	ΧΡ. ΝΑΚΟΣ	9/12/2008
7	7208469730	8/12/2008	ΑΘ-ΑΘ	ΜΑΤΣΟΥΡΗ	Δ/ΝΣΗ ΥΠΟΣΤΗΡΙΞΗΣ Δ. ACS Π	9/12/2008
8	7208469785	8/12/2008	ΑΘ-ΑΘ	ΣΟΛΟΥ	ACS Π ΡΑΛΛΗ	9/12/2008
9	7208469870	8/12/2008	ΑΘ-ΘΣ	ΚΑΡΑΛΙΟΛΙΟΣ	ACS ΘΕΣΣΑΛΟΝΙΚΗΣ (HUB)	9/12/2008
10	7208491032	8/12/2008	ΑΘ-ΒΙ	ΜΠΑΚΑΤΣΕΛΟΥ	ΚΥΑΝΟΥΣ ΣΤΑΥΡΟΥΣ	9/12/2008
11	7208455866	8/12/2008	ΑΘ-ΒΙ	ΠΟΥΛΖΟΥ	Υ/Ο κ.α. ΑΝΤΩΝΑΚΟΠΟΥΛ ΙΚΑ -	9/12/2008
12	7208455870	8/12/2008	ΑΘ-ΘΝ	ΡΟΥΛΗ	Υ/Ο ΤΜΗΜΑ ΜΗΤΡΟΥΥ ΙΚΑ 25η	9/12/2008
13	7208455881	8/12/2008	ΑΘ-ΑΧ	ΧΡΥΣΑΝΘΟΠΟΥΛΟΥ	Υ/Ο ΤΜΗΜΑ ΜΗΤΡΟΥΥ ΙΚΑ ΧΑΛ	9/12/2008
14	7208456673	8/12/2008	ΑΘ-ΑΘ	ΠΑΝΑΓΟΠΟΥΛΟΣ	ΑΡΑΜΠΑΤΖΑΚΗ ΒΑΓΙΑ ACS_KEN	9/12/2008
15	7208495103	8/12/2008	ΑΘ-ΑΘ	ΝΑΣΙΟΥ	HELLAS ON LINE	9/12/2008
16	1026118715	8/12/2008	ΖΚ-ΑΘ	ΠΑΝΑΓΟΠΟΥΛΟΣ	ACS SA	9/12/2008

MANAGE LABELS

This screen provides you the following options:

PRINT AGAIN

You may reprint any or all the shipments of the day. If you want to print just one label, select it and click on the option **Selected**. If you want to print all of them, select **Print Again** and click on **all**.

Print Again	Label Pod	Main Pod	Quantity	Del. Date	Sender	Recipient	Address	In Mind	Customer Code
<input checked="" type="checkbox"/>	72585657...	0	1	28 Ιουν 20...	Demo Χρήστης Acs Con...	TEST	TEST 3, TEST, 13561, ΕΛΛ...		2Α0999999

CANCEL SHIPMENT

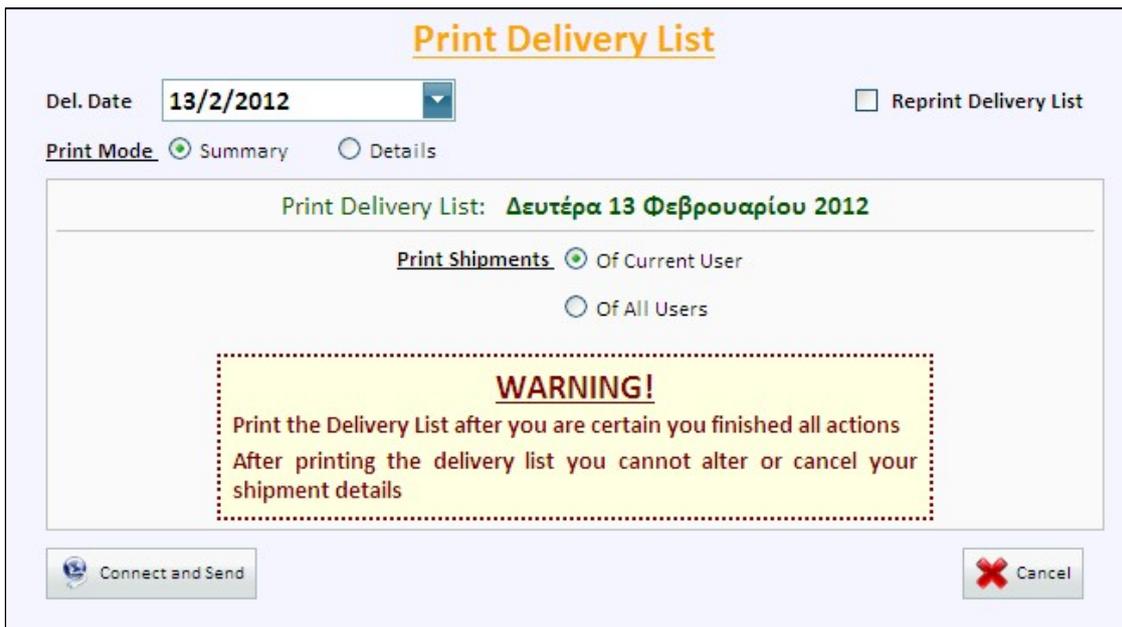
You can notify ACS that you want to cancel a shipment even if you have already received a label number for it. To do this you must press **CANCEL** for each label you want to cancel (the line of the selected label turns red).

Cancel	Label Pod	Main Pod	Quantity	Del. Date	Sender	Recipient	Address	In Mind	Customer Code
<input checked="" type="checkbox"/>	72585657...	0	1	28 Ιουν 20...	Demo Χρήστης Acs Con...	TEST	TEST 3, TEST, 13561, ΕΛΛ...		2Α0999999

Canceled labels are deleted from the local file and will not be included in the reception list to be printed when the courier arrives to collect your shipments. If this action was performed accidentally, or in case you do want to send a cancelled shipment, then you must enter it anew.

DELIVERY LIST

To print the delivery list, press **Print Delivery List** and the following screen appears:



You have the following options:

- PRINT DELIVERY LIST**

If the application is used by multiple users, each one accessing it using a different code, and you want to print out the shipments of the selected day, entered by all users, select **Of All users** in the "Print Shipments" section.

When the screen comes up, it displays the current date, but you can change it in order to print the list of shipments to be sent i.e. on the next day, if you have printed shipments dated the next day.

When the courier arrives for pickup, print (it prints automatically in two copies) the reception list, either in a brief or detailed format. The two copies are signed by you and the courier, and each one of you retains a copy. You will sign as well as in pda that has with him the courier.

This list details all information related to the shipments, as entered, as well as the special services you have requested.

Above left it exists a barcode that corresponds mass number. See the example

Μαζικός Αριθμός **ΣΥΝΟΠΤΙΚΗ ΚΑΤΑΣΤΑΣΗ ΠΑΡΑΛΑΒΗΣ ΑΠΟΣΤΟΛΩΝ ΠΡΟΣ ΜΕΤΑΦΟΡΑ**
7266505912 **ACS** **...σφμαίνει εύκολα** **ACS connect**
 ΤΟΠΟΘΕΣΙΑ: demo

Αρ.Αποστολή	Αποστολέας	Όνομα Παραλήπτη	Διεύθυνση / Περιοχή	Τ.Κ	Τηλέφωνο	Κωδ.Πελ.	Προ/σμή			
Κύριος.Αρ.Απ.	Ημ.Παράλ.	Τεμ.	Βάρος	Παράδ.Εως	Ποσό Αντ.	Τρ.Πλ.	Ποσό Ασφ.	Προϊόντα	Σχετικό 1	Παρατηρήσεις
7266505890	Demo Χρήστης Acs Conne	ΠΕΛΑΤΗΣ 1	ΑΣΚΛΗΠΙΟΥ 25 ΚΡΥΟΝΕ	14568		2ΑΘ999999	ΒΨ 1			
0	13/10/2011	1	0,5	00:00	,00					
7266505901	Demo Χρήστης Acs Conne	ΠΕΛΑΤΗΣ 2	ΑΡΓΥΡΟΠΟΥΛΕΩΣ 2 ΚΑ	17676		2ΑΘ999999	ΒΚ 1			
0	13/10/2011	1	0,5	00:00	,00					
7266387914	Demo Χρήστης Acs Conne	ΧΡΗΣΤΟΣ ΒΑΣΙΛΑΝΤΩΝΑΚΗΣ	ΗΡΑΚΛΕΙΟΥ 24 ΧΑΝΙΑ	73100	2821096700	2ΑΘ999999	ΧΝ 1			
0	13/10/2011	1	0,5	16:00	110,00	Μ	,00	ΑΝ,2Σ		* Παράδοση μεταξύ 14 - 16 *

ΣΥΝΟΛΟ ΑΠΟΣΤΟΛΩΝ: 3

0 ΠΑΡΑΔΟΥΣ (ΚΑΤ'ΕΝΤΟΛΗ ΑΠΟΣΤΟΛΕΑ) 0 ΠΑΡΑΛΑΒΩΝ

Demo Χρήστης Acs Connect

• **REPRINT**

If you want to reprint shipments already printed, select "**Reprint today's shipments**". In case you have printed more than one list in the same day then you must choose which one you want. You can also export the list to an excel file.

 **Print Delivery List**

Pick up Date **22/7/2020** Reprint Delivery List

Print Mode
 Summary Details

Date Time printed	User	Mass Number	Shipments Count
22/7/2020 10:05:11 μμ			2
22/7/2020 5:06:59 μμ			1
22/7/2020 4:35:27 μμ			1
22/7/2020 3:44:42 μμ			4
22/7/2020 3:32:14 μμ			151
22/7/2020 1:59:56 μμ			10
22/7/2020 11:55:35 πμ			3
22/7/2020 11:12:00 πμ			2
22/7/2020 10:36:52 πμ			3
22/7/2020 10:01:25 πμ			1

• **FINALIZATION OF SHIPMENTS**

After you print the reception list, you cannot cancel a label through the application, but only notify over the telephone the store that serves you to delete this shipment. Moreover, it is not possible to reprint.

PICKUP ORDERS

A pickup order can be created either by typing the data manually or by entering the data via a specific demarcation excel file.

• *MANUAL INPUT*

From the home screen we select **New order**

ACS Σύστημα Online Παραγγελιών

Order Search

Order No.:

From pickup date: * 29/08/2020

To pickup date: * 08/09/2020

Status:

User:

In the first fields we enter the full details of the pickup address, ie where the courier will go to pickup the shipment, with whom he will contact as well as contact telephones.

New order

Command from

Commanding:

Choose address: Mine Other address

Address:

Number:

Floor:

Area:

Zipcode:

Responsible:

Sender Phone:

Sender Mobile:

Sender:

The COMMANDING field will be automatically filled in and will always display our name/ brand name and cannot be deleted.

At the top right in the STATION INFO option we can see information (address, telephone numbers, opening hours) related to the ACS store that is responsible for executing the pickup order. The store that appears depends on the zip code we have registered.

We can set the pickup to be made from our own address (mine) or from another. In the 1st case our details will appear automatically filled in while in the 2nd the fields will be empty to fill them.

Going further down

The screenshot shows a dark-themed 'Order' form. At the top left, it says 'Order'. Below this, there are several input fields: 'Receive_date:' with the value '08/09/2020' and a calendar icon; 'From:' with a clock icon; 'To:'; 'Items Quantity:' with a sub-field 'Items Quantity'; 'Διαστάσεις (in centimeters):' with three input boxes containing '0', '0', and '0' separated by 'x'; 'Weight:' with a sub-field 'Weight'; 'Shipment Type:' with two radio buttons, 'Envelope' (selected) and 'Package'; 'Reference Key:' with a sub-field 'Reference Key'; and 'Notes:'.

we enter the pickup date, the time frame (min acceptable margin of 2 hours), the number of items, the weight, the type of shipment (envelope or parcel), a reference key if any and any comments that will help the courier. The 2 hours frame of the pickup hours, if the pickup is set to take place on the current day, follow the real clock. If the collection is set to take place at a future date, the displayed hours will follow the opening hours of the collection ACS store.

Then we enter the full details of the destination of the shipment that the courier will receive.

The screenshot shows a dark-themed 'Shipment Destination Address' form. At the top left, it says 'Shipment Destination Address'. Below this, there are radio buttons for 'Mine' and 'Other address' (selected). The form includes several input fields: 'Name:' with a sub-field 'Name'; 'Address - Number:' with a sub-field 'Address - Number'; 'Area:'; 'Zipcode:'; 'Floor:'; 'Responsible:'; 'From:' with a clock icon; 'To:'; 'Recipient Phone:'; and a 'Products:' section with five checkboxes: 'Morning Delivery', 'CASH ON DELIVERY', 'Time Definite Deliv...', 'Delivery on RECEP...', and 'Delivery on Saturday'.

We can set the delivery to be made to our own address or to another. In the 1st case our home details will appear automatically filled in while in the 2nd the fields will be empty to fill them.

Note: we can not set Mine if we have set the same in the receiving address of the shipment.

At this point we can choose, if necessary, a product of delivery, eg cash on delivery, delivery Saturday, etc.

If we choose cash on delivery, we must enter the amount to be collected as well as the method of collection (cash or check).

Notes:

- Some products are not combined with each other. Morning Delivery with Delivery on Saturday or Delivery on Reception cannot be selected. If there is an conflict combination of products, a relevant error message will appear in the storage of the order.
- If we choose Morning Delivery or Time Definite Delivery we must enter the 2 hour delivery frame. Morning Delivery is until 10:00 am while Time Definite Delivery is another 2 hours frame later than 10:00 am.
- Time reservation (whether morning or otherwise) is not allowed for less than 2 hours.
- The morning delivery time frame follows the delivery start time of the ACS store which is responsible for the delivery of the shipment we received. For example, morning delivery can not be set until 10:00 am in Naxos island. Deliveries to the island start after 15:00 pm due to the arrival of the ship there. In any case, there will be a relevant error message when we wantg to save the order.

Attention: the products Morning Delivery or Time Definite Delivery incur extra charge.

We proceed to charge the shipment. The options we have are 3, charge of the shipper (ie from the one who received the shipment), the consignee (ie the one who delivered them) and other (ie neither the shipper nor the consignee but the sender). Where required, the available active billing codes that we have as an ACS customer are displayed to select the desired one.

The screenshot shows a 'Charge' form with a dark blue background. At the top left, there is a 'Charge' label with a list icon. Below it are three radio buttons: 'SHIPPER' (selected), 'CONSIGNEE', and 'OTHER'. Underneath is a 'Customer Id:' label followed by five radio buttons, each with a different alphanumeric code: '2A0250973' (selected), '2A0251381', '2A0251382', '2A0251383', and '2A0252956'. At the bottom center, there is a red 'Send' button with a right-pointing arrow icon.

Possible scenarios are as follows:

- Receipt from my own address & delivery to another address - shipper's charge - my own billing code is selected.
- Receipt from my own address & delivery to another address – consignee's charge - no billing code choice can be done.
- Receipt from another address & delivery to my own address – shipper's charge - no billing code choice can be done.
- Pick up from another address & delivery to my own address - consignee's charge - my own billing code is selected.
- Pick up from another address & delivery to another address - other charge is the only possible option - my billing code is selected.

• EXCEL UPLOAD

Via the excel file we have the possibility of mass import pickup orders.



Select the above option from the home screen and go to the screen



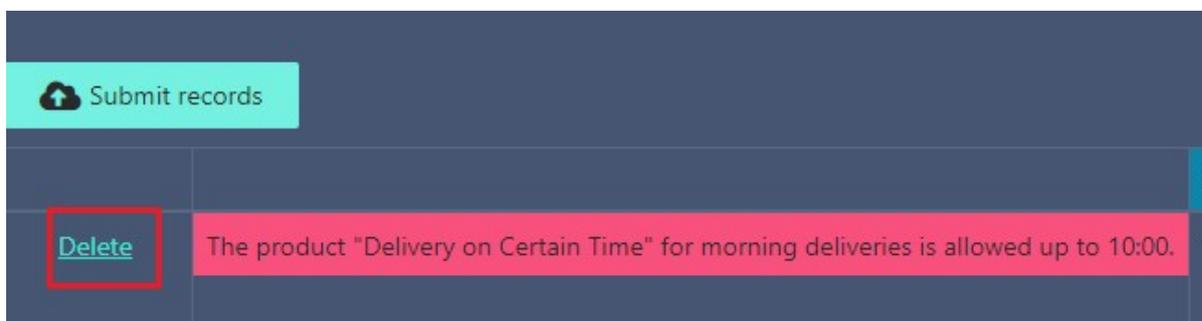
To see the lineup of the excel file, select the **Sample** on the right of the screen. Save the file in which the fields listed above in the manual entry are columns of the file.

We fill in the details of the orders, we save, then from the option **Select file** we locate the file we want to import and finally we select **Submit records**.

During the process of uploading an excel file there will be the same checks mentioned above as to the times of pickup or delivery as well as for the allowed or not combination of products.

Notes:

- Excel column headings should not be altered, new columns added or existing ones deleted even if they are blank.
- Dates should be entered in the format DD/MM/YYYY.
- Times should be entered in the format HH:MM.
- In the Charge column the acceptable values are 1,2,3 for a charge respectively shipper, consignee, other.
- The billing code must be entered continuously and in the form 2XX..... where XX the 2 capitals and Greek letters.
- The zipcodes must be entered as consecutive numbers without spaces - dashes etc.
- Product codes are (either uppercase or lowercase):
 - COD for Cash on delivery
 - MDV for Morning delivery
 - TDD for Time definite delivery
 - SAT for Saturday delivery
 - REC for Reception delivery
 - RDO for Return documents
- If we want to register 2 products in an order, we separate them with a comma, eg COD, REC or REC, COD (the order of registration does not matter).
- In the method of payment of cash on delivery the acceptable values are 0 for cash and 1 for check.
- If, for example, in our excel we have 10 registrations and there is an error message in one of them, this order will not be imported while the remaining 19 will be imported. This means that we do not need to re-enter all our excel but only the registration with the error.
- Corrections or changes can be made to the order grid after placing the orders without re-entering the excel file. For example, an order has an error because there was an indication of morning delivery but with a delivery time of 13:00.



We can select the delete option on the left and re-enter the wrong entry or alternatively we can move further to the right, locate the column with the wrong time or the wrong product and correct on the spot

PRODUCTS	COD AMOUNT	COD PAYMENT METHOD	DELIVERY TO
Morning Delivery ✕			13:00
Morning Delivery			
Time Definite Delivery			
Delivery on Saturday			
CASH ON DELIVERY			
Delivery on RECEPTION			

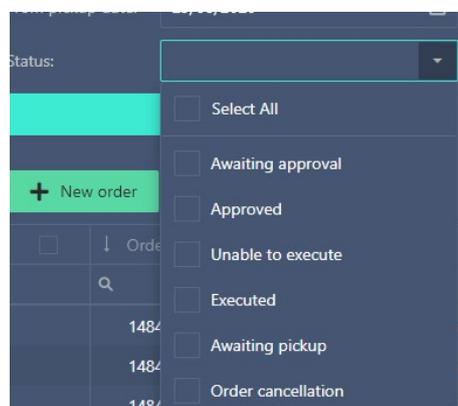
• **PICKUP ORDERS SEARCH**

From the home screen there is the ability to search for the orders that we have registered regardless of the import method.



We can search by time period, by status, by user. The results can be exported to an excel.

The search statuses are as follows



• OTHER OPTIONS

From the home screen, and after the search results appear, we have the option to display a registered order again with the **view** option on the right of each order or to select one or more orders to cancel via the checkbox located just below by selecting the new order in combination with the bin icon.

The screenshot shows a web application interface for order management. At the top, there are search filters for 'Order No.', 'From pickup date' (29/08/2020), 'To pickup date' (08/09/2020), 'Status', and 'User'. Below the filters is a search bar with a magnifying glass icon and the word 'Search'. A toolbar contains '+ New order', a trash icon, a refresh icon, and 'Import from Excel'. The main area is a table with columns: Order No., Pickup date, Date Insert, Accountant, Shipment No., User, and Status. A red box highlights a checkbox in the first row of the table. On the right side of the table, there are 'View' links for each row, with the top one highlighted by a red box.

By right-clicking on the order we can see the execution steps (checkpoints) or alternatively select VIEW and then ORDER CHECKPOINTS

The screenshot shows a modal window titled 'Order #151' with a red box around the order number. Below the title is the text 'Command from'. On the right side of the modal, there is a button with a hamburger menu icon and the text 'Order Checkpoints', which is highlighted with a red box.

If an order has been successfully executed in the results column entitled Shipping No. will display the voucher code with which the shipment we received will be handled.