

## Mission Express Online Booking Guide

### Step 1

Enter your username and password. If you do not know your username please email [onlinehelp@missionexpress.com](mailto:onlinehelp@missionexpress.com) and one of the team will contact you.

## Your Account

Please login

I Accept the Terms and Conditions of Mission Express

Login

Forgotten Password

### Step 2

Enter the destination country.

The **Pickup Address** will default to your account address.

Enter the **Delivery Address** including contact name, telephone number and email where possible.

### Step 3

Enter the number of pieces and total along with the dimensions if possible – please note that the shipment price may be affected if the shipment has a greater volumetric weight than dead weight.

#### Pieces and Weight

Number of pieces 1

Total Weight (all pieces) 4.99Kg (Volumed) 3Kg dead

[Click to Hide Dimensions](#)

Pieces	Weight	Length (cm)	Width (cm)	Height (cm)	Volume on Row
1	3	33	27	28	4.99
<input type="text"/>					
<input type="text"/>					

## Step 4

For **Domestic** shipments, select the service, noting that on mainland UK is considered overnight and remote areas are 2-3 days transit.

### International Details

Service

National Service

Product

Express

Terms of Export

DAP (Duty Unpaid Delivered At Place)

Reason for Export

### Domestic Details

Domestic Service

Overnight: Next Day

Overnight: Next Day

Overnight: Next Day by 10:30

Overnight: Next Day by 12:00

Overnight: Saturday By 10:30

Overnight: Saturday by 12:00

Overnight: Saturday Delivery

Overnight: Third Party Pickup

Sameday: Sameday

For **International** shipments, select the **Product** (Express / EPS / European Road Freight) Enter the **Terms of export** (DAP / DDP) noting that DDP shipments incur an additional admin fee. Enter a **Reason for export** (such as Sale / Gift / Sample)

## Step 5

If a reference is required for collection, enter it into the **Booking Slot Reference**, state the **Collection Point** and the **Date / Time** when ready for collection or tick **Ready Now**.

### Collection Details

Booking Slot Reference

Collection Point

Reception

Ready Now

Date / Time

24hr HH:MM

## Step 6

Enter the **Goods Description** and **Value**. For international shipments please click on the **Customs Information button** and enter the relevant information such as the **Receiver EORI**. **Note:** The senders EORI only needs to be completed if different to that of the account holder.

Click on the **Add Commodity Detail** button and enter the relevant details that will appear on the shipping invoice or be used in the customs system where paperless trade is available.

## Step 7

If the shipment is under a UK Export license please enter the License Number.  
Enter Purchase Order and other references as necessary.

Click Continue to submit the booking and print your docket and customs invoices where required.