



WELCOME TO QARGO

Qargo is very simple and intuitive to use, but just in case, we have prepared you a how to guide

- How to log in
- How to enter a job
- How to view your jobs
- How to print a label
- How to find a POD in the new system (Qargo)
- How to find a delivery/collection photo in the new system (Qargo)
- How to find a POD from the old system (eTransport)



QARGO

Welcome back!

1

Email (*)
Email

Send login link

Login with password instead

1

Welcome back!

Email (*)
Email

Send login link

Login with password instead

2

Email (*)
Email

X This field is required

Password (*)
Password (*)

X This field is required

Sign in

Forgot your password?

3

Reset your password

for ritchieparkins@outlook.com

New password

SAVE

How to log in Single users using single email address

You will have already told Ritchie in IT if you need to log in

- Qargo will send you an email with a click here link to the log in portal
- Open the link and type in your email address, then **click send log in link** (step 1)
- Qargo will now send you an email to confirm your log in
- To confirm use the sign in to Qargo link in the email
- Once back into Qargo, enter your email address and click log in
- Save your page as a bookmark/ favourite

How to log in Multiple users using shared single email address

You will have already told Ritchie in IT if you need to log in

- Qargo will send you an email with a click here link to the log in portal
- Open the link and click **Login with password instead** (step 1)
- Now click forgot your password (step 2)
- Enter your email and click **Reset password**
- Qargo will now send you an email to set your Qargo password (step 3) the link is only active for 1 hour

← Create order

1. Non-Haz
2. Hazardous

General details

Service level (*)
Economy 48

Additional collect/delivery stops
None

Reference numbers
Customer Reference
+ Add note/reference number

Consignment

Collect activity (*)
Collect

Collect location (*)
BRISTOL KEYLINE
KEYLINE CIVILS SPECIALIST LTD, HARTCLIFFE WAY, GB-BS3 5RH BRISTOL

This location was last used on Or-1061
Copy time window, note & extra's

Requested collection date (*)
Fr 24/05/2024

Time window
AM Collection

Start time
09:00

End time
12:00

Reference number

Collection notes

Extras
FORS Bronze Collection

Email address
ops@collectionaddress.co.uk

Delivery activity (*)
Delivery

Delivery location (*)
Huws Gray Ltd
Station Yard, Station Road, GB-DE65 5DU HATTON

Requested delivery date
Date is calculated after save

Time window

Start time
08:00

End time
08:00

Reference number

Delivery notes

Extras

Email address
ops@collectionaddress.co.uk

Mobile number
01234 567890

Cancel
Save

How to create a new job/order

- Click orders on your home screen
- In the orders screen, click Create order
- **Transport Service**
Choose 1: Non-Haz or 2: Hazardous

General details

Choose service level: Economy 48 / Economy 72 / Next Day

- **Consignment details**

Collection/Delivery location:

Choose from pre-populated addresses or add manually / Google Search

Extras: FORS / Amazon / Lift assist

Then continue to populate details.

Once complete SAVE and your job/order is complete

Issues with creating a new job contact 01780 722 378

Type to filter All dates ▼

All To plan Planned In transit Delivered Cancelled

| ID | Order start Requested date | Location | Order end Requested date | Location | Route Resources | Cargo 16 8 0 | Customer re... | Transport service Extras |
|--------------------------------|-------------------------------|----------------------|-----------------------------|---|--------------------|-----------------|----------------|-----------------------------|
| | | | | | | | | |
| Or-1642 Planned | Tu 21/05 | GB-SG17 5TE SHEFFORD | We 22/05 | LUNAR SUPPLIES GB-LE4 5HA LEICESTER | | 16 8 0 | Mark Test 10 | 1. Non-Haz |
| Or-1369 Planned | Tu 21/05 | GB-SG17 5TE SHEFFORD | Th 23/05 | R R GROUNDWORKS L & P HI... GB-GL20 7FX Ashchurch | | 2 8 1228.4 | SDH061009... | 1. Non-Haz |
| Or-1368 Planned | Th 16/05 | GB-SG17 5TE SHEFFORD | Mo 20/05 | R R GROUNDWORKS L & P HI... GB-GL20 7FX Ashchurch | | 2 8 1228.4 | SDH061009... | 1. Non-Haz |
| Or-1367 Planned | Th 16/05 | GB-SG17 5TE SHEFFORD | Mo 20/05 | R R GROUNDWORKS L & P HI... GB-GL20 7FX Ashchurch | | 2 8 1228.4 | SDH061009... | 1. Non-Haz |
| Or-1361 Delivered | We 15/05 | GB-SG17 5TE SHEFFORD | We 15/05 | PETERSFIELD TP GB-GU32 3LW Petersfield | | 1 8 140 | SDH061009... | 1. Non-Haz |
| Or-1360 Planned | We 15/05 | GB-SG17 5TE SHEFFORD | We 15/05 | David Cover & Son Ltd GB-DA7 4NR Bexleyheath | | 1 8 140 | SDH061009... | 1. Non-Haz |
| Or-1359 Planned | We 15/05 | GB-SG17 5TE SHEFFORD | Fr 17/05 | M Markovitz Ltd GB-S35 9YR Ecclesfield | | 1 8 152.1 | SDH061009... | 1. Non-Haz |
| Or-1358 To plan | Th 16/05 | GB-SG17 5TE SHEFFORD | Th 16/05 | Huws Gray Ltd GB-TF9 3UY Market Drayton | | 13 8 1820 | SDH061010... | 1. Non-Haz |
| Or-1357 Planned | Th 16/05 | GB-SG17 5TE SHEFFORD | Mo 20/05 | Civils & Lintels GB-BL4 9LP Farnworth | | 2 8 1189.7 | SDH061014... | 1. Non-Haz |
| Or-1356 Planned | We 15/05 | GB-SG17 5TE SHEFFORD | Fr 17/05 | Bradfor's Building Supplies Ltd GB-PL25 3HQ St Austell | | 1 8 158.5 | SDH061015... | 1. Non-Haz |
| Or-1355 Planned | We 15/05 | GB-SG17 5TE SHEFFORD | Fr 17/05 | R R GROUNDWORKS L & P HI... GB-GL20 7FX Ashchurch | | 2 8 1228.4 | SDH061009... | 1. Non-Haz |
| | Th 16/05 | | Th 16/05 | Nerman Ltd | | 1 8 1820 | | 1 Non-Haz |

How to view your jobs

- On your home screen click ORDERS to view your orders
- You can also change the date to view

- You can view all of your orders, or orders per category:

- Orders to plan To plan
- Planned Planned
- In transit In transit
- Delivered Delivered
- Cancelled Cancelled

| All | To plan | Planned | In transit | Delivered | Cancelled | Order start | | Order end | | Route Resources | Cargo 33 8 7362.8 | Customer re... | Transport service Extras |
|-----|---------|---------|------------|------------------------|-----------|----------------|----------------------|----------------|---|--------------------|----------------------|----------------|-----------------------------|
| | | | | | | Requested date | Location | Requested date | Location | | | | |
| | | | | Delivered | | We 15/05 | GB-SG17 5TE SHEFFORD | We 15/05 | PETERSFIELD TP GB-GU32 3LW Petersfield | | 1 8 140 | SDH061009... | 1. Non-Haz |
| | | | | Delivered | | We 08/05 | GB-SG17 5TE SHEFFORD | Th 09/05 | Grant & Stone Ltd GB-HA5 2PB PINNER | | 1 8 612.4 | SDH060925... | 1. Non-Haz |
| | | | | Delivered | | We 08/05 | GB-SG17 5TE SHEFFORD | Th 09/05 | TREFOREST KEYLINE GB-CF37 5TF CARDIFF | | 3 8 1837.4 | SDH060928... | 1. Non-Haz |
| | | | | Delivered | | We 08/05 | GB-SG17 5TE SHEFFORD | Th 09/05 | MPS GB-HP2 7YU HEMEL HEMPSTEAD | | 1 8 820 | SDH060924... | 1. Non-Haz |
| | | | | | | Tu 07/05 | | We 08/05 | Huws Gray Ltd | | 2 8 250.5 | | 1 Non-Haz |

Issues with viewing your jobs contact 01780 722 378

← Or-1035 Delivered Customise Create similar order

Order creation date: **We 08/05/2024** Transport service: **1. Non-Haz**

General info

- Route: 43 mi (0 mi empty + 43 mi loaded)
5m
- Collect/Delivery duration: Collect: 1m
Delivery: 3m
Total: 4m
- Service level: Next day
- Customer Reference: SDH0609257|003225

Consignment 1 Add documents

Collect

Delivery
Grant & Stone Ltd, Grant & Stone Ltd, Joel Street,
GB-HA5 2PB PINNER
09/05
- 02088667350

Cargo 1 612.4

Consignment reference -

POD/CMR
09/05/2024 10:45 or-1035_picture_of_customer_paperwork_2024-0...

Pallet label (network)
08/05/2024 10:46 PalletLabels.pdf

Photo of goods (delivery)
09/05/2024 10:45 or-1035_photo_of_goods_delivery_2024-05-09t1...

Execution
Direct

ACO TECHNOLOGIES ... Grant & Stone Ltd
GB-SG17 5TE SHEFFO... GB-HA5 2PB PINNER
09/05 10:41 - 10:42 09/05 10:43 - 10:46

PalletLabels.pdf
08/05/2024 10:46

How to print a label (Network)

- Click on a specific job from the home screen
- Scroll down to **Pallet label (network)**
- You can then either click the eye to view the label or click the download button to download and print

Order creation date: **We 08/05/2024** Transport service: **1. Non-Haz**

General info

- Route: 26 mi (0 mi empty + 26 mi loaded) 2m
- Collect/Delivery duration: Collect: 1m Delivery: 1m Total: 2m
- Service level: Next day
- Customer Reference: SDH0609248|005983

Consignment 1 [Add documents](#)

Collect

Delivery

Cargo 1 820

Consignment reference -

POD/CMR 08/05/2024 18:27 or-1024_picture_of_customer_paperwork_2024-05-0811...

Photo of goods (collection) 08/05/2024 18:26 or-1024_photo_on_collection_2024-05-08118.25.28.pdf

Photo of goods (delivery) 08/05/2024 18:27 or-1024_photo_of_goods_delivery_2024-05-08118.26.53...

Proof of delivery with prefilled signature 08/05/2024 18:28 Or-1024-1 proof_of_delivery_signed.pdf

Execution

ACD TECHNOLOGIES MPS
GB-SG17 STE SHEFFO... GB-HP2 7YU MEMEL H...
08/05 18:25 - 18:26 08/05 18:26 18:27

How to find a POD in Qargo

- Click on a specific job from the home screen
- Scroll down to **proof of delivery with signature**
- You can then either click the eye to view the POD or click the download button

How to find a Photo of goods in Qargo

- Click on a specific job from the home screen
- Scroll down to **photo of goods (collection) or (delivery)**
- You can then either click the eye to view the photo or click the download button

How to find a POD from the old system ETransport

- You will still be able to find old PODs from the old transport system - eTransport, log in as you would have done previously to retrieve any old POD's

