

Quick Reference Card uBook Booking



uBook: Philips the Netherlands Search shipmer Book My Booking Pickups Controller Addresses Users Reports Rendy

Booking Addresses Consignment Dimensions & Weight Services

Booking

Location: Philips - High Tech Campus Cost Centre: EX011038

Booked by: Rendy Vennix Specific Location: HTC-29 Room 0.2.52

This booking will: Be brought to Mailroom Invoice number: Invoice number

Addresses

Collection address

Collection address: Philips High Tech Campus 29 Eindhoven 5656 AE

Mailroom +31 40 230 5500 Eindhoven NL - Netherlands

Search/Add Address

Sender: Rendy Vennix

Delivery address

Delivery address: philips ardnisch lochailort PH38 4LZ

PH38 - Lochailort GB - United Kingdom

Search/Add Address

Recipient: John Doe

Consignment

Contents type: Documents Duty payor: Recipient

Contents: Documents Notes: Notes

Consignment value: 0.00 EUR Characters left: 1000

Dimensions & Weight Total items: 1

Total weight: 0.50 KG

No. items	Length (cm)	Width (cm)	Height (cm)	Items' total weight (kg)
1	32.00	21.00	2.00	0.50
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Services Show available services

Note: Services are subject to availability. Mailroom cut off time is at 16:00, if booking after this time please add a day to delivery time as this won't be processed until the following day.

10 records per page Filter services

Service	Deliver on	Estimated Price
Other courier - OCROUTE	Wed, 27-Jul	Call for price <input type="button" value="Select service"/>
DHL - Express Worldwide Eu	Thu, 28-Jul by 23:59	EUR 5.04 <input type="button" value="Select service"/>
DHL - Economy Select (eu)	Fri, 29-Jul by 23:59	EUR 8.08 <input type="button" value="Select service"/>
FEDEX - International Priority - Your Packaging	Mon, 01-Aug by 18:00	EUR 34.23 <input type="button" value="Select service"/>

Other services may be available

4 total records 1

Failure to declare the contents of a shipment may result in the consignment being delayed or seized by customs. Fines and/or criminal charges may also be brought against the company for attempting to ship Contraband and/or Hazardous material. Falsification of contents description represents a direct contravention of international law. Please tick to confirm your acceptance.

Here you can find all your default profile details. You only need to adjust them when needed.

Here you can find the "ship from" address. By default this is the location of your mailroom. Sender can be edited when needed.

Choose the type of shipment: Documents or Non Documents. Give a description of the contents and state the value of the shipment when sending goods outside the EU.

Here you need to fill in the number of items, measurements and weight of the parcels. This is only an indication, the mailroom will correct this after checking weight and dimensions.

Read and accept the disclaimer.

At Cost Centre your own Cost Centre is displayed. This can only be adjusted to approved Cost Centres for your user profile. At the Specific Location field you can specify the location where the goods need to be picked up. **Attention: The possibilities for picking up goods depends on the current agreements, which will vary per location. Please inform at our mailroom first. .**

Select an address from your address book or add a new address.

Select which party needs to pay for the duty, by default this is the recipient. In the Notes field you can leave a comment for the mailroom. When you use "other courier" you can specify your request in this field.

Click on **Show available services** to request the available services and tariff.

Choose the best suitable service. Hint: Mouse over the price to see more price details.

Click the **Book Job** button to complete the request.

<http://www.spsdigitaal.nl/uBook>
Info.spsnl@swisspost.com