

1. Click on the link below

Client Portal

Quick Start Guide

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https://madibana.netcourier.net/ LLL P 2. Once on the website enter Login a. Access code Access code b. Username Password c. Username Password THESE WILL BE PROVIDED Sign in Reset Password **BY MADIBANA PER USER** Click on 3. Sign in Booking 4. a. On client, type TVET and the name of your campus for example TVET Client: Search Germiston. b. Contact name = The person sending Contact name: Mmakgabo the parcel. c. Leave waybill number blank, the Waybill number: Waybill number system will generate one automatically. d. Insert the booking date. Booking date: Today v Addresses 5. a. Enter the collection address. Collection address b. Date when parcel will be ready. c. Enter the time the parcel will be ready Search/Add Address Collection address: for collection Collection address d. Enter the time the college closes Ready on: Today e. Enter any information which Ready at time: 23:04 © Madibana may need to know about Closes time: Closes time O collection of your parcels Collection note: Collection note



Quick Start Guide

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6. Enter delivery address and any information Madibana needs to know when delivering the parcel.

Search/Add Address	
Required	Q
Delivery note	
	Search/Add Address Required Delivery note

- 7. a. Select documents on **contents type**. It will automatically populate the contents field with Documents.
 - b. Consignment value = Leave blank

8. Fill in only the total number of

Items.

It will		 Consignment 			
ld with		Contents type	: Docum	ents	~
		Contents	: Docum	ents	
		Consignment value	0.00	ZAR \star	
	2				
	1	1111	10	1.	
 Dimensions & Weight 				Chargeable weight: 0.00KG;	Total items: 0
Total weight. Total weight	ght KG				
Chargeable weight 0.00 KG					
Total number of items	Length (cm)	Width (cm) Heig	ht (cm)	Items' total weight (kg)	
					Î
0 Total items					
		1013	1	16	
	Deat				
-	Book	JOD			

- 9. Click on book job. A waybill number will be generated and appear on the next page
- 10. a. Waybill number and job status will appear.b. Print this.

Should you	
experience	-
problems please	
contact csd on	
011 892 0272	

Job booked! Your labels should prin Unfortunately some browsers Click here to reprint HAW	nt automatically s do not allow us to do this. If your labels have not printed, please clicl VB
 Booking 	
Booking Waybill number	00000046
 Booking Waybill number Booking date/time: 	00000046 Wed, 21-Jul-2021 @23:55