

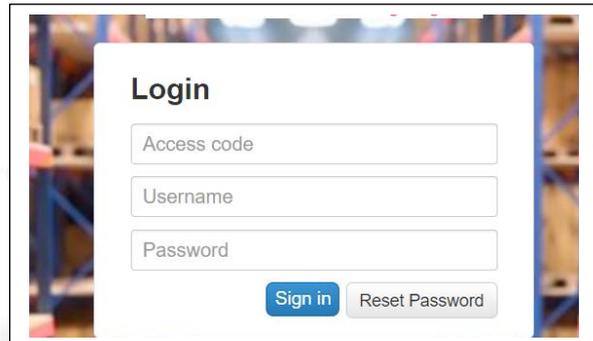
1. Click on the link below



<https://madibana.netcourier.net/>

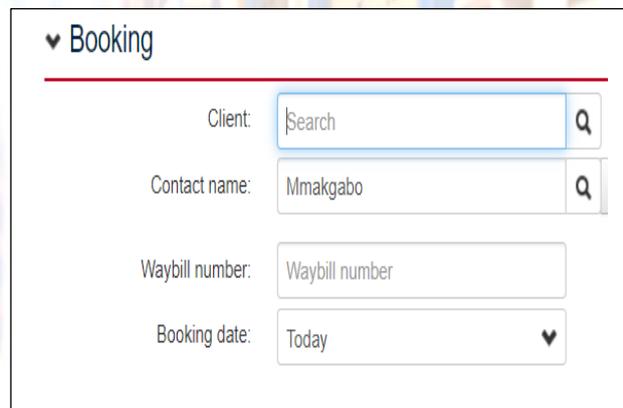
2. Once on the website enter
 - a. Access code
 - b. Username
 - c. Password

THESE WILL BE PROVIDED
BY MADIBANA PER USER

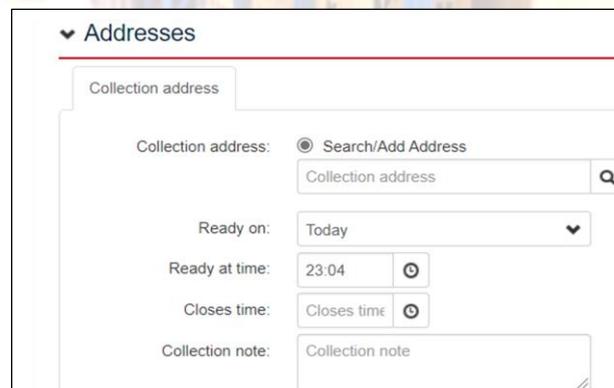


3. Click on 

4.
 - a. On client, type TVET and the name of your campus for example TVET Germiston.
 - b. Contact name = The person sending the parcel.
 - c. Leave waybill number blank, the system will generate one automatically.
 - d. Insert the booking date.



5.
 - a. Enter the collection address.
 - b. Date when parcel will be ready.
 - c. Enter the time the parcel will be ready for collection
 - d. Enter the time the college closes
 - e. Enter any information which Madibana may need to know about collection of your parcels



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

Delivery address

Delivery address: 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

▼ Consignment

Contents type: ▼

Contents:

Consignment value: ZAR ▼

8. Fill in only the total number of Items.

▼ Dimensions & Weight Chargeable weight: 0.00KG, Total items: 0

Total weight: Total weight KG

Chargeable weight: 0.00 KG

Total number of items	Length (cm)	Width (cm)	Height (cm)	Items' total weight (kg)	
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

0 Total items

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 print automatically
Unfortunately some browsers do not allow us to do this. If your labels have not printed, please click [Click here to reprint HAWB](#)

▼ Booking

Waybill number: 00000046

Booking date/time: Wed, 21-Jul-2021 @23:55

Job status: **Awaiting collection**