



MATKAHUOLTO'S

Web Customer Interface

Easy-to-use, transparent
interface for managing parcel
transports



Saatamme yhteen.

Start

Presentation of the Web Customer Interface

Matkahuolto's Web Customer Interface is a versatile application that you can use to transmit data concerning the consignment directly to Matkahuolto's data system via the Internet.

You can use the Web Customer Interface to easily complete the consignment document using your own computer and to track and trace the consignment online.

These pages presenting the system are not linked to our in-house data system, meaning that you can test them without logging in and entering any passwords.



Saatamme yhteen.

Start

Benefits of the web interface

- The shipping details are entered directly into Matkahuolto's database for expedited processing.
- You can track and trace your outgoing and incoming consignments on the same display.
- You can send up to 15 parcels per consignment.
- Your entire customer register can be imported into the system in advance, if so agreed.
- You can monitor COD payments credited to your account.
- When you enter the postal code of the destination, the system automatically directs the consignment to our nearest outlet.



Saatamme yhteen.

Start

- You can define the default content of the consignment subject to special agreement.
- You can define the payer and product type as customer-specific default values in your customer register.
- Subject to special agreement, an advance notice and tracking and tracing link can be sent from Matkahuolto's data system to the consignee by e-mail.
- When you save the consignment in our system, you will see the freight rates for the consignments paid by you.
- The data communications are SSL-encrypted.
- The address card is highly affordable (500 cards for € 47,33 VAT 0%)
- The monthly charge for access to the interface is only € 4.10 (VAT 0%).

Browse consignments

Welcome to Loginet web service
Production database
9400157 MATKAHUOLTO OY AB/PPK

Shipment ref.
Consignee name Customer # Search
Consignor ref.
Consignee ref.
Shipment date - Search

Customer register (Alt+A)
New shipment
International shipment (ALT + U)

Print selected (Alt+P)

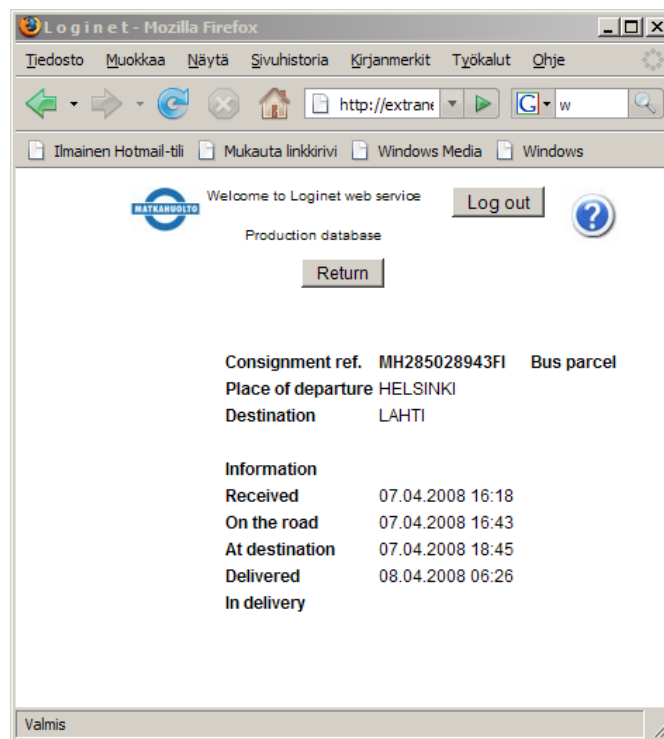
Product	Shipment ref.	Consignor Loading Place	Consignee Destination	Date	Kgs	Pos	Collect on delivery Date of c.o.d. payment
Bus parool	MH285028949FI	MATKAHUOLTO OY AB HELSINKI	MATKAHUOLTO LAHTI LAHTI	07.04.2008	20	2	
Bus parool	MH285028930FI	MATKAHUOLTO OY AB HELSINKI	MATKAHUOLTO OY AB KOUVOLA	07.04.2008	2	2	
Bus parool	284489123	MATKAHUOLTO OY AB HERTTONIEMEN L	MATKAHUOLTO OY AB SALO	07.04.2008	5	10	
Bus parool	MH728262850FI	KPMIG KUNTA OY OULU	MATKAHUOLTO OY AB HELSINKI	07.04.2008	7	1	
Express parool	MH281468180FI	MATKAHUOLTO OY AB	MATKAHUOLTO OY AB	07.04.2008	10	2	

Valmis

After you have logged into the system, you will see the home window that will automatically show all the consignments you have dispatched and received during the past two weeks. The consignments are listed by date and product.

To view the transaction data of an individual consignment, click the blue consignment number in the Consignment number field (next page).

Browse consignments



To return to the home window, click **BACK**.



Saatamme yhteen.

Save new order

Consignor
MATKAHUOLTO OY AB/PK
LAUTTASAARENTIE 8
00201 HELSINKI

Customer #
S400157
Oy Matkahuolto Ab
Kmro Hm 72.457, Helsinki Helsingfors
atv. rek. moms. reg. VAT reg.

Date
08.04.2008
Consignor ref.

Place of departure
HELSINKI

Collect on delivery

Bank account
Bank reference

Consignee
Name
Customer #
Search

Contact person
Address
Post code and post-office
Phone
e-mail

Consignor	Payments	Consignee	Notes	Total, tax incl.
<input type="checkbox"/>	Freight	<input checked="" type="checkbox"/>		0
<input type="checkbox"/>	Collection	<input type="checkbox"/>		VAT € 0
<input type="checkbox"/>	Delivery	<input type="checkbox"/>		Total, VAT 0% 0

Cubic
 Flat
 Bar-shaped
 Handle with care
 Dangerous goods
Class of DG
Raised freight rate

Destination
Product code
Bus parcel
Consignee ref.

contents
Cases
Weight
Consignment
kilograms
kilometers

Save (ALT+S) Save and Print new shipment Enter new shipment Close

Valmis

Click the NEW ORDER button on the home window to display the form in which you can save the consignment data. When accessing the form for the first time, the data is entered manually. After that, the system will create a customer register that can be used to retrieve data by various search criteria.

Please note! You can freely practice how to fill out the form because the data will not be saved in Matkahuolto's system. To view additional instructions, place the cursor on the relevant field (the same instructions are provided in the text paragraphs under the form).

Red fields mean required information. If you wish to save more consignments, click SAVE. The system will assign a consignment number starting with MH and show the kilometres and price paid by the consignor. If you wish, you can print an address card when saving the data by clicking SAVE AND PRINT. See the [screenshot of a completed SAVE window](#).

Save new order

http://extranet.matkahuolto.fi - Log in et - Mozilla Firefox

Consignor MATKAHUOLTO OY AB/IK LAUTTASAARENTIE 8 00201 HELSINKI		Customer # 9400157 Oy Matkahuolto Ab Knuro Hmri 72.457, Helsinki Helsingfors alv. rek. moms. reg. VAT reg.
Place of departure HELSINKI	Collect on delivery [0]	date 08.04.2008
Consignee Name MATKAHUOLTO		Consignor ref. 1345
Contact person TOMI NIEMINEN	Address HATANPAAAN VALTATIE 5-7	Bank account
Post code and post-office 33100 TAMPERE	Phone 0333977261	Bank reference
Destination TAMPERE	Product code	Consignee ref.
Bus parcel	Consignee ref. MH822291580FI	
contents example	Cases 1	Weight 2
	Consignment kilograms	kilometers 177

Save Print Enter new shipment Cancel order Close

Valmis

Completed SAVE window.



Saatamme yhteen.

Save new order

If you wish to make any corrections to the saved consignment, overwrite the information in the fields and click SAVE.

◀ Edellinen

To view the following instructions, place the cursor on the relevant field.

COD: If the consignee is required to make a COD payment, enter the amount inclusive of VAT and indicate the bank account number to which the payment is to be credited. You can also use a bank reference code which must conform to the instructions issued by the Finnish Bankers' Association. If the account number has been entered in the system earlier, it will be displayed automatically.



Saatamme yhteen.

Save new order

Name: Enter the consignee's name (last name first) or company name and click FIND to display the address details of the person/company. If several consignees with the same name are found, all the hits will be displayed in the window that will open up. Select the right consignee by clicking it to move the name to the Select column. You will return to the SAVE window.

If the recipient is new, enter the name in the Name field and all the other information required.

Customer number: In case of a new consignee, you can enter the customer number used by your company. After that, the recipient data will be found under this customer number.



Save new order

Contact person: If the recipient is a company, you can enter the name of the contact person for the order concerned in the Contact field.

Address fields are used for saving the address details if the consignee does not already exist in the system.

Destination: Use this field only if the destination is other than that determined by the postal code.

Account number: The account number will be entered as a default value.



Save new order

Payments / Payer: Enter here the services requested for the order and the payer. If you want the consignments to be picked up, check the **Pick-up** box, and if you want the consignments to be delivered to the recipient, select **Delivery freight**. Either the consignor or consignee can be defined as the default payer.

Consignment characteristics: If the consignment is fragile, longer than 1.5 m (rod-like), board-like (any side of parcel over 1 m), light in weight but bulky (cube) or hazardous, check the relevant box.

Please note! Indicate the ARD class for any hazardous content.



Saatamme yhteen.

Save new order

Click the triangle button to select a value for the **Product type** field.

Enter the **Content** of the consignment, number of parcels, (max. 15 per consignment) and weight. A default can be defined for content.

If a **Consignor/Consignee reference** is used, enter it in the relevant field. The maximum length of a reference is 21 characters.



Edit and delete consignment

Product	Shipment ref.	Consignor Loading Place	Consignee Destination	Date	Kgs.	Pcs.	Collect on delivery Date of c.o.d. payment
Bus parcel	<input type="checkbox"/>  MH822281680FI	MATKAHUOLTO OY AB/PK HELSINKI	MATKAHUOLTO TAMPERE	08.04.2008	2	1	



You can edit and delete the order you have save until it is imported into Matkahuolto's system.


Editing is possible for as long as the Matkahuolto logo is shown above the consignment number in the [home window](#)

To access the Save window, check the Matkahuolto logo. You can still edit the consignment data in the Save window. To confirm the changes, click SAVE. Or you can delete the whole consignment by clicking DELETE CONSIGNMENT.

If you have already printed the address card, you have to re-print it with the changed data. To do so, click PRINT.

Print

Print selected (Alt+P)

Product	Shipment ref.	Consignor Loading Place	Consignee Destination	Date	Kgs.	Pcs.	Collect on delivery Date of c.o.d. payment
Bus parcel	<input type="checkbox"/>  MH822291589FI	MATKAHUOLTO OY AB/PK HELSINKI	MATKAHUOLTO TAMPERE	08.04.2008	2	1	

Printing the saved order and model address card

Once the order has been saved, you can first output the order on your own screen and then print it. To print the order at the same time when saving it, click SAVE AND PRINT. All the orders saved by you can be printed at the same time using the list in the home window. Address card forms for printing the orders are available from Matkahuolto.

Click PRINT to start Adobe Acrobat Reader and output the address card in a separate window (the link displays the model address card). If you use the start window to print several address cards, all of them are displayed in the same Acrobat Reader window. This makes it possible to print them all at the same time.



Saatamme yhteen.

Print

To print the address card in the Acrobat Reader menu, select **File - Print**, select the printer and accept by clicking OK.

After printing, close the address card window by selecting either **File – Close** or **by** clicking the CLOSE button in the top right-hand corner.



Close

Exit from the application by clicking EXIT.

For orders to be submitted via the Sales Department, see the list of contact persons for your area.

E-mail addresses:

firstname.lastname@matkahuolto.fi



Saatamme yhteen.

Customer register

Name : Customer # :
Street address : Postcode :
Post-office :

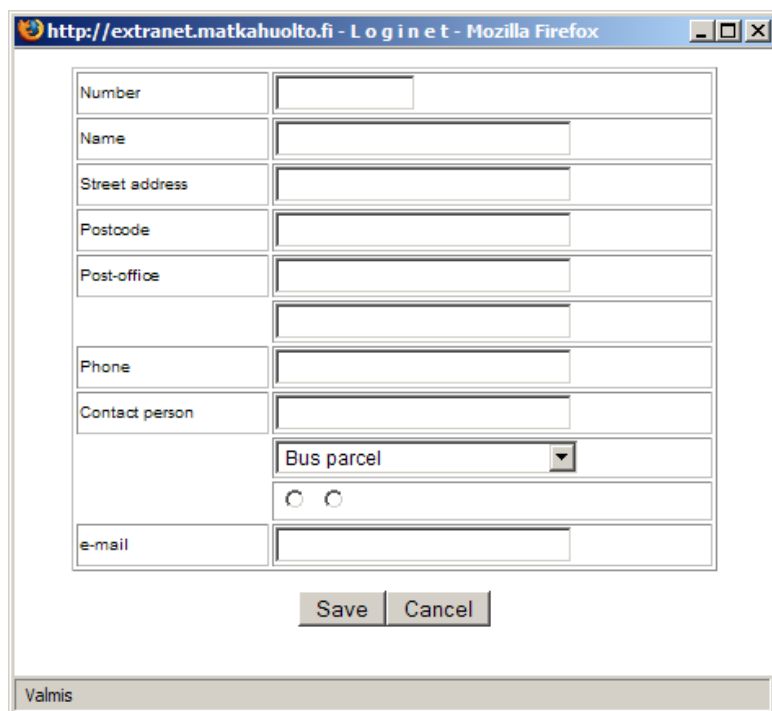
Delete	Name	Number	Street address	Postcode	Post-office	Update
Delete	1. KIOSKIT		Ratapihantie	00520	HELSINKI	⊙
Delete	1. KIOSKIT		RAUTATIEASEM	11130	RIIHIMÄKI	⊙

You will also have an updatable customer register at your disposal. To access the register, click CUSTOMER REGISTER or press Alt+A.

At the top of the window that is displayed there is a search field that you can use to pick customers to a list. You can look for customers by name, customer number, street address, postal code or city.

Click FIND to start the search. To return to the previous display, click CANCEL. The system will automatically display all the registered customers when the customer register is accessed.

Customer register



The screenshot shows a web browser window with the address bar displaying "http://extranet.matkahuolto.fi - Log in et - Mozilla Firefox". The main content area contains a registration form with the following fields:

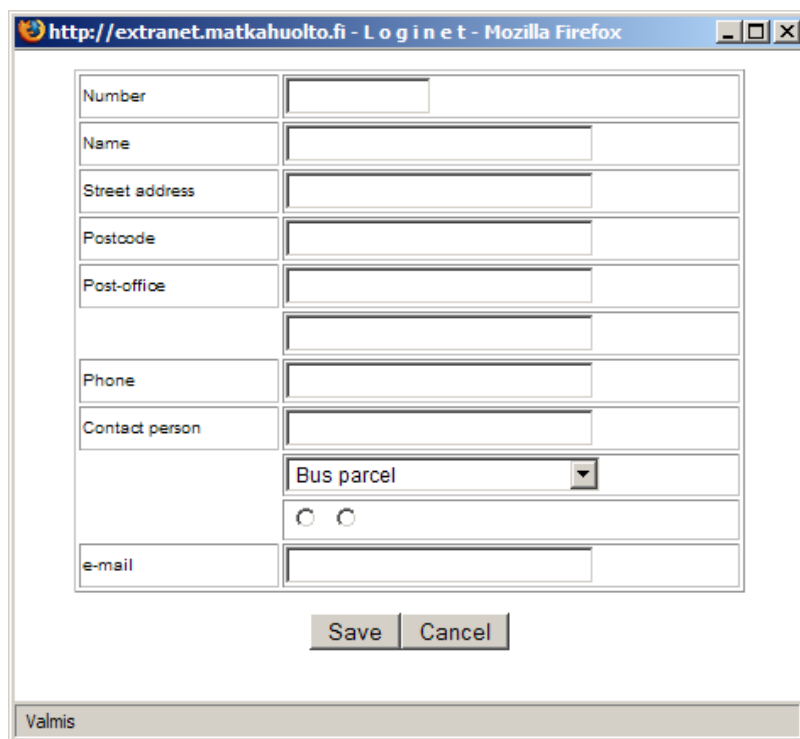
Number	<input type="text"/>
Name	<input type="text"/>
Street address	<input type="text"/>
Postcode	<input type="text"/>
Post-office	<input type="text"/>
	<input type="text"/>
Phone	<input type="text"/>
Contact person	<input type="text"/>
	Bus parcel <input type="text"/>
	<input type="radio"/> <input type="radio"/>
e-mail	<input type="text"/>

At the bottom of the form are two buttons: "Save" and "Cancel". The status bar at the bottom of the browser window shows "Valmis".

To create a new customer in the register, click CREATE NEW CUSTOMER. You can enter the following information for each customer: Number (can be freely selected), name, address, postal code, city, destination, telephone, contact person, product type, payer, and e-mail address.

If you add private individuals to the register, enter the name in this order: last name, first name.

Customer register



The screenshot shows a web browser window with the address bar displaying "http://extranet.matkahuolto.fi - Login - Mozilla Firefox". The main content area contains a form with the following fields:

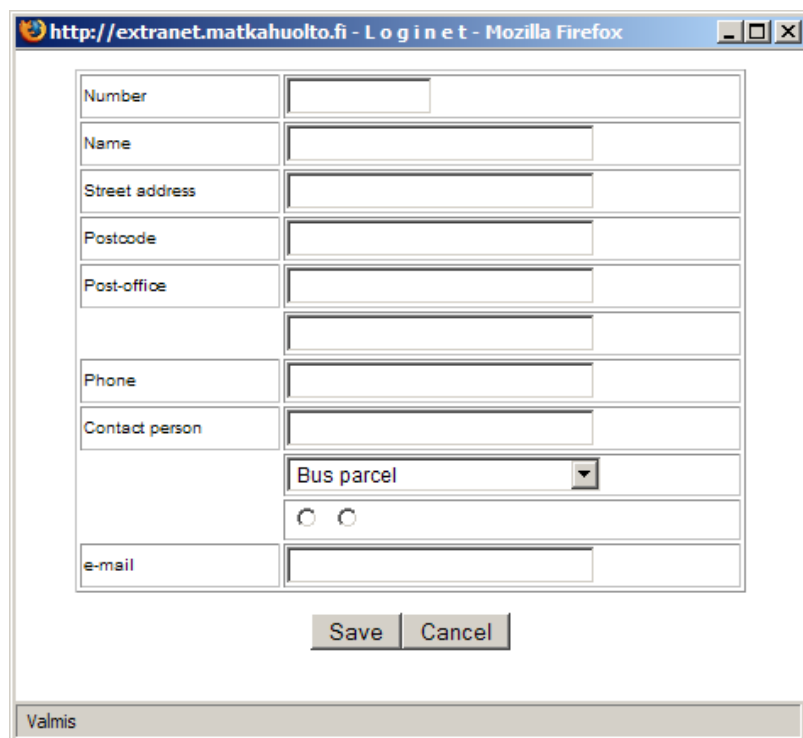
Number	<input type="text"/>
Name	<input type="text"/>
Street address	<input type="text"/>
Postcode	<input type="text"/>
Post-office	<input type="text"/>
	<input type="text"/>
Phone	<input type="text"/>
Contact person	<input type="text"/>
	Bus parcel <input type="text"/>
	<input type="radio"/> <input type="radio"/>
e-mail	<input type="text"/>

At the bottom of the form are two buttons: "Save" and "Cancel". A status bar at the very bottom of the window displays the text "Valmis".

Use the DESTINATION field to indicate the Matkahuolto outlet to which the consignment is to be delivered. This entry will override the destination determined automatically by the system according to the the postal code.

Use the PRODUCT TYPE menu to select the default product for the customer. This product will be displayed as a default on the form when it is saved with this customer selected. Unless otherwise specified, the default product type for all customers is Bus freight.

Customer register



The screenshot shows a web browser window with the address bar displaying "http://extranet.matkahuolto.fi - Login - Mozilla Firefox". The main content area contains a form with the following fields:

Number	<input type="text"/>
Name	<input type="text"/>
Street address	<input type="text"/>
Postcode	<input type="text"/>
Post-office	<input type="text"/>
	<input type="text"/>
Phone	<input type="text"/>
Contact person	<input type="text"/>
	Bus parcel <input type="text"/>
	<input type="radio"/> <input type="radio"/>
e-mail	<input type="text"/>

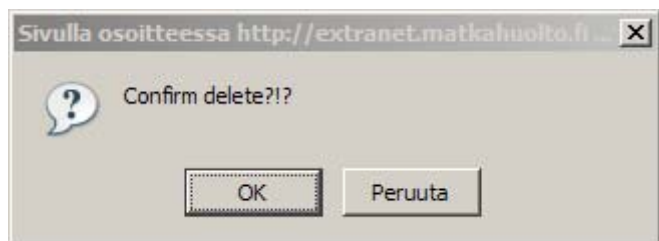
At the bottom of the form are two buttons: "Save" and "Cancel".

At the bottom left of the browser window, the text "Valmis" is visible.

Click PAYER to select the party paying the freight specifically for each customer. This selection will be automatically displayed as a default on the form after the customer is selected.

The EMAIL field is active, if the customer wants Matkahuolto to send a link for tracking and tracing the consignment.

Customer register



The customer data in the register can be updated. To update a customer, select it for inclusion in the list shown at the bottom of the display. Click the name in the UPDATE column (last to the right) to access the Update window which shows the same fields as the Create new customer window. The existing data on the selected customer are shown in the fields. You can edit the fields freely. To save the changed data, click SAVE.

To delete a customer, click DELETE in the DELETE column (first to the left). You will be asked to confirm the deletion. If you click OK, the customer will be deleted from the register.



Saatamme yhteen.

Track and trace

Advance notice

We have submitted your consignment for delivery by Matkahuolto. You can track and trace it using the link below.

Best regards

Company Ltd

Signature

[MH208010432FI](#)

If you wish, you can instruct Matkahuolto to send a link to the consignee's e-mail address for tracking and tracing the consignment. Serving as the link is the consignment code indicated on the last row.

If you wish to use this feature, please contact Matkahuolto's Sales Department to agree on the wording of the message to be sent to the customer. The message content is administered by Matkahuolto. An example of a message is shown on the left.

The e-mail address for the message can be entered on the order form when it is being saved or the addresses can be maintained in your own customer register.



Saatamme yhteen.

Trace and trace

place of departure	Collect on delivery
HELSINKI	70
Consignee	
Name	Customer #.
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	
Contact person	
<input type="text"/>	
Address	
<input type="text"/>	
Post code and post-office	
<input type="text"/>	<input type="text"/>
Phone	e-mail
<input type="text"/>	<input type="text"/>
Destination	
<input type="text"/>	

The message will be sent to the consignee within 10 minutes of the time when Matkahuolto's dispatching station has imported the data on the parcel into its system.

Enter the recipient's e-mail address to which the link for tracking and tracing is to be sent in the E-mail field.



Saatamme yhteen.