



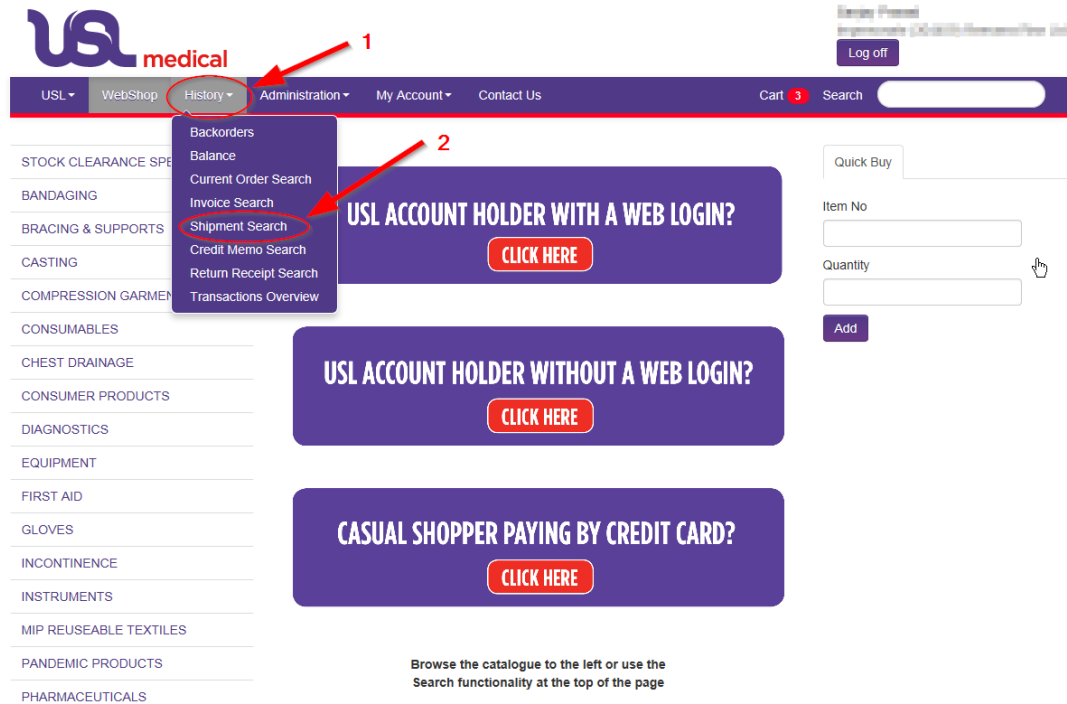
# USL WEBSITE USER MANUAL

Tracking the Delivery of a Shipment

*End user  
instructions*

## Tracking the Delivery of a Shipment

1. Logon to your Account using the credentials provided to you when you created the account.



2. Click on the “History” menu at the top of the webpage
3. From the drop down menu select “Shipment Search”
4. Search for the shipment by either the Sales Shipment No or Date Range or alternatively click on the sales shipment no. that you want to track.

No	Your Reference	Order Date	PDF
SS1658707	JAN VAN DYK	26/03/2014	PDF
SS1649021	JAN	10/03/2014	PDF
SS1645561	JAN VAN DYK	27/02/2014	PDF
SS1643519	JAN VAN DYK	27/02/2014	PDF
SS1640222	JAN VAN DYK	19/02/2014	PDF
SS1639074	JAN	19/02/2014	PDF
SS1633011	JAN VAN DYK	10/02/2014	PDF
SS1631229	JAN VAN DYK	31/01/2014	PDF
SS1628593	JAN VAN DYK	31/01/2014	PDF

- Open the Sales Shipment that you want track and click on **Peter Baker Couriers**

The screenshot shows the USA Medical website interface. At the top, there is a navigation bar with links for USL, WebShop, History, Administration, My Account, and Contact Us. A search bar is located on the right. On the left side, there is a sidebar with various search options like Backorders, Balance, Current Order Search, Invoice Search, Shipment Search, Credit Memo Search, Return Receipt Search, and Transactions Overview. The main content area displays an 'Order' summary with details such as 'No SS1447390', 'Your Reference', 'Shipment Date 07/03/2013', and 'Order Date 07/03/2013'. The 'Package Tracking' link is circled in red, and a red arrow points to it with the text 'Click on the PBT link to track your order'. Below the order details, there are sections for 'Sell To Customer' and 'Bill To Customer' with their respective details.

- This will open a new web page with the PBT website showing your order tracking details.

The screenshot shows the PBT TRACK website interface. At the top, there is a navigation bar with the PBT TRACK logo, 'Couriers Ticket', and a 'Close Window' button. Below the navigation bar, there is a search bar with the text 'enter reference here' and a 'GO' button. To the right of the search bar are several buttons: 'View Delivery Location', 'Email Delivery Confirmation', 'Email Tracking Results', 'Printer Friendly', and 'Close Window'. The main content area is divided into two columns. The left column contains a 'quickview - latest status' section with a table of order details. The right column contains a 'Receiver's Signature' section with a signature and a 'PBT Map-it' button. Below the signature section, there is a 'card left' section with a 'card left' icon and a 'detailed summary' section with a table of order details.

Ticket no	Sent from	Sent to	Status
UCA8908705093	Auckland	Auckland	Goods delivered to Anne Signed as received in good order and condition

Date	Time	Service area	Description

- If the USL Ticket number has not automatically been entered into the “enter reference here” field, check your Pop Up Blocker settings in your web browser.