

SwiftPac Service Guides

Updated February 2018

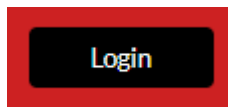
HOW TO REQUEST CONSOLIDATION OR REPACK

Customers requesting Repack or Consolidation Service **MUST** do so **BEFORE** the cargo arrives at the Miami warehouse using the **Pre Alert Function**. SwiftPac will Consolidate or Repack two or more packages in to one as requested by a customer during **Pre Alert**. Original packaging is not removed during Consolidation but it is removed in some cases during Repacking. These services provide savings by reducing freight and handling charges at the final destination.

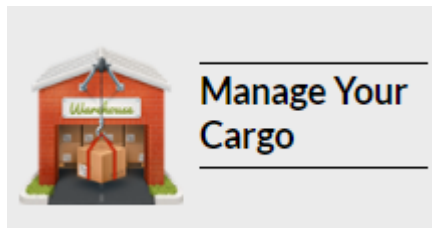
NOTE TO CUSTOMERS: Free Consolidation by Air is Available to **Premium members**. *Some restrictions apply to the repacking of fragile items, liquids, soap, hazardous Items and high value items.*

From www.swiftpac.com

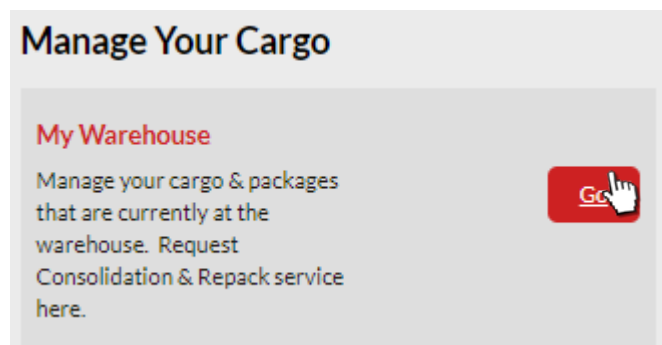
1. Log in to your account.



2. Click the “Manage Your Cargo” button.



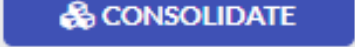
3. Click the Go button in the My Warehouse section of the page which opens.

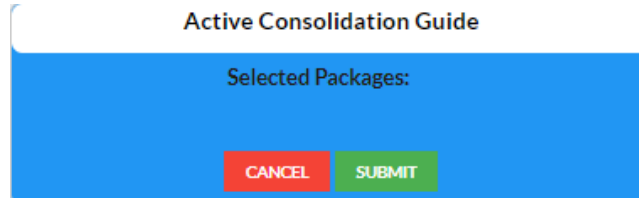


Notice the **three (3) main action buttons** at the top of the My Warehouse page:



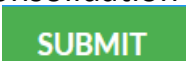
Consolidation Request

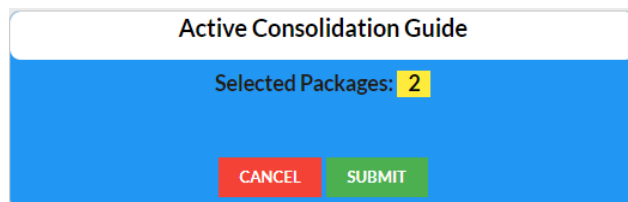
1. Click the  button to Consolidate. A window will pop up like the one shown here. Notice that no items have been selected at this point.



2. Scroll down to the list of items that are in your warehouse. A **Checkbox and consolidation icon** will be visible on the **left** of each warehouse number for items that were **Pre-Alerted** and requested to be part of a Consolidation. Example:


		Number	Received	Pieces	Delivered By	Description
<input type="checkbox"/>	C	196984	2017-6-16	1	UPS	PANTS
<input type="checkbox"/>	C	196266	2017-6-13	2	MALL44	TELEVISION

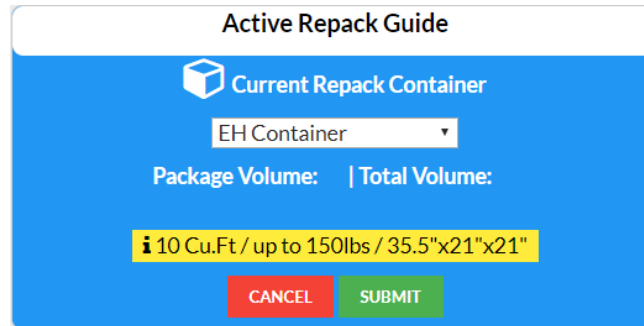
3. Select the packages you want to include in the consolidation. As you select, the Active Consolidation Guide will show the number of Selected Packages in **yellow**. Click the  button when you are finished.



		Number	Received	Pieces	Delivered By	Description
<input checked="" type="checkbox"/>	C	196984	2017-6-16	1	UPS	PANTS
<input checked="" type="checkbox"/>	C	196266	2017-6-13	2	MALL44	TELEVISION

Repack Request

1. To Repack, Click the  button. The repack process is slightly different as you have to Choose the container size for the repacked items. This window will appear with the smallest container selected by default.



Active Repack Guide

Current Repack Container
EH Container

Package Volume: | Total Volume:

10 Cu.Ft / up to 150lbs / 35.5"x21"x21"

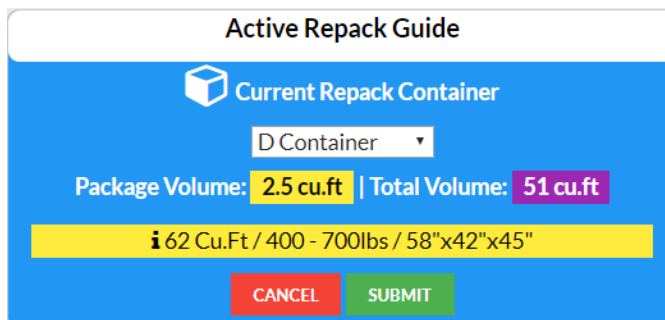
CANCEL SUBMIT

2. Next, select the packages to be included in the Repack. Example:

		Number	Received	Pieces	Delivered By	Description
<input checked="" type="checkbox"/>	R	196984	2017-6-16	1	UPS	PANTS
<input checked="" type="checkbox"/>	R	196266	2017-6-13	2	MALL44	TELEVISION

As you add items, the **Active Repack Guide** will show you the volume occupied by the last package selected and the total volume of items selected so far. The container size is also upgraded automatically.

Active Repack Guide during a Repack



Active Repack Guide

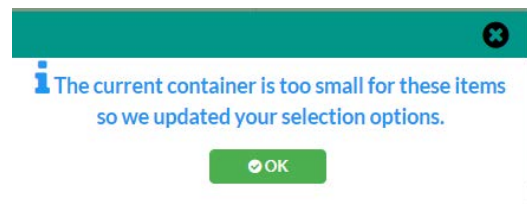
Current Repack Container
D Container

Package Volume: 2.5 cu.ft | Total Volume: 51 cu.ft

62 Cu.Ft / 400 - 700lbs / 58"x42"x45"

CANCEL SUBMIT

Container size upgraded automatically



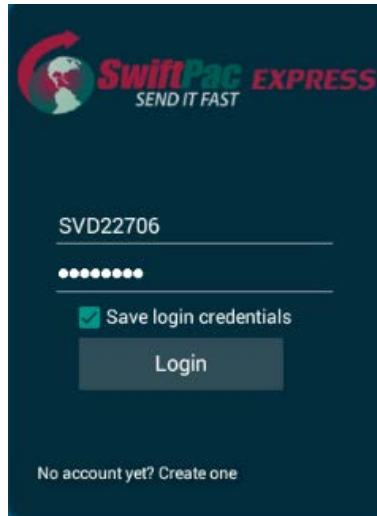
The current container is too small for these items so we updated your selection options.

OK

3. Click Submit to complete the repack process.


Using the SwiftPac Mobile App for Android users

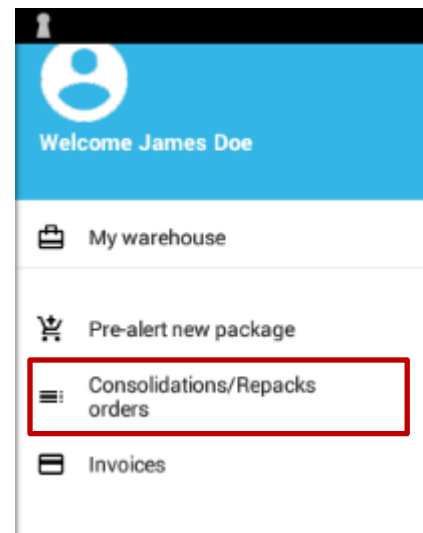
1. Log into your account using your SwiftPac account number and password.



2. You will see all packages on hand in the Warehouse.






3. Click the  menu icon on the top left. Choose Consolidation/Repack orders from The side menu which opens.



4. Select the items in the list that you wish to consolidate or repack. An airplane icon will appear on the left of each selected item, by default.

5. Use the menu at the bottom left to request service: **Ship, Consolidation or Repack** and the shipment method for each item:

Air  or **Ocean**  or **Express**  . NOTE: The icon for all selected items will change as the shipment option chosen changes.

Express Service: We strongly recommend you to call your agent to ensure the express shipping of your items.

6. Click the **Apply** button on the bottom right, to confirm request.