

NAQEL
EXPRESS

LOGISTICS
with care

ناقل
اكسبريس
خدمات لوجستية
بعناية



Fast logistics,
safe delivery

www.naqel.com.sa



NAQEL

Online User Guide

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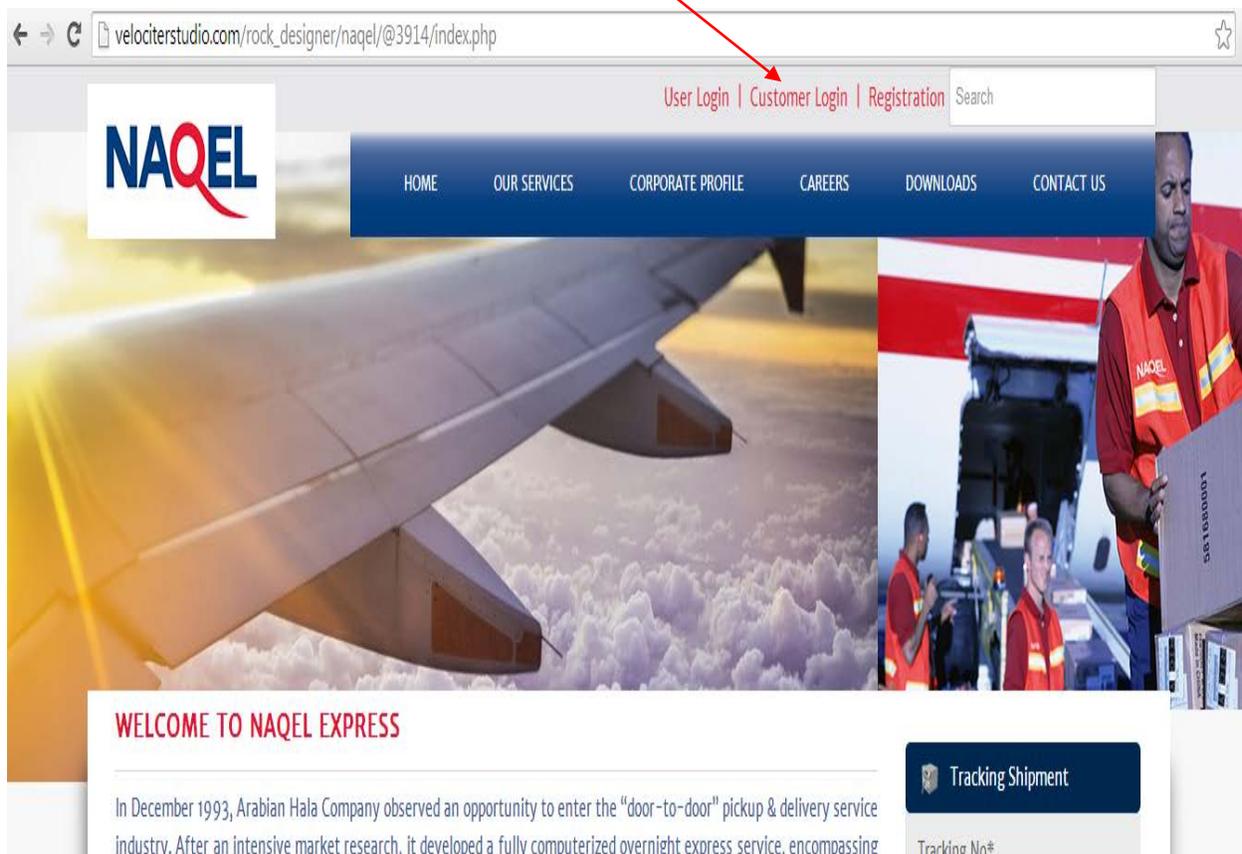
1 NAVIGATION

To log in to the Naqel Website:

1. Open www.naqel.com.sa
2. Login site in your browser.

TIP: For convenience, you should bookmark the Naqel Login page in your browser.

3. Click on Customer Login link.



Login to NAQEL InfoTrack

NAQEL
EXPRESS

Client Contact ID:

Password :

[Login](#)

[New User \(For registered customers only\)](#)
[Forgot Password](#)

1. Enter your Customer ID number in the Customer ID field.
2. Enter your password in the Password field.
3. Click Login. When you click the Login button, it opens with your International Booking Page.



4. To log out of the NAQEL Customer Login at any time, click the Logout tab in the upper right corner of the screen. When you click Logout, you are immediately logged out of the NAQEL Customer Login and returned to the Login screen.

3 FORGOT PASSWORD

Login to NAQEL InfoTrack

NAQEL
EXPRESS

Client Contact ID:

Password :

Login

New User (For registered customers only)
Forgot Password

If you have forgotten your password please select **“Forgot your password”**
Add the email address to which the new password should be forwarded.

Login to NAQEL InfoTrack

NAQEL
EXPRESS

Email :

Send

The password will be sent to you via provided email, as long as the email address is registered to the user name.

If you are unsure please contact your NAQEL Customer Service.



4 HOME PAGE



5 BOOKING

NAQEL
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Domestic International Client Contact Info Shipment Tracking Reports

Online Booking

Log Out

Booking Details

Contact Person : Contact Phone No :

Origin : Destination :

Billing Type : A Service :

Shipment Ready Time : 03/09/2014 09:07 AM Close Time : 12:00 AM

Pick Up Point : Special Instruction :

WaybillList

Way Bill No

rpEnwani

enwani- home delivery made easy

Set address Use enwani number

Find on map E

Forgot your number?

Shipment Details

Pieces : 1

Weight : 1 KG

Width : 1 cm

Length : 1 cm

Height : 1 cm

Volumetric : 0.0002

Save Back

Naqel is a closed stock company that was created by building on the Arabian Hala Company – Private Company – Joint venture with Saudi Post. Established Strategy Company

- **Contact Person:** Enter the contact person name.
- **Contact Phone Number:** Enter the contact person phone number.
- **Origin:** Select the Station from where you are sending the shipment
- **Destination:** Select the Station where the delivery is to be made.



- **Shipment Ready Time:** Select Shipment ready Date and time.
- **Close Time:** Close time.
- **Pick Up Point:** This is where the pickup is to be made.
- **Special Instructions:** Enter any special instructions related to shipment.
- **Contents:** Enter shipment information.
- **Waybill:** Select the existing waybill you want to add in this booking.
- **Pieces:** Enter the no. of pieces.
- **Weight and Dimensions:** Enter the weight and dimensions of Shipment.

6 BOOKING LIST

Ref No	Approval Status	Booking Date	Client Name	Destination	Bill Type	Status
1202215030094	Pending	21/02/2012	Naqel	JEDDAH	On Account	Courier Info
1202255030023	Pending	25/02/2012	Naqel	ABHA	On Account	Booked
1202265030088	Pending	26/02/2012	Naqel	JEDDAH	On Account	Courier Info
1202275030016	Pending	27/02/2012	Naqel	JEDDAH	On Account	Courier Info
1202275030113	Pending	27/02/2012	Naqel	JEDDAH	On Account	Courier Info
1202245030090	Pending	04/03/2012	Naqel	JEDDAH	On Account	Courier Info
1202115030098	Pending	11/03/2012	Naqel	JEDDAH	On Account	Courier Info
1202205030041	Pending	20/03/2012	Naqel	JEDDAH	On Account	Booked

To view the shipments already created please select the 'Booking List' tab
Shipment data will be listed, select the Reference Number to view the details if required.

7 WAYBILL

NAQEL EXPRESS [Log Out](#)

Domestic International Client Contact Info Shipment Tracking Reports

Waybill

Waybill Details

Generate barcodes for this waybill.

Date : 03/09/2014 09:25 AM

Origin : Destination :

Service Type : Load Type :

Contents : Reference :

Consignee Info

Consignee : Consignee Address :

Service Instruction

Insurance

Declare Value : 0 Ins Value : 0

P.O.D. : Pieces : 1

POD Details : Weight : 1 KG

Delivery Instr. : Width : 1 cm

Valumetric : 0.00016 Length : 1 cm

Height : 1 cm

- **Origin:** Select the Station from where you are sending the shipment
- **Destination:** Select the Station where the delivery is to be made.
- **Service Type:** Select the type of the Service.
- **Load Type:** Select the type of the Load.
- **Contents:** Enter shipment information.



To enter new address details, complete the Consignee Details, as required.

- **Consignee:** It shows the Customer information.
- **Consignee Address:** Here shipper can select or add a new consignee address.

- **Insurance Value:** Enter Insurance value.
- **P.O.D:** Select Proof of delivery.
- **POD Details:** Enter Proof of delivery details.
- **Delivery Instructions:** Enter any delivery instructions.
- **Pieces:** Enter the no. of pieces.
- **Weight and Dimensions:** Enter the weight and dimensions of Shipment.

8 WAYBILL LIST

To view the waybill already created please select the 'Waybill List' tab
Shipment data will be listed.

The screenshot displays the 'Waybill List' interface. At the top, there is a navigation bar with tabs: Domestic, International, Client Contact Info, Shipment Tracking, and Reports. The 'Waybill List' tab is active. On the left, a 'Features' sidebar lists 'Client Contact Info' and 'Shipment Tracking'. The main content area is titled 'Waybill List' and contains a 'Filter Information' section with the following fields:

- Waybill No :
- Reference No :
- Origin :
- Destination :
- From Date : 03/09/2014
- Recipient :

Below the filters are buttons for 'Search' and 'Clear'. Further down, there are buttons for 'Select All' (checked), 'UnSelect All', 'Export to PDF', 'Export to XLS', 'Print', and 'Print Sticker'. A table with the following columns is shown:

#	WayBillNo	Ref. No.	Origin	Destination	Account	Shipper	Recipient	Recipient C

The table is currently empty, displaying 'No data to display' at the bottom right. The footer of the page reads: 'Copyright © 2010 - 2013 Naqel Company. All rights reserved.'

Here Customer can see his waybill list and he can print the waybill and sticker by waybill number.

To print the waybills select the waybills from the list and click on **Print** button and download the waybills.

9 PRINTING WAYBILL

Click **Show** button to view/print the Waybill

Printing Data

Waybill No: 80000001
 Date: 24/11/2015
 Report Type: 1 - Waybill Details

Waybill No. [Barcode] **NAQEL EXPRESS** **ناقل إكسبريس**

Origin: RIYADH Shipment Waybill (Non negotiable) Destination: RIYADH

Customer A/C #: 9018117	TAC: 8473133	Customer A/C #: 1217
Shipper Name: ISMATH-0803982311	MOB: 8503982311	Recipient: AL MARAJ CO LTD
Company: CLAYAN KIMBERLY CLARK ARABIA CO		Company: AL MARAJ CO LTD
Address: 1ST INDUSTRIAL CITY		Address: MR. MARJOD
City: DHAMRAN	Country: SAUDI ARABIA	City: RIYADH
Email/Fax: /8473942		Email:
Shipper Ref:		Fax: 0

Shipment Details:

Shipment Description:	Declared value	Declared value	Transportation:
	For Customs	For Insurance	Mode: <input type="checkbox"/> Cash <input type="checkbox"/> C.C <input type="checkbox"/> POD
Total Value:			Receipt No:
Shipper Address:			Duties & Taxes:
Service Type:			Mode: <input type="checkbox"/> Cash <input type="checkbox"/> C.C <input type="checkbox"/> POD
<input checked="" type="checkbox"/> Domestic <input type="checkbox"/> International			Receipt No:
<input type="checkbox"/> Courier <input checked="" type="checkbox"/> Express <input type="checkbox"/> Pallet <input type="checkbox"/> Other			
POD Type: <input type="checkbox"/> WB <input type="checkbox"/> ON <input type="checkbox"/> SR <input type="checkbox"/> AR			
Shipper Name:	Shipper Signature:	Recipient Name:	
Shipper ID#:		Received By:	
		Employee Name:	
		Received Date:	
		Employee ID:	
		Received Time:	

TO Call FREE: 900020005 www.naqel.com.sa Write: Operations Copy

10 PRINTING STICKER

Click **Show** button to view/print the Sticker.

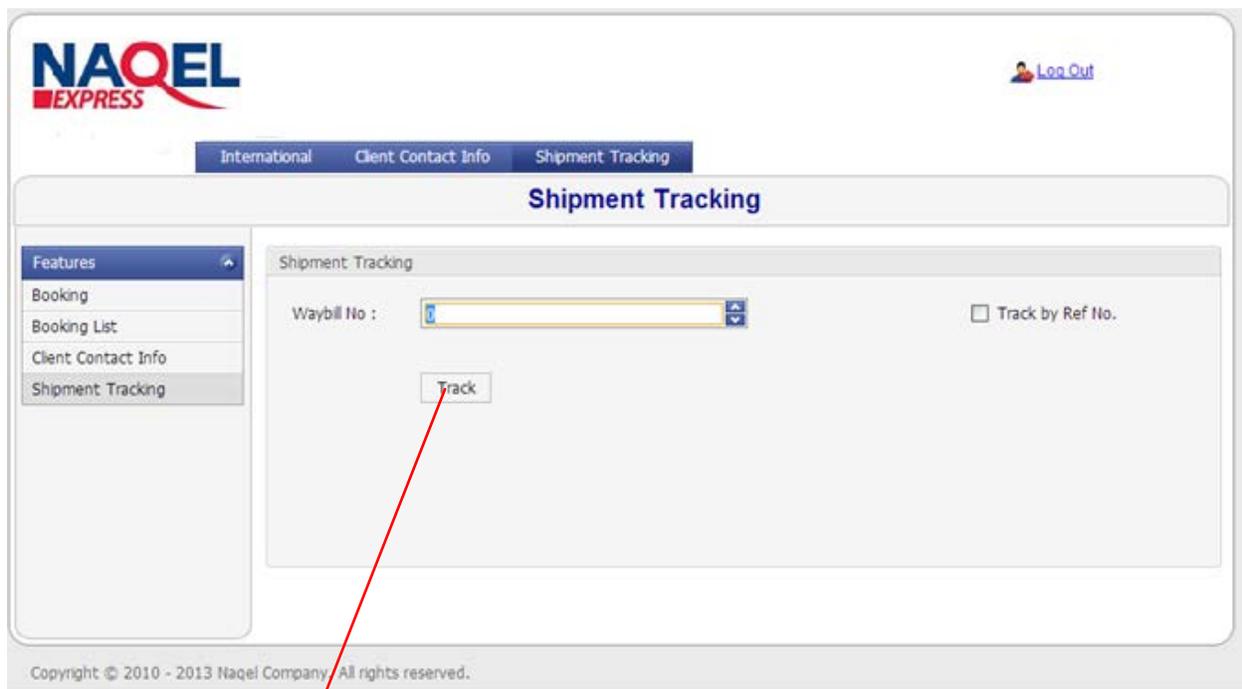
The screenshot shows the NAQEL EXPRESS web application interface. At the top left is the NAQEL EXPRESS logo with the tagline 'LOGISTICS with care'. At the top right is the Arabic logo 'ناقل إكسبريس' with the tagline 'خدمات لوجستية بعناية'. Below the logo is a navigation bar with links for 'Domestic', 'International', 'Client Contact Info', 'Shipment Tracking', and 'Reports'. The main heading is 'Printing Data'. Below this is a 'Header' section with a form containing the following fields:

- Waybill No.: 60000001
- IVI Date: 24/11/2015
- Date: 24/11/2015
- Report Type: 2 - Sticker Details

A 'Show' button is located to the right of the Report Type field. Below the form is a toolbar with various icons and a 'Print' button. The main content area displays a preview of the sticker, which includes:

- A barcode.
- The text 'NUMBER OF PEICES: 1 of 1'.
- A large grey rectangular box containing the text 'RUH'.
- The text 'WAYBILL NO.: 60000001'.

11 TRACK YOUR SHIPMENT



Once you have booked your pick-up online, your shipment is automatically entered into the NAQEL system. You can check the status of your shipments across the world in real time, stage by stage, through to delivery. You just need your Waybill number on your Waybill.



12 CONTACT

Contacting NAQEL:

Phone

Call Customer Service on **9200-20-505**

Visit For more Information www.naqel.com.sa.