

How To...

Create an International Manifest



1. Login into the Customer Portal via gaia.whistl.co.uk.
2. The portal will open on the **Declarations home page** screen.

Search Declarations mfuge

Dashboard / Search Declarations

Search Export Create

Type to filter

Date	Declaration No.	Client ID	Customer Ref.	Service	Total Items	Total Containers	Status	Updated	Actions
Load More									

Client ID ?
Please select a customer

Declaration No. ?

Customer Reference ?

Status
Select one or more Statuses...

Start Date End Date

Service
Please select a Service

Search

3. Search for the Client ID you want to create a docket for, under the **Client ID** field and to create a docket, select **Create**. A box will appear, where you will need to select **Create Edocket**.

Search Export Create

Type to filter

Date	Declaration No.	Client ID	Customer Ref.	Service	Total Items	Total Containers	Status	Updated	Actions
Load More									

Create ×

Customer ?
P0966711 - Customer Services - Non-invoice Code ×

Cancel Create International Create Edocket

Client ID ?
P0966711 - Customer Services - Non-invoice Code

Declaration No. ?

Customer Reference ?

Status
Select one or more Statuses...

Start Date End Date

Service
Please select a Service

Search

4. The below is an example for CountrySort. ZoneSort will be the same format but will only list EU pr ROW.

Manifest Header - International

Account A00218 - Sundry Account	Full Customer ID P0966711 - Sundry Account	Collection Point 1 - January	Department 1 - January
Declaration No.	Declaration Status DRAFT	Declaration Date 26/02/2024	Service 1 - January
Customer Ref.			

Save Submit Exit

Manifest Lines

Destination	Letters		Flats		Packets		Weight (Kg)	Total Number of Bags
	Items	Weight (Kg)	Items	Weight (Kg)	Items	Weight (Kg)		
Africa & Asia							0.0000	
Australasia							0.0000	
Austria							0.0000	
Belgium							0.0000	
Canada							0.0000	
Central & South America							0.0000	

Customer Reference	This field is in the account details section at the top. The reference will appear on the invoice.
Destination	All of the customer's available destinations will be listed on the left-hand side.
Formats	There are 3 available formats; Letters, Flats (Large Letters) or Packets.
Items	Against each applicable format, enter the total number of items being sent to that particular destination.
Weight	Enter the total weight (in kg) of the items you have listed.
Total	Under the 'Total' column, the weight will automatically show, based on the figures the customer has entered. Enter the total number of bags going to that particular destination.

5. The below example shows the Letters weighing 25g, Flats (Large Letters) weighing 250g, and a Packet weighing 750g.

Manifest Lines

Destination	Letters		Flats		Packets		Weight (Kg)	Total Number of Bags
	Items	Weight (Kg)	Items	Weight (Kg)	Items	Weight (Kg)		
Africa & Asia							0.0000	
Australasia							0.0000	
Austria							0.0000	
Belgium	5	0.25					0.2500	1
Canada							0.0000	
Central & South America							0.0000	
Denmark							0.0000	
Far East							0.0000	
Finland							0.0000	
France	5	0.25					0.2500	1
Germany	10	0.5	2	0.5	1	0.75	1.7500	3
Greece							0.0000	

6. Click **Save**, followed by **Submit**.

7. This will then download a preview of your submitted manifest, see example below. You can save and print your manifest from here.

Please note, you will need to print off one copy of this manifest and place it in one of your sealed bags, with an 'M' marked clearly on the bag label. This is so the Depot know where to find the manifest in order to scan it.

International PreSort Manifest



Customer: Customer Services - Non-Invoice Code
 International Service: International
 Manifest Number: 909671126829242
 Service: Courtyard Priority
 Client ID: P0966711

Total Number of Bags: 5
 Total Weight: 2.250
 Shipment Number: 1

Collection Date: 26/02/2024
 Customer Job Reference: TEST




9096671126829242 9096671126829242

Country/Zone	Letters		Flats		Packets		Total	
	Items	Weight(kg)	Items	Weight(kg)	Items	Weight(kg)	Weight(kg)	Number of Bags
Africa & Asia								
Australia								
Austria								
Belgium	5	0.250					0.250	1
Canada								
Central & South America								
Denmark								
Far East								
Finland								
France	5	0.250					0.250	1

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International PreSort Manifest

Country/Zone	Letters		Flats		Packets		Total	
	Items	Weight(kg)	Items	Weight(kg)	Items	Weight(kg)	Weight(kg)	Number of Bags
Germany	10	0.500	2	0.500	1	0.750	1.750	3
Greece								
Iceland								
India								
Ireland								
Italy								

