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.

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.**

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

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
	Items	Weight (Kg)	Items	Weight (Kg)	Items	Weight (Kg)		Number of Bags
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: 909667112602024 Total Number of Bags: 5
Service: CountrySort Priority Total Weight: 2.250 Collection Date: 26/02/2024
Client ID: P0966711 Shipment Number: 1 Customer Job Reference: TEST

9896671126820241   9896671126820242

Country/Zone	Letters		Flats		Packets		Total	
	Items	Weight(kg)	Items	Weight(kg)	Items	Weight(kg)	Weight(kg)	Number of Bags
Africa & Asia								
Australasia								
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								