

### aramex.com User Guide

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### About aramex.com

**With aramex.com** you can ship online and manage your account in a smart way. aramex.com enables you to take control of your whole shipping process online, saving you both money and time.

#### > aramex.com Users

- 1. Aramex.com is open for all Internet users (public user Level 1).
- 2. Any person can register for free on aramex.com; registered users (Level 2) can place customer support requests, ship online and schedule pickups.
- 3. Registered users can link their Aramex account (Level 3) to access "MyAramex", a feature that allows you to take control of your shipping process, get shipment updates, and contact your customer management team.



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### > Public User Home Page

Version 1.1

### > Logged in Home Page



### > Track Your Shipments

You can track your shipment from aramex.com home page by entering your shipment(s) number(s) in the tracking box and clicking *Track;* all the information about your shipment will be displayed.

### > I want to...

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#### 1. Schedule a Pickup:

You can schedule a pickup for Aramex to pick up your shipment from the address that you specify either locally or internationally.

2. Prepare Shipment:



Use this link to prepare a shipping waybill that contains all the information about your shipment and send a pickup request. You can later print your waybill and a handover report to give to an Aramex representative.

3. Track Shipments

Use this feature to track your shipments. Advanced tracking options are also available only for registered users.

- Calculate Rates:
   Use this feature to learn how much it will cost if you ship from one place to another.
- Office locator:
   Find the address of any Aramex office around the world.

#### > MyAramex

**MyAramex is a special feature** that allows you to find all that you need in one place. Please note that MyAramex is available to registered customers who linked their shipping accounts to their aramex.com profile.

### **Registering on aramex.com**

**Registration** is quick and free on aramex.com. Registered members will be able to access additional online services.

#### > Why register on aramex.com?

- 1. Access shipping online and request an Aramex representative to collect your shipment.
- 2. Request instant e-mail and SMS notifications when your shipment is delivered.
- 3. Access MyAramex and enjoy full support from our dedicated staff.

#### > To register on aramex.com follow the steps below:

1. On the home page of aramex.com, click "Register for aramex.com", located under "Login box" on the upper left corner.

delivery unlimited	Express 1	Freight	Logistics	Shopping Services
mail assword ( forgot? ) ake me to My Shop&Ship 🔹	"We read The Economist Aramex Corporate Business	)) • Team.	Track You To track m shipment r new line.	r Shipment ultiple shipments, enter umbers separated by a
Login Register for aramex.com	aramex valuexpress		Track More ways t Express Fr	o track sight Shop&Ship Advanced

2. Fill in your registration information (fields with \* stars are mandatory). Once completed, press Save.

#### **Registration tip:**

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It's easy to select your city: choose your country then click on the small city builder icon next to the city field.

Country *	- Select One -	•
Citv *		City locator

The city look-up function will appear in a pop-up window. Simply type your city name or part of it then click Search. Use the dropdown menu to choose the city name and then click select.

🏉 City Lookup - Windows 💼 🔳 💌			
Select Country, t the city field then select your city f Select.	hen enter at least one character in a click search. In result combo box, from the choices, and then click		
Country	Bahrain 🔻		
City	mana		
State / Province			
Zip Code			
Result	Search Select		
	Manama		

 When you have successfully completed the registration steps, Aramex will automatically send an e-mail to your mailbox.

Activate your aramex.com account, by logging-in to your e-mail account and open the Aramex registration confirmation e-mail, and then click on the link to activate your account.

Please note that due to mailbox security policies and filters, some users have reported receiving the activation in their Junk/Bulk or spam mail folders, if you have not received your confirmation e-mail, please check these folders.

If you still cannot find the activation e-mail please send an email to <u>customersupport@aramex.com</u> and provide us with your contact information and email, so we can activate your account.

Email *	customersupport@aramex.com
Password *	
Re-enter password *	
	Should be at least 8 characters
First name *	Aramex
Last name *	Aramex
Company name	
Department	
Position	- Select One -
Business industry	- Select One -
Country *	Bahrain 👻
City *	Manama City locator Click here to select your city
Postal Code	
State/ province	
Address	Budling number, Building name, Street name
	Floor, Apatment number, Area
Phone *	+973 (17) 330434 Ext.
Other phone	Ext. Make sure that you type: Country code (Area code) Number
Mobile *	+973 (17) 330434
Fax	
	Country code Area code Number
I would like to receive	emails from Aramex regarding:
Express product up Freight product up Shop&Ship product	pdates. Jates. t updates.
New products and	services.
▶ New products and	services.
New products and (i) inter the code displayed ove	services.
Vew products and	services.
New products and (// inter the code displayed ove	services.
New products and (i) inter the code displayed ove andatory fields. r assistance with your nestomersupport@aramex	services.

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### **Managing My Profile**

**After logging-in**, you will find the "My Profile" box on the upper left side of the Home page. You can access these features for your convenience:

My Inbox( 0 )
lanage Profile
My Accounts
No available linked accounts
Log out

### > My Inbox

Your inbox contains messages from Aramex about new features and the latest service updates. Please check these messages as they contain valuable information that can save you time and effort.

### > Manage Profile

You can edit your profile information, change your password, link your account to your aramex.com profile, create your own address book and set your pickup and shipping preferences.

Welcome GSO	Manage Profile
My Inbox( 0 )	Use the following links to edit your account information, shipping & pickup perference and address book.
Manage Profile	Edit Profile
My Accounts	Change Password
No available linked accounts	Manage Accounts     Address Book     Dickup Professore
Log out	Shipping Preferences

### > Manage Accounts

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To link your account to your aramex.com profile:

Click on *Manage Accounts*. You can then add a new account using your account and PIN numbers. If you do not know your PIN number, click the "Request PIN" link and one of our representatives will contact you at the earliest time to help you.

Welcome GSO	Manage Accounts
Us labour 0	NO LINKED ACCOUNTS
my mbox( 0)	Add your account numbers here to get more benefits from the wide and easy range of facilities and functionalities in the site
Manage Profile	specially designed for account holders, such as the advanced shipment tracking, online pickups, online shipping and
My Accounts	inventory reports.
No available linked accounts	Obtain your account number and PIN by contacting Aramex office in your location. The account PIN is required to ensure your information privacy.
Log out	
	Add New Account   Request Account PIN

Once your shipping account is linked to your aramex.com profile, your account name and number will appear under My Accounts.

My Inbox(	0)		
Manage P	rofile		
My Accou	nts 13910		
Aramex	nternation	•	I
Log out			I

#### > Logout

You can log-out of aramex.com by clicking on Logout. Logging-out is a safe practice that protects you against possible unintentional or malicious activity that could be carried out by users who will use the computer after you; especially if you are accessing aramex.com from a public computer

### **The Address Book**

To create your own address book:

- 1. Log-in to aramex.com Home page.
- 2. Click Manage Profile on the upper left corner.
- 3. Click Address Book.

Company Name   Search	New Address
Aramex, Mecca Street, Aramex GSO, Building No 33 Bader Shaker al Sayab Street Amman , Jordan Tel:	Update   Delete
Back	Export Import

The address book allows you to:

- 1. Search for your address(es).
- 2. Create a new address: Click on "New Address", fill in your information, and mark the address as shipper or recipient.
- 3. You can update existing addresses or delete addresses that are no longer required.
- 4. Export all your address (s) to Microsoft Excel.
- 5. Import addresses from an Excel sheet (please download our addresses template and use it).

Company Name*	
Contact Person*	
Reference	
Telephone*	Ext.
	Country Code Area Code Number
Fax	
	Country Code Area Code Number
Mobile	
	Country Code Area Code Number
Email	
Country*	-Select Country-
City*	City locator
State / Province	
Zip/PostalCode	
Address*	Building number, Building name, Street name
	Floor, Apartment number, Area
Use this as a Pic	ckup/Shipper address.
Use this as a Re	ceiver address.

### **Customer Support**

**>** At Aramex we put customers first. Our customer service representatives are dedicated to answering your questions and helping you in every possible way.

If you have a general question about our services or offers please check our <u>Frequently</u> <u>Asked Questions</u> section and you might find the answer to your question there. Alternatively, you can submit an inquiry, feedback or a complaint by clicking the appropriate button in the top menu.

Request	Tell Me About Locate Office My Customer Management Team
<ul> <li>Inquire about a service</li> <li>Submit a complaint</li> <li>Issue a thank you note</li> <li>Comments &amp; suggestions</li> <li>Track my requests</li> </ul>	Select a product: All
Take me to SHOPESENE powered by aramex	<ul> <li>Parcel Express.</li> <li>Document Express.</li> <li>International Express.</li> <li>Distribution Service.</li> <li>Cash On Delivery (COD).</li> <li>ClickToShip.</li> <li>Aramex Return Service.</li> <li>Aramex Domestic.</li> <li>Aramex Express Value-Added services.</li> <li>Tracking my shipments.</li> <li>Sending an Express shipment with Aramex.</li> <li>Ordering Aramex boxes, pouches, and other supplies.</li> <li>Page 1, 2, 3, 4</li> </ul>

If you are looking for contact information, use our <u>Office Locator</u> tool for address information for any of our offices around the world. And if you're an existing customer with an Aramex account, you can directly contact your assigned Customer Management Team by <u>Clicking Here</u>, where you will be able to send any member of your assigned Customer Management Team an e-mail or an SMS directly from the website.

#### > Accessing Customer Support:

From Home page click on the Customer Support icon.



#### > What Can I Do Through Customer Support?

You can communicate any questions, ideas, suggestions or complaints to Aramex through the Customer Support section in aramex.com

#### 1. Service Inquiry

You can submit a service inquiry for different subcategories, such as: Express, Domestic, Freight, Shop&Ship, Special Services, and Aramex will contact at the soonest time possible to cater to your request.

You are here - Home > Custon	ner Support > Submit Custo	omer Support Request			Search	Go	Languages
delivery unlimited	X	Expr	ess I	Freight	Logistics	Shopping	Services
Welcome GSO	Submit Custom	er Support Reque	st				
My Inbox( 0 ) Manage Profile	To enable us to help you fields with accurate and	i faster and better, please fil I detailed information.	l in the Subje	ect and Descrip	ption		
My Accounts No available linked accounts	Subcategory Requestor Name	Express			-		
Log out	Subject Description:	Aramex provides a global s sensitive documents and p to-door, within committed to Please write below your in	solution for m arcels aroun ransit times. quiry:	noving time- nd the world, d	loor-		
Request					~		
<ul> <li>Inquire about a service</li> <li>Submit a complaint</li> <li>Issue a thank you note</li> <li>Comments &amp; suggestions</li> </ul>				S	ubmit		
Track my requests							

#### 2. Comments and Suggestions

Aramex always welcomes your suggestions and comments, so feel free to submit your comments and suggestions, or simply share any ideas or service remarks so we can serve you better.

You are here - Home > Custor	mer Support > Submit Cu	ustomer Support Request		Search	Go Languages
delivery unlimited	X	Express	Freight	Logistics	Shopping Services
Welcome GSO My Inbox( 0 ) Manage Profile My Accounts No available linked accounts	Submit Custo To enable us to help of fields with accurate a Subcategory Requestor Name Subject Description:	you faster and better, please fill in th and detailed information. Submit Comments & Suggestion Your opinion counts and is high write below your comment/sugg	e Subject and Desi s y appreciated, plea pestion:	v v v v v v v v v v v v v v v v v v v	
Request <ul> <li>Inquire about a service</li> <li>Submit a complaint</li> <li>Issue a thank you note</li> <li>Comments &amp; suggestions</li> </ul> Track my requests			•	* Submit	

#### 3. Complaints

Aramex spares no effort to rise to the expectations of all our valued customers. If you believe our service has not on par with your expectations, then please, share your experience with us so we can repair the situation and find you a solution.



**4.** Locate Office Use this feature to find the addresses of Aramex offices around the world.

You are here - Home > Custor	mer Support > Office Information			Search	Go Languages
delivery unlimited	X	Express	Freight	Logistics	Shopping Services
Welcome GSO My Inbox( 0 ) Manage Profile My Accounts No available linked accounts Log out	Office Information Aramex has built one of the most extr more than 304 offices in major cities is providing total transportation solutions Please select a country from the men Country: United Arab Emirates United Arab Emirates Country: United Arab Emirates Office Addresses Main Office + Dubai - DXB + Abu Dhabi - AUH + Dubai - DRO	ensive and fastest grov and strategic locations s to customers worldw uu and click on the disple 	ving transportat across the globa ide. ayed city names	ion networks in the e, with over 6500 p for office address	e world, encompassing leople dedicated to les and contact details.
	About Aramex Franchising Investor	Relations Community	/ Sitemap	Careers C	ontact us Downloads

#### 5. Track my Request

After submitting a service inquiry, complaint or a comment, you will receive an ID number for your request. Use this number to track your request and check what actions Aramex has taken.

To search using the request ID, type it and click search, or just click search and you will see all of your requests.

You are here - Home > Custor	Se	arch	Go	Languages				
delivery unlimited	X		Ex	press F	- reight	Logistics	Shoppir	ng Services
Welcome GSO	My R	equests	5					
My Inbox( 0 )	Get the	status of vo	ur help request by entering an	ny of the search	n criteria below.			
Manage Profile				1				
My Accounts	Reque	st ID	■ Begins with     ■		Order	by Date Opened	•	Search
No available linked accounts								
	Your se	arah haa ra	hummed					
Log out	16 recon	rds. Ticket No.	Summary	C	ategory	Opening Date	Status	Closing Date
Log out	16 reco Action Open	rds. Ticket No. 721674	Summary Service Request	C: Pickup Requ	ategory est	Opening Date 2/7/2010	Status Closed 2	Closing Date 2/10/2010
Log out	16 reco Action Open Open	rds. Ticket No. 721674 721673	Summary Service Request Service Request	C: Pickup Requ Pickup Requ	ategory est est	0pening Date 2/7/2010 2/7/2010	Status Closed 2 Closed 2	Closing Date 2/10/2010 2/10/2010
Log out	16 reco Action Open Open Open	rds. Ticket IIo. 721674 721673 721672	Summary Service Request Service Request Service Request	C: Pickup Requ Pickup Requ Pickup Requ	<b>ategory</b> est est est	Opening Date 2/7/2010 2/7/2010 2/7/2010	Status Closed 2 Closed 2 Closed 2	Closing Date 2/10/2010 2/10/2010 2/10/2010
Log out	16 reco Action Open Open Open Open	rds. Ticket Ho. 721674 721673 721672 713900	Summary Service Request Service Request Service Request Service Request	C: Pickup Requ Pickup Requ Pickup Requ Pickup Requ	<b>ategory</b> est est est est	Opening Date 2/7/2010 2/7/2010 2/7/2010 12/20/2009	Status Closed 2 Closed 2 Closed 2 Closed 1	Closing Date 2/10/2010 2/10/2010 2/10/2010 2/20/2009
	16 reco Action Open Open Open Open Open	rds. Ticket Ho. 721674 721673 721672 713900 712944	Summary Service Request Service Request Service Request Service Request Supplies Request	C: Pickup Requ Pickup Requ Pickup Requ Pickup Requ Customer Sh	<b>ategory</b> est est est est nipping Supplie	Opening Date 2/7/2010 2/7/2010 2/7/2010 12/20/2009 12/14/2009	Status Closed 2 Closed 2 Closed 2 Closed 1 Closed 1	Closing Date 2/10/2010 2/10/2010 2/10/2010 2/20/2009 2/14/2009
Request	16 reco Action Open Open Open Open Open Open	rds. Ticket No. 721674 721673 721672 713900 712944 712818	Summary Service Request Service Request Service Request Service Request Supplies Request Supplies Request	C: Pickup Requ Pickup Requ Pickup Requ Pickup Requ Customer Sh Pickup Requ	ategory est est est est nipping Supplie est	Opening Date 2/7/2010 2/7/2010 2/7/2010 12/20/2009 12/14/2009 12/13/2009	Status Closed 2 Closed 2 Closed 2 Closed 1 Closed 1 Closed 1	Closing Date 2/10/2010 2/10/2010 2/10/2010 2/20/2009 2/14/2009 2/14/2009
Request	16 reco Action Open Open Open Open Open Open Open	rds. Ticket IIo. 721674 721673 721672 713900 712944 712818 712816	Summary Service Request Service Request Service Request Service Request Supplies Request Supplies Request Customized Tracking Reque.	C: Pickup Requ Pickup Requ Pickup Requ Pickup Requ Customer Sh Pickup Requ Customized	ategory est est est est nipping Supplie est Tracking Repor	Opening Date 2/7/2010 2/7/2010 2/7/2010 12/20/2009 12/14/2009 12/13/2009 12/13/2009	Status Closed 2 Closed 2 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1	Closing Date 2/10/2010 2/10/2010 2/10/2010 2/20/2009 2/14/2009 2/14/2009 2/13/2009
Request	16 reco Action Open Open Open Open Open Open Open Ope	rds. Ticket IIo. 721674 721673 721672 713900 712944 712818 712816 712814	Summary Service Request Service Request Service Request Service Request Supplies Request Service Request Customized Tracking Reque. Service Request	C: Pickup Requ Pickup Requ Pickup Requ Pickup Requ Customer Sh Pickup Requ Customized Pickup Requ	ategory est est est est nipping Supplie est Tracking Repor est	Opening Date 2/7/2010 2/7/2010 2/7/2010 12/20/2009 12/14/2009 12/13/2009 12/13/2009	Status Closed 2 Closed 2 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1	Closing Date 2/10/2010 2/10/2010 2/20/2009 2/14/2009 2/14/2009 2/13/2009 2/14/2009 2/14/2009
Request <ul> <li>Inquire about a service</li> <li>Submit a complaint</li> </ul>	16 reco Open Open Open Open Open Open Open Open	Ticket No. 721674 721673 721673 721672 713900 712944 712818 712816 712814 702644	Summary Service Request Service Request Service Request Service Request Supplies Request Service Request Customized Tracking Reque. Service Request Service Request	C Pickup Requ Pickup Requ Pickup Requ Pickup Requ Customized Pickup Requ Pickup Requ Pickup Requ	ategory est est est est st Tracking Repor est est	Opening Date 2/7/2010 2/7/2010 2/7/2010 12/20/2009 12/14/2009 12/13/2009 12/13/2009 12/13/2009 10/11/2009	Status Closed 2 Closed 2 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1	Closing Date 2/10/2010 2/10/2010 2/20/2009 2/14/2009 2/14/2009 2/14/2009 2/14/2009 0/11/2009
Log out Request Inquire about a service Submit a complaint Issue a thank you note	16 reco Open Open Open Open Open Open Open Open	rds. <b>Ticket No.</b> 721674 721673 721672 713900 712944 712818 712816 712814 702644 701784	Summary Service Request Service Request Service Request Service Request Supplies Request Service Request Customized Tracking Reque. Service Request	C: Pickup Requ Pickup Requ Pickup Requ Customer Sh Pickup Requ Customized Pickup Requ Pickup Requ Pickup Requ	ategory est est est st hipping Supplie est Tracking Repor est est est	Opening Date 2/7/2010 2/7/2010 2/7/2010 12/20/2009 12/13/2009 12/13/2009 12/13/2009 12/13/2009 10/11/2009 10/5/2009	Status Closed 2 Closed 2 Closed 2 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1	Closing Date 2/10/2010 2/10/2010 2/20/2009 2/14/2009 2/14/2009 2/13/2009 2/14/2009 0/11/2009 0/7/2009
Log out Request Inquire about a service Submit a complaint Issue a thank you note Comments & suggestions	16 reco Action Open Open Open Open Open Open Open Ope	rds. Ticket IIo. 721674 721673 721672 713900 712944 712818 712818 712814 702644 701784 1, 2	Summary Service Request Service Request Service Request Supplies Request Supplies Request Customized Tracking Reque. Service Request Service Request Service Request Service Request Service Request Service Request	C: Pickup Requ Pickup Requ Pickup Requ Vickup Requ Customer Sf Pickup Requ Pickup Requ Pickup Requ Pickup Requ	ategory est est est ipping Supplie est Tracking Repor est est est est	Opening Date 2/7/2010 2/7/2010 2/7/2010 12/20/2009 12/14/2009 12/13/2009 12/13/2009 12/13/2009 10/11/2009 10/5/2009	Status Closed 2 Closed 2 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1 Closed 1	Closing Date 2/10/2010 2/10/2010 2/20/2009 2/14/2009 2/14/2009 2/14/2009 2/14/2009 0/11/2009 0/7/2009

In the tacking grid where the requests are displayed, click "Open" next to the request you want to check its progress and you will read more information about it.

You are here - Home > Custon	ner Support > Follow up o	n a Request > Reque	st Details	[	Search	Go	Languages
drame delivery unlimited	X		Express	Freight	Logistics	Shopping	Services
Welcome GSO My Inbox( 0 ) Manage Profile My Accounts No available linked accounts	Status Your Notes	Closed	Ŧ				Со Со
Log out Request	Submitted by Assignee Category Time Logged Summary Customized Tracking R Description Account No: test (2270 Frequency: Hourly	GSO Fadi Samara Customized Trackin 12/13/2009 5:14:43 equest 03)	g Reports PM	Priority Status Subcategory	Normal Closed Customized	Tracking Report	S
<ul> <li>Inquire about a service</li> <li>Submit a complaint</li> <li>Issue a thank you note</li> </ul>	Deliver Via: Email Address of Delivery: Tracking Level: Full Tra <b>Request History</b>	cking Information					
> Comments & suggestions	Changes Done		Description			Time	Req. Notified
Track my requests	Status changed to Clos date has changed from 12/14/2009	ed.Request Due 1 12/14/2009 to				12/13/2009 05:23 PM	True

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### **Tracking My Shipments**

> There are many convenient ways to track your shipment and get the latest updates.

Note: On the Home page and in the Tracking Box you can enter the shipment(s) number(s) and click track, or you can click on Tools > Track Shipments

### > Tracking Options

#### 1. By shipment number(s)

If you have a shipment number, you can track your shipment easily by following the steps:

Under the Tools section click Track Shipments (bottom left corner of the home page), or enter the shipment number directly into the "Track Your Shipment" box.



1. Enter your shipment number to check the current status of your package.

NOTE: If you have more than one shipment number to track, enter each number on a separate line.

ack your shipment(s) movements around	d the world at any time.
y Shipment Number(s) By Referen	ice(s) More Ways
y Shipment Number(s) By Referen	To track multiple shipments, enter shipment
y Shipment Number(s) By Referen	To track multiple shipments, enter shipment numbers separated by a new line.

2. When the shipment(s) number(s) is (are) entered, click "Track", to display your shipment details.

#### Shipment Details

Shipment Summary	,
Shipment Number:	12345678
Current Status:	Shipment delivered
Delivered on:	06/06/2008 04:52 PM
Delivered to:	Delivered at RECEIVER Signed for: ALKHADRA
Time values are local t	to the service area in which the shipment checkpoint is recorded.

#### Shipment History

Location	Date	Activity
UNITED STATES	06/06/2008 04:52 PM	Shipment delivered - Delivered at RECEIVER Signed for:ALKHADRA
UNITED STATES	06/04/2008 07:30 AM	Shipment out for delivery
UNITED STATES	06/03/2008 09:14 PM	Shipment received at operations facility
New York, UNITED STATES	07:03 PM	Shipment received at operations facility
Dubai, UNITED ARAB EMIRATES	06:45 AM	Shipment manifested for forwarding
Dubai, UNITED ARAB EMIRATES	02:55 AM	Shipment received at operations facility
Amman, JORDAN	06/02/2008 11:19 PM	Shipment manifested for forwarding
Amman, JORDAN	01:57 PM	Shipment record created
Amman, JORDAN	01:57 PM	Shipment picked up
Shipper	Re	eceiver
	12	234 CALIFORNIA
Amman	DA	ALY CITY

#### 2. By Reference(s)

If you have a reference number, you can use it to track your shipment:

- Select the appropriate reference type (if you are a recipient, a shipper or any other third party), and enter the reference number in the field next to it.
- Select the country where the shipment was originated from.
- Enter the day (or the month) in which the shipment was picked up, and press go.

UNITED STATES

JORDAN

rack Shipmen	ts			
ack your shipment(s)	movements a	around t	ne world a	at any time.
ly Shipment Numbe	er(s) By Re	ference	e(s) Mor	re Ways
- Select Reference	▼ =			Track
Origin Country :	- Select	t Country	/ -	•
Between:	Jan 🖣	- 17	▼ 2010	

#### 3. More Ways to Track:

Track Shipments
Track your shipment(s) movements around the world at any time.
By Shipment Number(s) By Reference(s) More Ways
More Ways to Track Your Shipment
Track your shipment on your mobile     Automatic Notifications      Advanced Tracking.     Glick bere, if you could not get a track for your shipment

#### a. Automatic Notifications

You can always stay in the know about your shipment via e-mail, and through your preferred settings:

- Frequency: Hourly, Daily, Weekly, Monthly
- Deliver Via: E-mail
- E-mail: By default your email will be shown.
- Notify me upon: You can choose to receive full tracking information or Proof of Delivery Only.

#### Automatic Notifications

This service provides you with automated and regular updates on the status of your shipments. You can customize which events you want to be notified with and the frequency of notifications.

Please note that this service is available only to customers with Aramex account number. Account: Aramex International Courier (13910)

	noong .	
Deliver Via	Email 👻	
Email	customersupport@aran	nex.com
Notify me upon	Full Tracking Informatio	n 🔻

#### b. Advanced Tracking:

Advanced tracking offers you more options to track your shipments, with a special feature to export your shipments information to a Microsoft Excel sheet.

Advanced T	racking	
Track your shipme	nt(s) movements around the world at any time.	
Account Shipment Number (s)	Aramex International Cour (13910) To track multiple shipments, enter shipment numbers separated by a line.	new
Shipper	Name - Select Country -	•
Receiver	Name - Select Country -	-
Product	(All)   Status (All)   Payment (All)	•
Pickup Between	1/17/2010 and 2/16/2010 x Search Expo	rt

#### c. The "Click Here" option:

This option allows you to directly send an e-mail to the customer care team. Fill in the information in the "Description" section to refer to your shipment waybill number, origin and destination country then click "Submit". We will receive your request and contact you at the earliest time to update you with your latest shipment details.

To enable us to help fields with accurate	you faster and better, please fill in the Subject and Descriptio and detailed information.	n
Subcategory	Express	-
Requestor Name		
Subject		
Description:	You can track your shipments on www.aramex.com	
	tracking system. Alternatively, please provide us with	
	the needed information below:	Ε
	Waybill Number:	
	Origin:	
	Destination:	*

#### Tracking Tip: On the Home page Click on Express.

			Search	Go Languages
dramex delivery unlimited	Express	Freight	Logistics	Shopping Services

Under Track, you will find all related options to tracking your shipment(s).



You can generate reports for all of your shipments by clicking on Tracking Reports, then select the date and click on generate.

### Schedule a Pickup

### **Express**

### > Schedule an Express Pickup

On the home page click "Express" then under I want to section click "Schedule a Pickup", or click the "Schedule a Pickup" menu then choose "Schedule a Pickup".

delivery unlimited		Express	Freight	Logistics	Shopping Services
	Track	Sche	dule a Pickup	Ship	About Express
		Sch	edule a pickup		
want to					
Schedule a Pickup					
Prepare Shipment					
🔍 Track Shipments					
Advanced Tracking					
Calculate Rates					
Locate Office					

### > Schedule a Pickup Screen

- Aramex offers a reliable and time efficient pickup arrangement when you schedule your pickups online. There are 4 types of scheduled pickups:

Pickup Service	Step 1/2
Pickup from my Address	
Schedule a Pickup	
C Prepare a shipment online and schedule a pickup	
Pickup from another address	
C Pickup a shipment from a domestic address and deliver it to my address	
C Pickup from an international address	
Go	

### > For Pickup from my Address

#### - Schedule a Pickup:

- The pickup address will be automatically filled for you, to change it click on the "Change" link located in the "Pickup Address" section.
- Check the "Pickup Address" section.
- Complete information by filling in the "Email" and "Mobile" and "Comments" fields.
- When you're ready to submit the pickup click "Submit"

My Details	12010		Chi	ange Pic	kup Pi	referen	ces
Company Name*	Aramex International Courier						
Contact Person*	Aramex						
Pickup Address (	Change )	Pickup Details					
		Product	Interna	tional Ex	press		-
Aramex, Jecca Street, Aramex (	GSO Building No 33 Bader	Date*	02/16/2	010			
Shaker al Sayab Street		Ready Time*	18	• 00	•		
Amman , Jordan		Latest Time*	10	- 00			
el: 962799596963		Latest Time	10	•	•		
		No. Of Snipments*	1				_
mail *	customersupport@aramex.com	Location	Recept	tion			•
lobile*		Vehicle Type	Small (	no speci	fic ve	hicle re	•
Update address boo	Country Code Area Code Number 0k		(accordin	g to your	shipm	ent size)	i i
Comments							*
							-
To ensure timely collec	tion, please provide full address details)						

#### > Prepare a Shipment Online and Schedule a Pickup

 This option will take you to the "Prepare Shipment" screen where you can enter the details of your shipment then "Schedule a pickup". For more information please refer to the "Prepare Shipment" section.

### > For Pickup from another Address

#### > Pickup a shipment from a domestic addresses and delivers it to my address:

- 1. Click the "Change" link in the "Pickup Address" section and choose the domestic address where the pickup will take place.
- 2. Check the "Pickup Details" and mend then as needed.
- 3. Complete information by filling in the "Email" and "Mobile" and "Comments" fields.
- 4. When you're ready to submit the pickup click "Submit".

Domestic Pickup	Order		Step 2/2
Requestor Details Account Number Company Name* Contact Person*	13910 Aramex International Courier Aramex		Change Pickup Preferences
Pickup Address (Cha	ange )	Pickup Details	
Aramex, Ahmad Abaza Mecca Street, Aramex GS( Shaker al Sayab Street	D, Building No 33 , Bader	Date*	02/16/2010 (Pickup Time will be agreed with shipper)
Tel: 962799596963		No. Of Shipments*	1
Email	customersupport@aramex.com	Location	Reception -
Mobile		Vehicle Type	Small (no specific vehicle require 👻
Update address book	Country Code (Area Code) Number		(according to your shipment size)
Comments			•
			~
(To ensure timely collection	n, please provide full address details)		Submit

#### > Pickup from international Address

After you schedule an international pickup our representative will contact you within one business day to cater for request. Aramex will then collect the shipment from the given address to your address taken from your profile.

- 1. Click the "Change" link in the "Pickup Address" section and choose the domestic address where the pickup will take place.
- 2. Check the "Pickup Details" and mend then as needed.
- 3. Complete information by filling in the "Email" and "Mobile" and "Comments" fields.
- 4. When you're ready to submit the pickup click "Submit".

### Note: After submission, a scheduled pickup confirmation message will appear along with a reference number to track the progress of your request

Pickup Ser	vice				Step 2/2
			Ch	ange Pick	up Preferences
My Details		Shipment Detail	ls		
Account Number	13910	Product	Internatio	nal Expres	ss 🔻
Company Name*	Aramex International Courier	Pickup date*	02/16/201	0	
Contact Person*	Aramex	Ready Time*	18 👻	00 🗸	
Email*	customersupport@aramex.com	No. of Shipments <sup>a</sup>	1		
Mobile*		Nature of Goods			
	Country Code Area Code Number	Value of Goods		JO	D 👻
AMM TEST , test testing address , Amman , Jordan Tel:	person				
Email *	test@test.com	Email *			
Mobile *		Mobile *			
	Country Code Area Code Number		Country Co	de Area Co	de Number
Comments					*
_					Submit

### Freight

### > Schedule a Pickup

On the home page click Freight, then under "I want to..." Click "Schedule a Pickup".

delivery unlimited	Express	Freight Logistics	Shopping Services
	Track	Schedule a Pickup	About Freight
		Schedule a Pickup	
want to			
Calculate Rates			
Schedule a Pickup			
🔾 Track Shipments			
Air Freight Office			
Locator View Required			
Documentation			
View Ocean Freight			
View Air Freight			
Operational Procedures			

### > Schedule a Pickup Screen

Fill all required information as needed then click submit.

mex International Courier mex hange )						
mex hange )						
hange )						
	Pickup Details (For	Export	Prep	aid On	ly)	
	Product Type	Air F	reigh	nt		
	Date*	02/16	6/201	0		
	Ready Time*	18	•	10	•	
	Latest Time*	19	•	10	•	
	No. Of Shipments*	1		Pieces		
	Gross Weight		_	KG		-
	Chargeable Weight					
	Location	Rece	ption	۱		
@test.com	Vehicle Type	Van				
	Vehicle Size	- Sel	ect -	2		
try Code Area Code Number		(accord	ding t	o your s	shipm	nent size)
	@test.com	Ready Time*     Ready Time*     Latest Time*     No. Of Shipments*     Gross Weight     Chargeable Weight     Location     Vehicle Type     Vehicle Size      rry Code Area Code Number	Date     02/16       Ready Time*     18       Latest Time*     19       No. Of Shipments*     1       Gross Weight	Date     02/16/201       Ready Time*     18       Latest Time*     19       No. Of Shipments*     1       Gross Weight	Bate     02/16/2010       Ready Time*     18       Latest Time*     19       No. Of Shipments*     1       Gross Weight     KG       Chargeable Weight        Location     Reception       Vehicle Type     Van       Vehicle Size     - Select -       try Code Area Code Number     (according to your state)	Bale     D2/16/2010       Ready Time*     18 • 10 •       Latest Time*     19 • 10 •       No. Of Shipments*     1       Gross Weight     KG •       Chargeable Weight

### **Prepare a Shipment Online**

On aramex.com, customers can prepare shipments online, print waybills/labels and schedule pickups.

### > Accessing Prepare Shipment

Prepare Shipment is an option available for Express shipping. On the home page, click "Express" then under "I want to..." click "Prepare Shipment", or click the "Ship" menu and then choose "Prepare Shipment".

dentery analyced		Express	Freight	Logistics	Shopping Services
	Track	Sche	dule a Pickup	Ship	About Express
want to				Prepare Shipr	nent
Traine com				Prepared Ship	oments
d+h				Shipments Re	port
12 Schedule a Pickup				Calculate Rate	es
Prepare Shipment					
C Track Shipments					
Advanced Tracking					
Calculate Rates					

### > Online Shipping Sections

- 1. Prepare Shipment
- 2. Prepared Shipments
- 3. Shipments Report
- 4. Calculate Rates

### > Prepare Shipment

lelivery unlimited	Express	Freight	Logistics	Shopping Service:
Tr	ack Sc	nedule a Pickup	Ship	About Express
			Prepare Ship	ment
			Prepared Shi	pments
			Shipments Re	eport
			Calculate Rat	es

### > Screen 1 of 3

#### Fill in the shipment information as required.

- 1. The shipper address will be displayed by default, if you need to change it, then click the "change shipper address" button and choose another address.
- 2. Fill the receiver address fields by either typing values into the address fields or clicking the "lookup in address book" option.
- 3. Fill in the "Shipment Information" fields.
- 4. You can also schedule a pickup for your shipment by clicking the check box and providing a date and time for your pickup. A valid date is one that is either on the same date of placing the pickup request or no later than 7 days from it.
- 5. Select your payment method.
- 6. Click on Proceed.

Shipment Prepara	tion		Step 1/3
Shipper Aramex , Mecca Street, Ara Amman , Jordan	mex GSO, Building No 33Bader Sha	ker al Sayab Street ,	Change Shipper Address
Receiver			Look up in address book
Company Name *	GSO Test	Address *	GSO Test
Contact / Department *	GSO Test	]	Ψ.
Telephone *	97142865050	Country *	United Arab Emirates 👻
Mobile		City *	Dubai
Fax		State / Province	Dubai
Reference		Zip / Postal Code	
Save to address book			
Shipment Information			
Service Type *	Priority Document Express 👻	Gross Weight*	0.5 Kg Pieces * 1
Additional Services	Cash on Delivery	Chargeable Weight	0.5
Press Ctrl to deselect	Free Domicile 1	Goods Origin	Jordan 👻
	The for pleady	Customs Value	JOD 🗸
Remarks		Goods Description *	GSO Test
	-		-
		Reference	
Schedule a Pickup for th	is shipment		
Date*	02/16/2010		
Ready Time*	18 🕶 00 🕶		
Latest Time*	19 🕶 00 🕶		
Payment Method C Cash C Credit Card			
Shipper Account	Aramex International Courier 👻		
C Other Account Type	Receiver Account (collect) 👻	Account	- Select Country - 👻
Shinment will be re-weigher	d at Aramey		Proceed
Fields marked with * are rec	uired		Proceed

#### > Screen 2 of 3

On this screen you are required to either confirm the shipping information or return to the previous screen and amend it. Please note that shipping rates will differ based on the origin and destination.

This screen also gives you the option to receive automated notification e-mails and order ones to be delivered to the consignee upon shipping and delivery.

Shipment Con	firmation			Step 2/3
Consignee:				
Company Name:	GSO Test	Address:	GSO Test	
Contact:	GSO Test	City:	Dubai	
Telephone:	97142865050	State / Province	Dubai	
Country:	United Arab Emirates			
Shipment Informatio	on:			
Prepared Date:	2/16/2010 1:20:00 PM			
Product Group:	International Express		Total Pieces: 1	
Service Type:	Priority Document Express		Gross Weight: 0.50	) Kg
Goods Description:	GSO Test		Chargeable Weight	0.50 Kg
Custom Value:	0		Currency: JOD	
Pickup Request				
Date:	2/16/2010			
Ready Time:	18:00		Latest Time: 19:00	
Payment:				
Rate:	00.00 JOD		Payment Method: S	hipper account
			(13910)	
Local taxes - if any - a	re not included			
Notifications				
Check the following bo delivery.	exes to send emails to the shipper or t	he receiver to be n	otified about the ship	oments Pickup and
Shipper Email	ahmad.abaza@aramex.com	Notify on:	Shipping	Delivery
Receiver Email	ahmad.abaza@aramex.com	Notify on:	Shipping	Delivery
I confirm that the sh Shipping Terms and Co	nipping information provided by me ab anditions and I agree to settle all shipp	ove is true and acc ing charges relatin	curate and complies of g to such shipment <b>Edit Shipment</b>	with the Aramex

### Additional Shipment Options

- Shipment Label
- Commercial Invoice
- · Prepare New Shipment

Your Shipment has been successfully saved, To track your Shipment, shipment number is (6716056970).

#### > Screen 3 of 3:

Additional options are available you upon confirm the shipment..

#### 1. Shipment label

A forwarder waybill to be printed, showing all the shipment information and the conditions of carriage, as shown in the following snapshot:

aramex			FO RA AIRA	IAR DE R AYBILL						
						COT OTM	1	. 12	245670	
1 FR OM(SHIPPER)						EST.SIN M		12	.343070	
Shipper's Account No.	Shipper's P	रे <del>त</del> .				.nvi				
FRUM(Your Name) PritPie ase	LPhone	Number		4 SHIPMENTI No. of Baces	INFO:	CMATION af Diskist	L *C karry :	thie ' tille in it i	Country of Ma	n i fach i m
Shadi tameem		9627000000		1	0.5	0 ka		5	Country of Ma	n di socore
Company	In Fi Cod	t Dittaryous i	ept.7F1001 No.		0.0					
Aramex				Description of	fĠoad	s.Harmoniz	ed Code:		Customs Value	Currency
Street Address										
Shmesani/ Bilal Bin Rabah street	Buil#44								0.00	JOD
				5 SERVICES				DONES1	TIC R OUTING	
LD) Ammon		5	fate/Province	PRUD GHP		PRUD I YE	,			
Annian				EXP		PDX				
LORDAN		ZIP/Postal Code		E E EEEE	900.0					
JONDAN		009627000000		SVU CUDE	ave e	ODE SM	LUDE			
2 TO (RECEIVER)										
Receivers Account No.	Keceivers	sher.		6 TRANSPORT	татіоі	NICHA RG ES	1	7 DUTIES	A ND TA SES	
To (Receiver Name) Print Please	Ebone	Numberish		Default to Shi	ipp er A	looount if N	ot Noted	Default to	o Receiver if not Not	ed
ro (never er hane) i finn fease	96	2001111111		Bill Shipper	r			🗆 🗆 Đi l	l Bhippler Account (Fr	re e Domioile)
Company		De	ept/Floor Na.	Č Cash				🗌 Đi I	Receiver	
				P rep ai	id Stor	sk.		🗆 Bi I	3rd Party "Approved	" Account
Street Address (ATAWEX DAVI) OT DELIGIT 7	0 A.F.D. 00	20			unt			6P	P ልጦ	
Shmesani/ Bilal Bin Rabah sti	reet/ Buil#			D BilBerei	iver às	count (Coll	ect)	8 COST 0	FGOODS	
				A/C No.				No Charo	aes if not Nated	
Ch.			tate@rovince	D BUSHE	arts 14	inn ar d' A	count	Пва	Receiver	
DAMASCUS		-		400.40		*****			3rd Party 'Approve	f' Account
Country		ZIP/Postal Code		AFFAIC		35.00				
SYRIA				Transport' Sv	re	JOD		AP	РА/С	
3 SHIPPER'S SIGNATURE & AUTHORIZATIO	N				Curr	ency		Ce	st of	
The dealers to a server the new point and the server of the 1 operation of the server	n narenne narenne. Int I	n an						Cu		
Shippers Objects		Date	Tine	9 RECEIVER 9	SIGNA'	FURE				
Stylid lift (Regund) A Descrive A Day Science and		03/20/2009	HHONN	The called above a	M LUUR I	n in decre algel			hate IT	line .
Neceived By Aramek		Dale'	H H C NUN	Signatina pregene	<b>⊷</b> ×			·	DD/MM/YY	HH ZHUN
Collection Location		Collection Ref.		Name (Please Pr	rlib					
Shipper's Door Annue: Terminal 0 the										

#### 2. Commercial invoice

......

The commercial invoice (Pro Forma invoice) will be shown; you can check the confirmation check box and print it.

#### 3. Request Pickup

If you have missed requesting a pickup in the "Prepare shipment" screen, click this option to schedule a pickup.

#### 4. Prepare New shipment

This option takes you to the "Prepare Shipment" screen so you can prepare a new shipment.

### > Prepared Shipments

delivery unlimited		Everage	Para la constante da la constante d		Character Caracter
		Express	Freight	Logistics	Shopping Service
	Track	Schee	dule a Pickup	Ship	About Express
				Prepare Ship	nent
				Prepared Ship	oments
				Shipments Re	port
				Calculate Rat	es

- Use this option to check the shipment that you prepared using the "Prepare Shipment" feature. You can also schedule pickups and print a "daily run" report which an Aramex representative signs upon pick-up as proof of pickup. Check the details as follows:

- 1. Schedule one pick-up request for multiple shipments. Select "Prepared Shipments" from the Ship menu, select from the required shipments and then click "Schedule a Pickup".
- 2. Generate a report for the shipments which you want to hand over to an Aramex representative. Select "Prepared Shipments" from the online shipping menu, click on "Hand over to Courier".

Select the required shipments and click "Hand Over". An Aramex representative will sign the report as proof of collection which you can keep.

Shipment Num	ber	ſ		Product		All		•
Shipment Refe	rence			Receiver Na	me			
Date From		2/9/2010		Date To	2	2/16/2010		• •
Status		All				Sea	arch	
Actions	Shipment I	lo. Date	Rec. Name	Rec. Country	Rate	Status	Product	Pickup Ref
Jpdate Delete		16/Feb/2	010 GSO Test	United Arab Emirates	0 JOD	Draft	PDX	
Open Label	1234567891	10/Feb/2	010 AMM TEST	Jordan	0 JOD	Ready for Pickup	OND	B100D34
)pen Label	1234567892	10/Feb/2	010 AMM TEST	Jordan	0 JOD	Ready for Pickup	OND	B100D34
Jpdate Delete		10/Feb/2	010 AMM TEST	Jordan	140 AED	Draft	PDX	
Page 1								

20-280.00-242				1.02 - X.N
his feature enable hipments from you	es you to schedule on ur address at the spe	e pickup for shipments you cified time.	u prepared previously. Aramex will co	llect your
Simply select from	the shipment(s) listed	below, specify required p	ickup date / ready time and click "Sch	edule"
Shipper Account	ur Mali – Afrikassenari Mali – Afrikassenari			
Pickup Address	(Change)	Pickup Date*	04/27/2009	
My Receiver comp	any , My Receiver Na	me Ready Time*	10 💌 00 💌	
Amman, Jordan Tel: 96261111111		Latest Time*	10 💉 35 🖌	
Location	Reception	Vehicle Type	Small (no specific vehicle required	() 🔽
Comments				< N
Select All	Shipment No	Date Re	ceiver Name Status	
	600000000	22/Apr/2009	Ready for Pick	uo

Shipment Num	ber	ſ				Product		All		-
Shipment Refe	rence					Receiver Na	me			
Date From	[	2/9/2010		-	•	Date To		2/16/2010		<b>•</b>
Status		All			•			Sea	irch	
Actions	Shipment No	o. Date	Rec. Nam	ne		Rec. Country	Rate	e Status	Product	Pickup Ref
Jpdate Delete		16/Feb/20	010 GSO Test			United Arab Emirates	0 JOD	Draft	PDX	
Open Label	1234567891	10/Feb/20	010 AMM TES	г		Jordan	0 JOD	Ready for Pickup	OND	B100D34
Open Label	1234567892	10/Feb/20	010 AMM TES	т		Jordan	0 JOD	Ready for Pickup	OND	B100D34
Jpdate Delete		10/Feb/20	010 AMM TES	г		Jordan	140 AED	Draft	PDX	
Page 1										

This feature ena	bles you to generate	a report of the sl	hipments	which you wa	nt to hand over to Aram	ex representative.
Simply select fro as proof of colle Date From 2/	m the shipment(s) lis ction which you can 9/2010	ted below and cli keep.	ick "Hand Date To	Over". Arames	k representative will sign	n the printed report Search
Select All	Shipment No	Date	Recei	ver Name	Status	Pickup Ref
<b>v</b>	1234567892	10/Feb/2010	AMM T	TEST	Ready for Pickup	B100D34
V	1234567891	10/Feb/2010	AMM T	TEST	Ready for Pickup	B100D34
					Hand Ove	ar Back

e: 4	1/27/20	09				del	tvery unlin	mex
	No	Shipment No	Prepared Date	Receiver Name	Receiver Country	Weight		Pieces
	1	660000000	04/14/2009	My Receiver company	JORDAN	0.50	KG	1
	2	66111111	04/15/2009		JORDAN	0.50	KG	1
	3	661000000	04/15/2009		JORDAN	0.50	KG	1
al	3					1.50	KG	3
					Aramex Repre	sentative Nam	e:	
						Dat	et	

### > Shipments Report

delivery unlimited		Express	Freight	Logistics	Shopping Services
	Track	Sched	lule a Pickup	Ship	About Express
				Prepare Ship	ment
				Prepared Ship	oments
				Shipments Re	port
				Calculate Rat	es

You can generate a report to show the status of your shipments: delivered or undelivered. Select "*Shipments Report*" from the Ship menu. You can group the results by destination country, shipper account, or shipper department. Generated reports can be printed or exported to an Excel sheet for further analysis or formatting.

Delivered Destination Country	
Undelivered Shipper Account	
X Shipper Department	

		Jordan	
Shipment No	Receiver Name	Receiver Company	Receiver Country
1234567891	John Smith	Sharp	Jordan
1234567892	Micheal brown	ABC	Jordan
1234567893	Ahmad Ahmad	Middle East	Jordan
1234567894	William Frank	One Service	Jordan
Total Item(s) =4			
		United Arab Emirates	
Shipment No	Receiver Name	Receiver Company	Receiver Country
	Roberto Black	ABC	United Arab Emirates
Total Item(s) =1			
		most To Fred	Concerto Report

### > Calculate Rates

delivery unlimited	Express	Freight	Logistics	Shopping Services
Trac	k Sche	edule a Pickup	Ship	About Express
			Prepare Ship	ment
			Prepared Shi	pments
			Shipments Re	aport
			Calculate Rat	es

- To calculate your shipment rates, select shipment origin and destination countries; select the cities using the city builder icon (next to the city field), select the product and service types, weight, and then click Calculate.

- Delivery Rates will include surcharges and shipment discount depending on the customer's account, and any taxes are not included in the calculated rate.

### **Calculate Rates**

Shinment	Origin	
Country	Bahrain	
City	Manama	
Zip Code		
State / Province		
Shipment	Destination	
Country	United Arab Emirates 👻	
City	Dubai	
Zip Code		
State / Province	Dubai	
Pay at	Origin 👻	
Product Type	International Express 👻	
Service Type	Priority Document Express 👻	
Weight	2 KG 👻	
	Calculate	
Result 24	.50 BHD	
Local taxes	s - if any - are not included. Rate is based on cash rate in Bahrain	
To place a S	Schedule Pickup Click here	

### **MyAramex**

#### > Accessing MyAramex

On the home page, click on the MyAramex icon.

# > Through "MyAramex" registered customers that have their shipping accounts linked to their aramex.com profiles can:

- Manage shipping operations
- Acquire information about the status of their shipments
- Place inquiries
- Contact Customer Management Teams for support

### > MyAramex Sections

- 1. My Shipping Tools
- 2. My Shipments
- 3. My Inquires
- 4. Contact Customer Management Teams

### \* My Shipping Tools:

Aramex provides you with all its online services and interactions in one place. Use the tools under this section to track your shipments, place pick-ups and prepare shipments online among other features.



> My Shipments

All Shipment	Prepared Sh	ipments Scheduled Pickup	IS	
Delivered				
Shipment No	Destination	Recipient	Product	Delivered on
234567891	AE Dubai	dewalt	Express	02/16/2010 01:19
234567892	AE Dubai	SHIHAB	Express	02/11/2010 09:20
234567893	IQ Baghdad	ZAHRAA	Express	02/14/2010 04:58
more				
In Transit				
Shipment No	Destination	Recipient	Product	
234567894	JO Amman	Aramex International Courier	Express	
234567895	IQ Baghdad	ARAMEX	Express	
234567896	GB Manchester	aramex	Express	
more				
Pending				
Shipment No	Destination	Recipient	Product	
234567897	JO Amman	Aramex International Courier	Express	
234567898	KW Kuwait City	KWI Domestic Ops	Express	
234567899	IQ Baghdad	Hani Alblaij	Express	
nore				

You can find all your shipment information under this section, and to get full details for your shipment click on its number to see full details.

Also as mentioned before, you can schedule one pick-up request for multiple shipments and print the hand over to the courier "proof of collection report from prepared shipments tab.

All Shipmen	ts Prepa	red Shipments	Scheduled P	lickups		
Shipment No.	Date	Recipient Name		Status	Pickup Ref.	Actions
1234567891	07/09/2009	HKG testing		Ready for Pickup	B100D34	view label
1234567892	07/09/2009	AMM TEST		Ready for Pickup	B100D34	view label
1234567893	07/09/2009	AMM TEST		Ready for Pickup	B100D34	view label
1234567894	07/09/2009	AMM TEST		Ready for Pickup	B100D34	view label
1234567895	06/09/2009	AMM TEST		Ready for Pickup	B100D34	view label
more						
more						



### Shop & Ship

Shop&Ship enables you to enjoy all the benefits of shopping online from US or UK websites as if you are actually living there. This service offers you a personal account at the Shop&Ship fulfillment centers in the US and the UK where you can receive your correspondence as well as personal and business packages such as Internet orders, gifts, magazine subscriptions, bank statements and more. Aramex then forwards the account contents to your doorstep at very competitive rates, saving you time, effort and money. Subscribe to Shop&Ship to enjoy a convenient and affordable online shopping experience.

### > Accessing Shop&Ship

From the login box select My Shop&Ship from the "take me to" drop-down list.

customer@aramex	.com
Password ( forgot?	)
Take me to	
My Shop&Ship	-
Login	
Remember pass	word
Register for arames	k.com

Or from the Home page click on the Shop&Ship icon.

	Express Freight	Logistics Shopping Services
Velcome Iy Inbox( 0 ) Ianage Profile Iy Accounts Aramex Internationa 👻	"We read The Economist."	Track Your Shipment To track multiple shipments, enter shipment numbers separated by a new line.
my <b>aramex</b>	aramex valuexpress	Track More ways to track: Express [Freight]Shop&Ship  Advanced
nt to	Highlights	Tell me about
Schedule a Pickup Prepare Shipment	CAZA Deliver Hope to Gaza" White Paper White Read about the campaign's findings, solutions and recommendations	<ul> <li>Meet the new aramex.com!</li> <li>Shipping my Shop&amp;Ship packages as Airfreight or Cargo.</li> <li>Tracking my shipments.</li> </ul>
Schedule a Pickup Prepare Shipment Track Shipments	CAZA White Paper Read about the campaign's findings, solutions and recommendations Aramex 2009 in pictures	<ul> <li>Meet the new aramex.com!</li> <li>Shipping my ShopSship packages as: Airringht or Cargo.</li> <li>Tracking my shipments.</li> </ul>
Schedule a Pickup Prepare Shipment Track Shipments Advanced Tracking	CAZA White Paper         "Deliver Hope to Gaza" White Paper           Read about the campaign's findings, solutions and recommendations           US9         Aramex 2009 in pictures           View the highlights of Aramex during last year.	<ul> <li>Meat the new anamov.com!</li> <li>Shipping my ShopSchip packages as Autright or Cargo.</li> <li>Tracking my ahipments.</li> <li>more</li> <li>Services Updates</li> </ul>
Schedule a Pickup Prepare Shipment Track Shipments Advanced Tracking Calculate Rates	CAZA White Paper         "Deliver Hope to Gaza" White Paper           Read about the campaign's findings, solutions and recommendations           US9           Aramex 2009 in pictures           View the highlights of Aramex during last year.	<ul> <li>Meet the new aramex.com!</li> <li>Shipping my Shop&amp;Ship packages as Airfreight or Cargo.</li> <li>Tracking my shipments; more</li> </ul> Services Updates Shipment delay due to severe weather conditions
Schedule a Pickup Prepare Shipment Track Shipments Advanced Tracking Calculate Rates Locate Office	*Deliver Hope to Gaza* White Paper         Read about the campaign's findings, solutions and recommendations         View the highlights of Aramex during last year.         Meet the new aramex.com	<ul> <li>Meet the new aramex.com!</li> <li>Shipping my Shop&amp;Ship packages as Airfreight or Cargo.</li> <li>Tracking my shipments, more</li> <li>Services Updates</li> <li>Shipment delay due to severe weather conditions</li> <li>Meet the new aramex.com!</li> </ul>
Schedule a Pickup Prepare Shipment Track Shipments Advanced Tracking Calculate Rates Locate Office	CAZA       "Deliver Hope to Gaza" White Paper         Read about the campaign's findings, solutions and recommendations         View the highlights of Aramex during last year.         View the highlights of Aramex during last year.         View the highlights of Aramex during last year.         View the highlights of present you with the new face of gaza you with the new face you with the new face of gaza you with the new face you with the new you with the new face you with the new you wit	<ul> <li>Meet the new aramex.com!</li> <li>Shipping my Shop&amp;Ship packages as Airfreight or Cargo.</li> <li>Tracking my shipments, more</li> <li>Services Updates</li> <li>Shipment delay due to severe weather conditions</li> <li>Meet the new aramex.com!</li> <li>Protect Yourself from Online Fraud</li> <li>Vaue Exoress</li> </ul>

Or click on the "Shopping Service" menu, and then click on Shop&Ship > My Shop&Ship



### > Shop&Ship Page

#### 1. Mailbox Accounts:

This section shows the details of your account in the US and the UK.

2. Stores:

Aramex lists some of the stores that you can order from, sorted by categories.

3. Affiliates:

Another list of stores where you can place online orders.

4. Offers:

Sometimes, online stores would offer special rates or make special offers, find some of these in the "Offers" section.

### > Opening a Shop&Ship Mailbox

- 1. Under "Shopping Services" click on the "Shop&Ship" menu, and then click on "Open Shop&Ship Account". Then, you can read the agreement page, and if you agree with the terms, click the "I Agree" link.
- 2. Once you have agreed, you will be taken to the "Payment Method" page.

Payment Method	- 1
Choose one of the two subscription methods below: • I would like to subscribe online using my credit card.	
C I would like an Aramex Customer Service Representative to contact me and arrange for my subscription method	Ú.
Go	



3. After choosing your payment method, fill in the "Online Payment" form and submit your information.

Online Payment With Shop&Ship you can n facility and security, receiv right choice	iow shop from sites that do not deliver outside the US/UK, save time and money, have payment ve any US/UK mail you may have (e.g. magazines, bank statementsetc). you have made the
Shop&Ship Setup Fee	s = \$35
Choose a country	United Arab Emirate 💌
Enter Promotion Code	Apply
New value	
Using our Secure Payment Simply, fill in the following	Solutions form and we can finalize your purchase
As apears on credit card	John Smith
Type of Credit Card	Visa Card 🗸
Credit Card Number	000000011113333
Expiry Date	12 🔻 / 2010 👻
Comments:	Submit

> Shop&Ship Rate calculation tools:

You can learn how much your Shop&Ship shipping rates will be by using the "Shop&Ship Rates calculator" located in the "Shop&Ship" menu.

livery unlimited	Express	Freight	Logistics	Shopping Services
	Shop The World	La Redoute	Adabwafan	Shop&Ship
				My Shop&Ship
				What Is Shop&Ship?
				How Does it Work?
				Open Shop&Ship Account
				Shop&Ship Benefits
				My Account Details
				My Packages
				Shop&Ship Rates Calculat
				Shop&Ship Countries Rate
				Online Shopping Guide
				Our Offices
				Service Updates
				Help
				Terms and Conditions

### > How to Use your Mailbox

When you buy online, please specify the shipping account as provided to you by Aramex, making sure to quote the account number; this is very important so that Aramex will place the goods received on your account.

US		UK	
How to place your or	der when shopping online	How to place your o	rder when shopping online
Example 1		Example 1	
When the shopping site prov mailbox number can be place	ides <b>TWO address lines, your</b> d in the <b>Address Line 2</b> as illustrated	When the shopping site pro mailbox number can be place	vides <b>TWO address lines</b> , your ed in the <b>Address Line 2</b> as illustrated
Full Name:		Full Name:	
Address Line1:	147-29 182nd st	Address Line1:	Aramex House, Old Bath Road
	Street address, P.O. Box, company name, c/o	(or company name) House na	me/number and street, P.O.Box, company name,c/o
Address Line2:	Apartment, suite, unit, building, floor, etc.	Address Line2:	(optional) Apartment, suite, unit, building, floor, etc.
City:	Springfield Gardens	Town/City:	Slough, Colnbrook
State/Province/Region:	New York	County:	Berkshire
Zip/Postal Code:	11413	Post Code:	SL3 ONS
Country:	USA	Country:	United Kingdom
Phone Number:	7185538740	Phone Number:	1753689898
Example 2		Example 2	
When the shopping site prov number can be placed after	ides ONE address line your mailbox your Name as illustrated	When the shopping site pro number can be placed after	vides ONE address line your mailbox r your Name as illustrated
	^~~~		
Full Name:		Surname:	
Address Line:	147-29 182nd st	First Name:	
City:	Springfield Gardens	Address:	Aramex House, Old Bath Road
State/Province/Region:	New York	To make the delivery easier, think about the entry code, the building your phone number.	Slough, Colnbrook
Zip/Postal Code:	11413	Contraction (Cr. ) and the contraction	
Country:	USA	Postal code:	SL3 ONS
Phone Number:	7185538740	Town:*	Berkshire
		Country:*	UK mainland (including Northern Ireland)
		E-mail:	
		Telephone."	17/2000000

### **Online Services Revisited**

#### > Express on aramex.com

#### **1. International Express:**

aramex				
delivery unlimited	Express	Freight	Logistics	Shopping Services
Trac	k Sche	dule a Pickup	Ship	About Express
				International Express

Aramex provides a global solution for moving time-sensitive documents and parcels around the world, door-to-door and within committed transit times that meet your needs and expectations.

#### 2. Domestic Express:

lelivery unlimited	-	Express	Freight	Logistics	Shopping Services
	Track	Sche	dule a Pickup	Ship	About Express
					International Express
					Domestic Express

Aramex Domestic Express offers reliable door-to-door solutions for time-critical packages to be delivered within a country or city. Aramex picks up and delivers your packages within agreed delivery times with the ability to track your shipments online at any time.

### > How to Access Express

1. from Home Page:



2. From MyAramex:

xpress	Freight Logis	tics		
Ð	-		æ	8≡
Advanced Tracking	Prepare Shipment	Schedule a Pickup	Order Supplies	Address Book

> Express Tracking

dramex delivery unlimited		Express	Fre	eight	Logistics	Shopping Services
	Track	Sch	edule a l	Pickup	Ship	About Express
	Track	k Shipments				
	Adva	anced Trackin	g			
	My S	hipments	>	Delivered	d Shipments	
	Auto	matic Notificat	tions	In Transi	it Shipments	
	Track	k a Pickup Red	quest	Pending	Shipments	
	Track	king Reports				

#### Under Tracking you can:

- 1. Track your shipments by clicking on Track Shipments/Advanced Tracking, or check your shipments status by clicking on My Shipments.
- 2. Set Automatic Notifications to learn the status of your shipments, you can customize which events you want to be notified on with and the frequency of notifications, by clicking on Automatic Notifications.
- 3. You can track your pickup request.

### **Freight Online Services**

### > Freight on aramex.com

- 1. Land Freight
- 2. Ocean Freight
- 3. Air Freight (Cargo)

> On aramex.com you can enjoy the benefit of cost-effective solutions for managing freight needs such as submitting your land freight order, tracking shipments online, learning about delivery rates and acquiring information about required shipping documents.

### > Access Freight

From Home page click on Freight

delivery unlimited	Express	Freight	Logistics	Shopping Serv	ices
	Track	Schedule	a Pickup	About Freight	
				Land Freight	>
				Ocean Freight	>
				Air Freight	>
				Air Freight Office Loc	ator

#### > Land Freight

Use this option to learn more about Aramex international land freight and Middle East truck types.

#### > Ocean Freight

Use this option to learn about ocean freight and its operational procedures.

#### > Air Freight

Use this option to learn more about air freight and its operational procedures as well as locating air freight offices.

### **Logistics Online Services**

**> On aramex.com** customers can learn all about logistics solutions. Registered customers however are able to enjoy online logistics solution such as ordering and tracking of shipments.

### > Accessing Logistics on aramex.com

1. On the Home page, click Logistics



2. Or use the MyAramex feature.

Express	Freight Logis	stics		
Ð	-	12	<b>()</b>	
Advanced Shipping Notice	Shipping Order	Orders	Check Item Balance	

The logistics section will provide you with access to different features and sub-sections such as:

### > Warehousing

- Read about Aramex warehousing services provided by clicking on warehousing from about logistics menu.

### > Supply Chain Management

- You can learn about supply chain management process, freight forwarding services as well as the distribution channels and operations, all of this under chain management.

### > Consulting Services

- aramex.com provides a complete plan for warehouse management.