

Next Day Online Booking Guide



Welcome to your online booking platform! As a valued part of MTS-Couriers, your single login gives you the ability to book Same Day, Next Day and International deliveries online.

This guide is for booking through your online account.

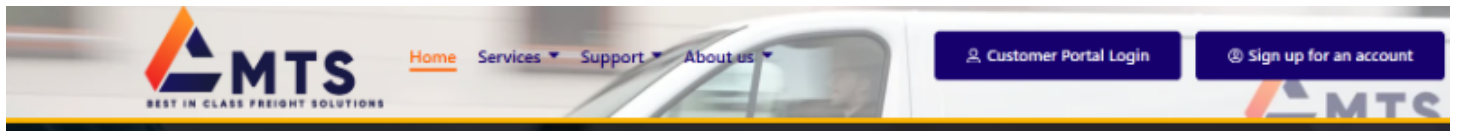
If you are trying to book a one off please refer to our same day delivery guide and just change the option from same day to the relevant next day delivery service you require.

As your platform is modern and intuitive, booking should be a breeze. We have highlighted a few important parts of the booking journey in this document to help you along the way.

We are always on hand to answer any questions you might have about the platform or if you get stuck. Simply call our customer service centre or touch base with the team on live chat via the MTS-Courier website.

Logging In

To book online, you can choose to do so via an existing account or by card payment. Simply visit the MTS-Courier website to get a quote or book a courier service by logging in here.



At the top of our website you will see a button "customer portal login" once you click this you will be taking to our login system to be able to login using the credentials that has been emailed to you, If this is the first time logging in you will be asked to change your password.



Welcome to

Male Transport Services Ltd

You have been signed out.

☐ Stay signed in on this device

Log in

 NL

 EN

 DE

 FR

[Forgot password?](#)

[Not yet a customer? Register](#)

Your dashboard

Via the dashboard you can manage your profile (this is where you can save addresses and set up your default information) as well as book the right service for you. By clicking the ".New order" tab, you can either select a next day or international service, or a same day courier. From the dashboard you can also track your deliveries and access reporting.



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Home

Welcome Test

You are logged into the Customer Portal of Male Transport Services Ltd.

Outside office hours, your web order will not be processed immediately. Please contact us by phone for urgent orders.

Explanation

With the menu on the left you can see an overview of your orders and place a new order.

On several places you will find the following icon:  You can click on this icon to get more information on the topic. We recommend that you carefully read this information the first time.

If you have any questions please contact us by phone number: [144 127 2592](tel:1441272592) or by email: onboarding@mts-couriers.co.uk

Benefits

The Male Transport Services Ltd Customer Portal offers you the following benefits:

- Submit a transport order online. It's easy and quick
- Print electronic transport documents or CMR's
- Insight into the status of your orders
- An overview of the costs per order
- Delivery information, such as name, delivery time and signature for receipt can easily be viewed
- A complete overview of all your current and historical orders
- Submit recurring orders with one click
- Your own address book with commonly used destinations
- Invoice overview in which you can see your invoice history and download or print invoices

Adding sender information

On the left hand side under order details please select pickup date and time, underneath this you will see a product box with the services we offer "select your preferred next day service". If you have a default collection address set on your profile, Click the start with business address button below to proceed.

If you don't have a default collection address set, Click the button start with a different address your sender details will be empty, so simply search for an address from your address book or complete the address details.

*please note our next day services work by collecting from the company we have the account with and delivery anywhere across the UK.



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Submit new web order - Mts-couriers

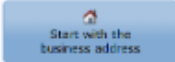
Customer details

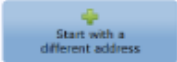
Mts-couriers

Business address: 50 Mitchell Avenue, Hartley Wintney, HOOK RG27 8HF
Invoice address: 50 Mitchell Avenue, Hartley Wintney, HOOK RG27 8HF

Contact person: Test

Destination 1: Pickup address





Order details

Pickup date & time: 08-10-2020 17:34

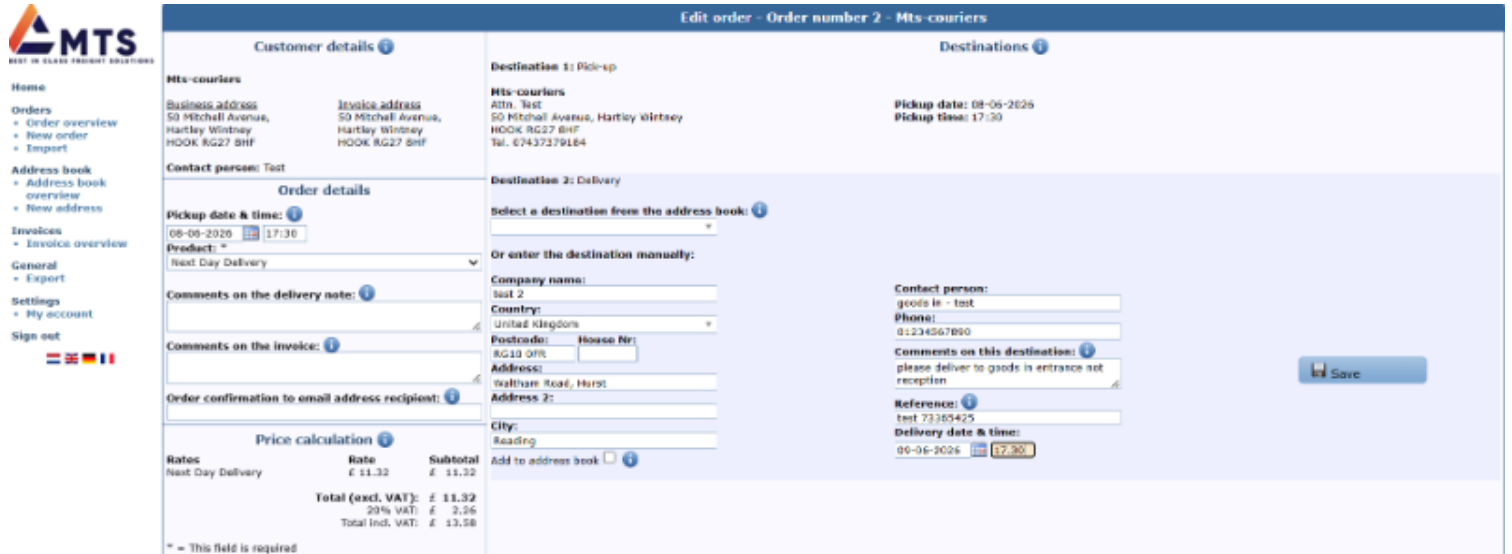
Product: Next Day Delivery
Same Day Delivery



Select a delivery address

At this stage you will now see the order details have updated with extra fields for any additional details you may need to include.

You can now select a destination, delivery address from your address book or as you start to enter the company name or the delivery address, the platform will start to automatically find the address, once you see the delivery address come up just click on it and it will fill in all the details. Once happy please click save.



Edit order - Order number 2 - Mts couriers

Customer details

Mts-couriers
Business address: 50 Mitchell Avenue, Hartley Wintney, HOOK RG27 8HF
Invoice address: 50 Mitchell Avenue, Hartley Wintney, HOOK RG27 8HF
Contact person: Test

Order details
Pickup date & time: 08-06-2026 17:30
Product: *
Next Day Delivery
Comments on the delivery note:
Comments on the invoice:
Order confirmation to email address recipient: mts_group@icloud.com

Price calculation

Rates	Rate	Subtotal
Next Day Delivery	£ 11.32	£ 11.32
Total (excl. VAT):		£ 11.32
20% VAT:		£ 2.26
Total incl. VAT:		£ 13.58

* = This field is required

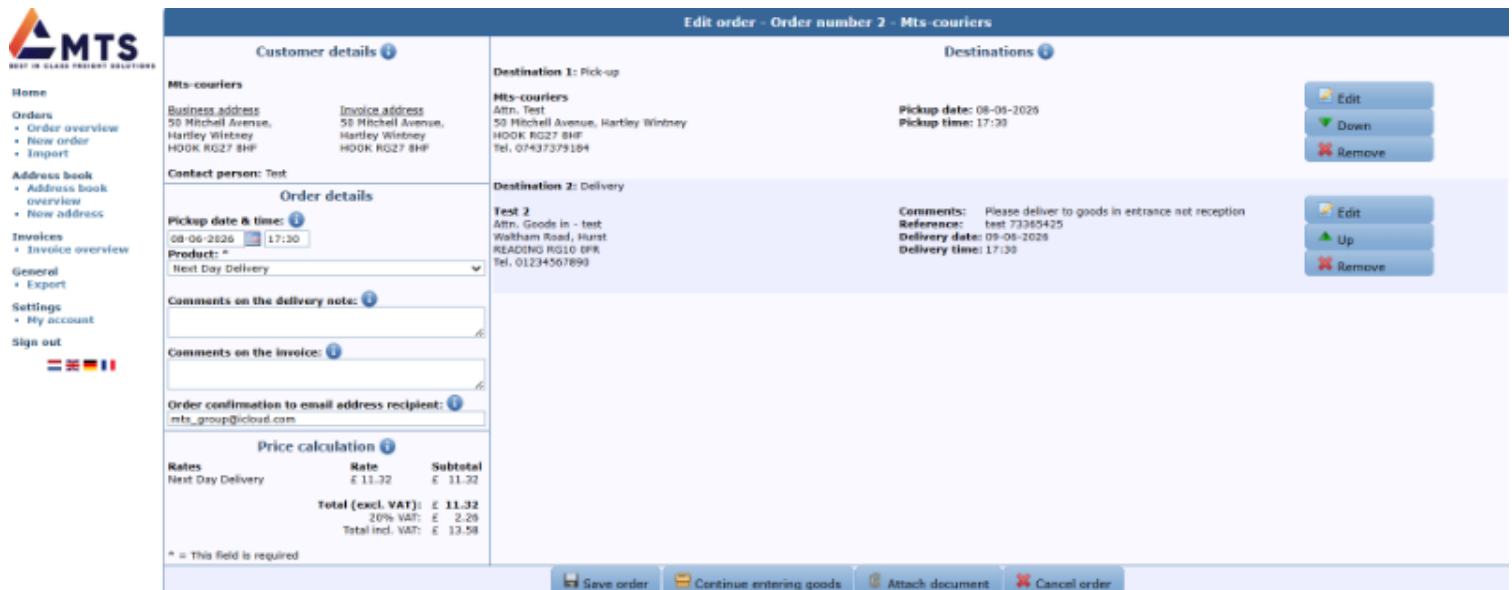
Destinations

Destination 1: Pick-up
Mts-couriers: Attn: Test, 50 Mitchell Avenue, Hartley Wintney, HOOK RG27 8HF, Tel: 07437379184
Pickup date: 08-06-2026
Pickup time: 17:30

Destination 2: Delivery
Select a destination from the address book:
Or enter the destination manually:
Company name: test 2
Country: United Kingdom
Postcode: RG13 0PR
Address: Waltham Road, Hurst
Address 2:
City: Reading
Add to address book
Contact person: goods in - test
Phone: 01234567890
Comments on this destination: please deliver to goods in entrance not reception
Reference: test 73365425
Delivery date & time: 08-06-2026 17:30

Save

Don't forget to include a local telephone number for the recipient for all bookings.



Edit order - Order number 2 - Mts couriers

Customer details

Mts-couriers
Business address: 50 Mitchell Avenue, Hartley Wintney, HOOK RG27 8HF
Invoice address: 50 Mitchell Avenue, Hartley Wintney, HOOK RG27 8HF
Contact person: Test

Order details
Pickup date & time: 08-06-2026 17:30
Product: *
Next Day Delivery
Comments on the delivery note:
Comments on the invoice:
Order confirmation to email address recipient: mts_group@icloud.com

Price calculation

Rates	Rate	Subtotal
Next Day Delivery	£ 11.32	£ 11.32
Total (excl. VAT):		£ 11.32
20% VAT:		£ 2.26
Total incl. VAT:		£ 13.58

* = This field is required

Destinations

Destination 1: Pick-up
Mts-couriers: Attn: Test, 50 Mitchell Avenue, Hartley Wintney, HOOK RG27 8HF, Tel: 07437379184
Pickup date: 08-06-2026
Pickup time: 17:30

Destination 2: Delivery
Test 2
Attn: Goods in - test
Waltham Road, Hurst
READING RG13 0PR
Tel: 01234567890
Comments: Please deliver to goods in entrance not reception
Reference: test 73365425
Delivery date: 08-06-2026
Delivery time: 17:30

Edit
Down
Remove

Edit
Up
Remove

Save order **Continue entering goods** **Attach document** **Cancel order**

You will now have reached this screen above where you can review any details that may need changing.

Once you are happy with the details above, there is four buttons at the bottom.

Save order - this allows you to save the order, and come back later and change or add any details.

Continue entering goods - this takes you to the next stage where you need to enter details on the packages.

Attach document - Here you can add any relevant documents to your order.

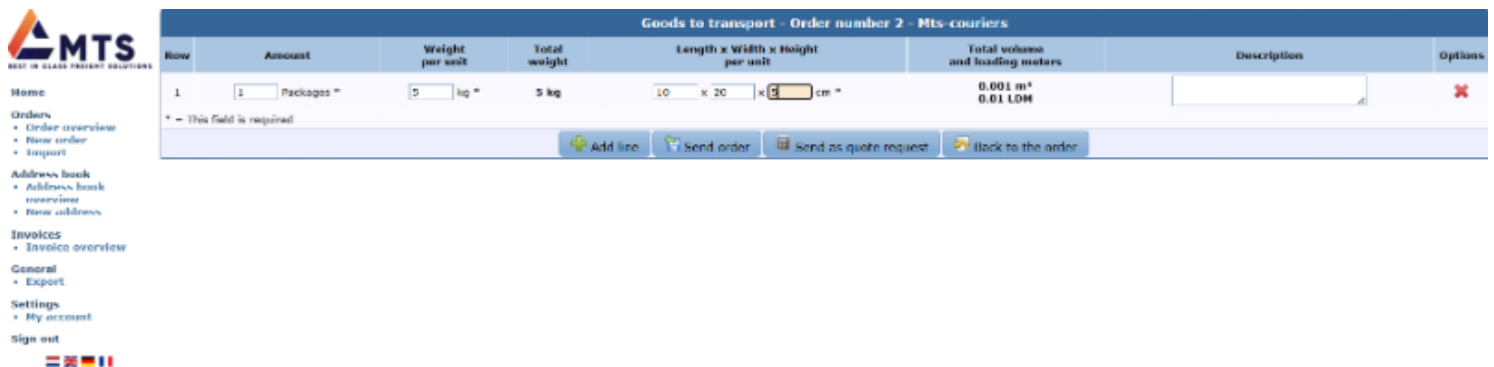
Cancel order - If for some reason you don't need to send this order anymore then click this and it will delete the order and any relevant data entered will be deleted.

Shipment information

On this section please enter how many packages for this customer, a total weight and package dimensions. When shipping non document items, we need a little more information, including what you are shipping, the quantities and the value and which items require indemnity. To add additional items, click '+ add item' icon at the bottom

Then add the dimensions for each box (cm) and the total weight of your shipment (kg). The number of pieces and total volumetric weight will automatically calculate for you.

When you are happy with everything click the send order button at the bottom.



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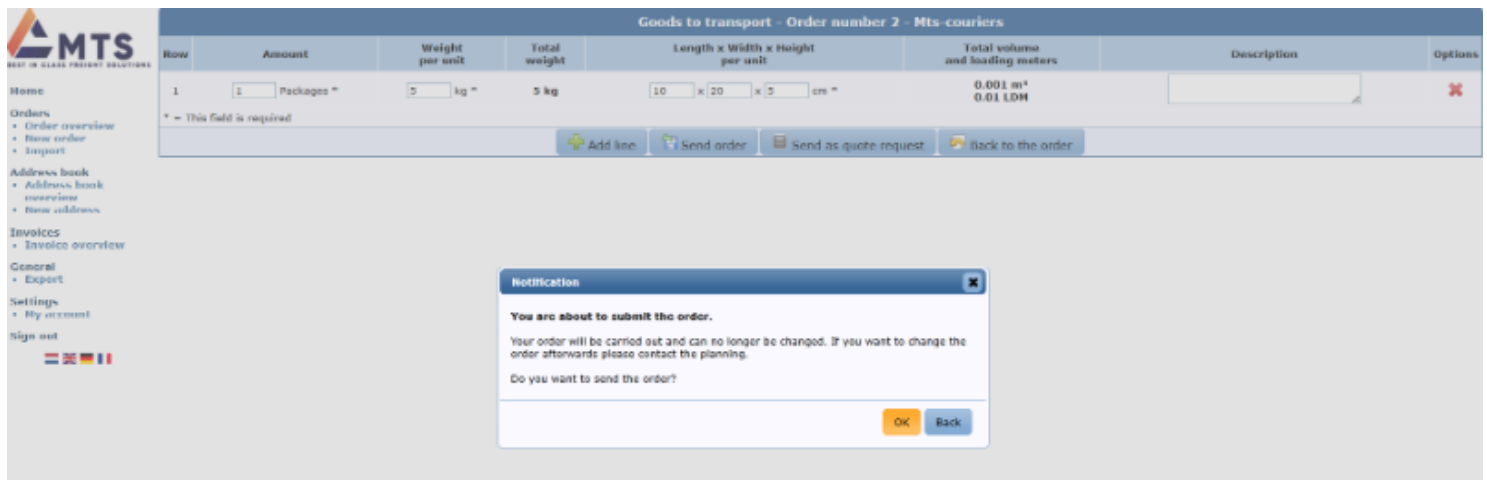
Goods to transport - Order number 2 - Mts couriers

Row	Amount	Weight per unit	Total weight	Length x Width x Height per unit	Total volume and loading meters	Description	Options
1	1 Packages *	5 kg *	5 kg	10 x 20 x 5 cm *	0.001 m³ 0.01 LDM		

* - This field is required

Add line Send order Send as quote request Back to the order

Submitting your order



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Goods to transport - Order number 2 - Mts couriers

Row	Amount	Weight per unit	Total weight	Length x Width x Height per unit	Total volume and loading meters	Description	Options
1	1 Packages *	5 kg *	5 kg	10 x 20 x 5 cm *	0.001 m³ 0.01 LDM		

* - This field is required

Add line Send order Send as quote request Back to the order

Notification

You are about to submit the order.

Your order will be carried out and can no longer be changed. If you want to change the order afterwards please contact the planning.

Do you want to send the order?

OK Back

Now you will see this notification box giving you one final chance to make sure everything is correct before you submit your order.

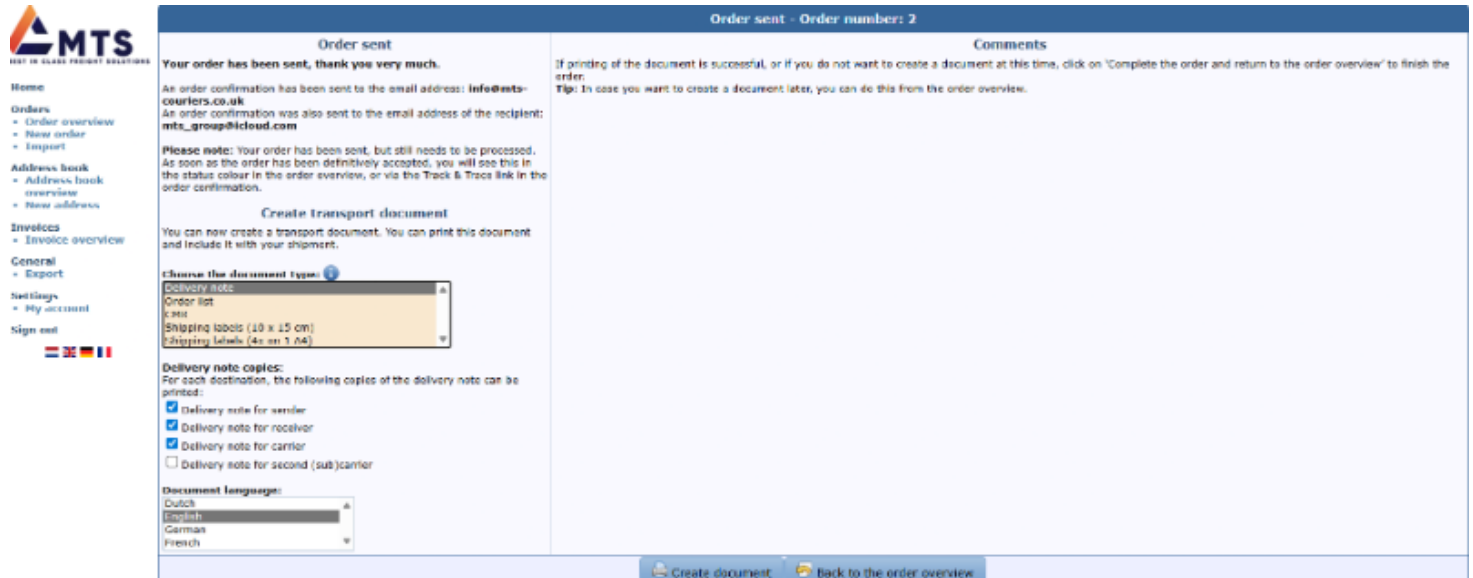
"You are about to submit the order.

Your order will be carried out and can no longer be changed. If you want to change the order afterwards please contact the planning.

Do you want to send the order?"

If there is any changes or updates you need to make afterwards please contact our helpful customer service team, we can still help you make changes up until 30 minutes before your collection time.

Order confirmation



Order sent - Order number: 2

Order sent

Your order has been sent, thank you very much.

An order confirmation has been sent to the email address: **info@mts-couriers.co.uk**
An order confirmation was also sent to the email address of the recipient: **mts_group@icloud.com**

Please note: Your order has been sent, but still needs to be processed. As soon as the order has been definitively accepted, you will see this in the status colour in the order overview, or via the Track & Trace link in the order confirmation.

Create transport document

You can now create a transport document. You can print this document and include it with your shipment.

Choose the document type:

- Delivery note
- Order list
- Cart
- Shipping labels (10 x 15 cm)
- Shipping labels (4x on 1 A4)

Delivery note copies:
For each destination, the following copies of the delivery note can be printed:

- ☒ Delivery note for sender
- ☒ Delivery note for receiver
- ☒ Delivery note for carrier
- ☐ Delivery note for second (sub)carrier

Document language:

- Dutch
- English
- German
- French

Comments

If printing of the document is successful, or if you do not want to create a document at this time, click on 'Complete the order and return to the order overview' to finish the order.
Tip: In case you want to create a document later, you can do this from the order overview.

[Create document](#) [Back to the order overview](#)

Thank you for your order, you will now see this confirmation screen where you can print any necessary documents or shipping labels.

If you want to make another booking, simply click on the new order tab on the right hand side and follow the steps again or have a go yourself, if you get stuck we are on hand to help.

Print Label

When you are on the thank you page, you will see the button to print labels to left hand side:

- Select the appropriate shipping label size– click create document this will now download as a PDF containing your delivery details. Please print this out and also attach it to your shipments

 Male Transport Services Ltd 50 Mitchell Avenue, Hartley Wintney Hook RG27 8HF +44 125 292 9256 onboarding@mts-couriers.co.uk mts-couriers.co.uk	
Order 2 08-06-2026 17:30 Next Day Delivery Reference: test 73365425 Receiver: Please deliver to goods in entrance not reception Packages: 1 of 1 - 5 kg Dimensions: 10x20x5 cm	Sender 08-06-2026 at 17:30 Mts-couriers Attn. Test 50 Mitchell Avenue, Hartley Wintney HOOK RG27 8HF Tel: 07437379184 Receiver 00-00-0000 - 09-06-2026 at 17:30 Test 2 Attn. Goods in - test Waltham Road, Hurst READING RG10 0FR Tel: 01234567890
 (00)300000000000020016	

Status and tracking information

For information on shipments you've sent, click on the 'Order overview' button on the left-hand side.

Here you'll find the shipments booked today, those that are already in transit and those that were most recently delivered. For a more refined list of shipments, use the filters to locate a specific shipment or search via a date range.



The screenshot shows the MTS Order overview page. On the left is a navigation menu with links: Home, Orders (Order overview, New order, Import), Address book (Address book overview, New address), Invoices (Invoice overview), General (Export), Settings (My account), and Sign out. The main content area is titled 'Order overview - Number of selected orders: 1'. It features a table with columns: Order No., Date Time, Product, Destinations, Delivery note Reference, Price, and Operations. The table contains one row for Order No. 2, dated 08-06-2026 17:30, with the product 'Next Day Delivery'. The destinations listed are '1. 17:30 Mts-couriers, HOOK' and '2. 09-00-0000 - 09-06-2026 17:30 Test 2, READING'. The price is £ 11.32. In the 'Operations' column, there is a magnifying glass icon. Below the table, there is a section 'With selected orders: Choose an operation'.

To view the status of shipment click the magnifying glass under operations. you will then see this screen below.



The screenshot shows the MTS View order - Order number 2 - Mts-couriers page. The page is divided into several sections: Customer details, Order details, Price calculation, Destinations, and Comments. The Customer details section includes Business address, Invoice address, and Contact person. The Order details section includes Date & Time, Product, Vehicle type, and Recipient email address. The Price calculation section shows Total amount, Total weight, Total volume, and a breakdown of costs. The Destinations section lists Destination 1: Pick-up and Destination 2: Delivery. The Comments section includes a note about delivery to goods in entrance not reception. On the right side of the page, there is a vertical stack of three buttons: a magnifying glass icon (circled in orange), a document icon, and a download icon. At the bottom of the page, there is a status message: 'The order is currently in process and can no longer be changed. If the order should be changed anyway, please contact planning.' and a row of buttons: Display goods, Create document, Track & Trace, and Back.

You will see three buttons on the right hand side of your order these are the following:

- **Top** view signature and name of the person that received your order.
- **Middle** view any pictures and documents attached that has been completed.
- **Bottom** download any of the following as your proof.

At the bottom of your view order page there will be a button "Track and Trace" when you click this it will open the following screen below where you can see your shipment movements in much more detail. you can also save this or print for your records.

Track & Trace

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Contact

50 Mitchell Avenue, Hartley Wintney, Hook RG27 8JF
 T: +44 (0)1292 9256
 E: info@mts-couriers.co.uk
 W: mts-couriers.co.uk

View the current order status

Enter a Track & Trace number to retrieve the current status:

Current order status

[Share](#)

Track & Trace no: GIWTE
 Order number: 2
 Order date: 08-06-2026 17:30
 Product: Next Day Delivery
 Amount: 1 items
 Total weight: 7kg
 Status: The order is being executed

Track & Trace history

No	Order status	Location	Date/Time
1	Order created	Hook	06/06/2026 20:11
2	Picked up	HOOK	08/06/2026 12:51
3	Order signed off	READING	09/06/2026 16:21

Destinations

1. Pick-up - 08-06-2026

Company name: Mts-couriers
 Contact person: Test
 Destination: 50 Mitchell Avenue, Hartley Wintney, HOOK RG27 8JF
 Phone: 07437379104
 Picked-up: 12:30
 Received by: TESTER

2. Delivery - 07-06-2026

Company name: Test 2
 Contact person: Goods in - test
 Destination: Waltham Road, Hurst, READING RG10 0PR
 Customer reference: test 72067429
 Phone: 01234567890
 Comment: Please deliver to goods in entrance not reception
 Delivered: 16:00, departure 03:21
 Received by: HEAD TESTER
 Signature: 

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*Thank you for choosing MTS-Couriers, we hope you find our guides helpful,
And look forward to working with you.*