ONLINE BOOKING QUICK REFERENCE GUIDE

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First Flight Couriers (Middle East) L.L.C was launched in 1998 by our founder Managing Partner Mr. Johnson Thomas. The UAE operations was triggered in the year1986 and was formerly known as ANE EXPRESS. It was in the year 1998, Mr. Johnson Thomas joined hands with Mr. O. P Saboo, CMD of First Flight Couriers Limited, India to merge together to start operations in UAE.

Mission

We seek to be recognized as a responsible, fair and pro table organization committed to providing for our customers, a precise, prompt and courteous service for our employees, a spirit of family and opportunities for personal growth for our share holders, a fair pro t and for that enhance the quality of life

Vision

We are committed to professionals offering reliable and consistent service. We initiate on new innovation through dedication, commitment, teamwork, sincerity and honesty to achieve customer delight. We have a vision of making First Flight a house hold name in UAE and have a strong recognition globally. We aspire to develop high competency and achieve zero error in service through high technology and be synonymous with quality service

FirstFlight **Online Booking** method
Click on the Login and enter the account number(username) and password

Password Change

On this page we set the new password
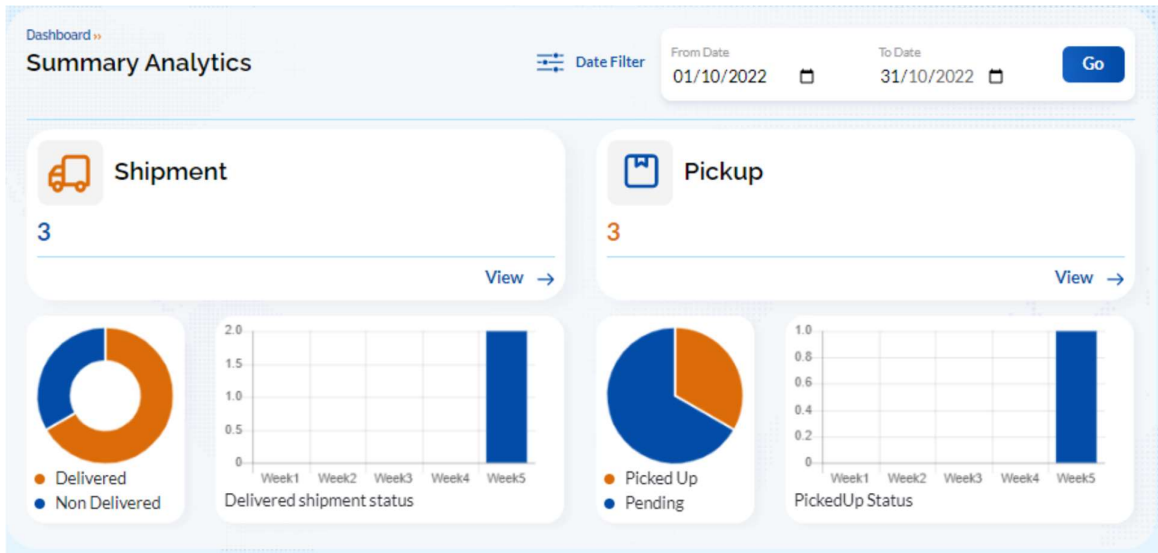
<u>Dashboard</u>

As soon as you login dashboard gets displayed as a home page
In this you can check your shipments and pickup report graphically for a particular month and by clicking the view of shipment and pickup will be viewed in detail tabular format and you can export the data to excel or CSV files by clicking the CSV or EXCEL option provided

Shipments Details

Booking Details

Manage Sub User

Select the User services tab then click on the **Manage subusers** page in this page we can create sub users in same account number and set their roles.

Username *

Name *

Company Name *

Address Line 1 *

Address Line 2

Country *   Select country

City *   Select City

Phone *

Email *

Password *

Confirm password *

Menu	Function	Accessibility
MANAGE SUB USERS	Manage Sub Users	☐
PICKUP REQUEST	Create Booking	☐
PICKUP HISTORY	View Booking History	☐
AIRWAY BILL GENERATION	Pickup With AWB	☐
AIRWAY BILL HISTORY	View AWB Booking History	☐

Create Sub User   Cancel

Manage Shipping

Enter the required detail and click submit you will get airway bill number

Manage Shipping

| AIRWAY BILL GENERATION | AIRWAY BILL HISTORY | AIRWAY BILL PRINT |

Account   3000

Product *   Select Product

SHIPPER

Company Name *   First Flight Website testing

Contact Name *   Reshma UK

Address Line 1 *   Warehouse#1,Al khabaisi area, near abu baker

Address Line 2   salauddin Rd, PO 28859, Dubai

Country *   United Arab Emirates

City *   Dubai

Phone *   042530406

Mobile

Email   reshma@firstflightme.com

CONSIGNEE

Consignee *

Contact Person *

Address Line 1 *

Address Line 2

Telephone *

Mobile

Country *   Select country

City *   Select City

Pin Code

SHIPMENT INFORMATION

Number of Pieces *

Service Type *   Select Service Type

Weight *   Kgs

☐ I know the dimensions of my shipment

Shipper Reference

Goods Description

Currency   USD

Value of Shipment

Instructions

Submit   **Reset**

Airway Bill History

Manage Shipping

| AIRWAY BILL GENERATION | AIRWAY BILL HISTORY | AIRWAY BILL PRINT |

| From Date | May ∨ | 22 ∨ | 2021 ∨ | To Date | May ∨ | 22 ∨ | 2021 ∨ |

Status   Active ∨

Show History   **Reset**

Sl No	Date	AWB Number	Shipper	Country	Consignee	Consignee City	Consignee Country	Pieces	Weight	Service Type	Status	Download

No records found....

Print Airway bill

Enter AWB no and click on search

Manage Shipping

| AIRWAY BILL GENERATION | AIRWAY BILL HISTORY | AIRWAY BILL PRINT |

AWB Number   Enter AWB number   **Search**

Schedule a Pickup

Enter the required details and click on Place Request you will get the AWB no.

Select Service type (Normal, Return Service, Cheque Collection, Document or Parcel collection Cash on Delivery)

Normal: Collection is from your office

Cheque Collection: The company name and contact person to collect the cheques for your company

Document or Parcel Collection: The company name and contact person to collect document/parcel for your company

Kindly add ready time and click on Place request . You will get a booking number for your reference

Pickup Request

Account	3000	Shipment Type*	Select Shipment Type ⌄
Product*	Select Product ⌄	Service Type*	Select Service Type ⌄

PICKUP POINT   Swap

RECEIVERS ADDRESS

Company Name*	First Flight Website testing 🔍	Company Name	🔍
Contact Name*	Reshma UK	Contact Name	
Address Line 1*	Warehouse#1,Al khabaisi area, near abu baker r	Address Line 1	
Address Line 2	salauddin Rd, PO 28859, Dubai	Address Line 2	
Country*	United Arab Emirates ⌄	Country	Select Country ⌄
Origin*	Dubai ⌄	Destination	⌄
Sub City	Select city ⌄	Subcity	⌄
Phone*	042530406	Mobile	
Mobile*		Telephone	
Email*	reshma@firstflightme.com	Pin Code	

SHIPMENT INFORMATION

Ready Date*		Weight*	Kgs Pieces ⌄
Pickup Range*	Select Pickup Range ⌄	Instructions	

Place Request   **Reset**

Pickup History

Pickup History

From Date*		To Date*	
Booking Number			

Show History   **Reset**   **Export**

Sr No	Consignee	Pickup Date	Origin	Origin Name	Pickup Request No.	Shipment Status	Shipper

No records found....

Invoice

Due Invoices

Sl No	Invoice No:	Date	Amount	Due Date	Due Days	Currency
No records found....						

Payment Dues

Payment Dues

Sl No	Credit	Currency	Description	Due Amount
1	0	AED	Success	0

Track Shipment

You can track using airway bill number or by reference number or by booking number.
 Also you can enter multiple Tracking number

YOU FIRST, ALWAYS.

Your hassle-free delivery experience starts here.

Enter your tracking number   **TRACK SHIPMENT**

Enter Multiple Tracking Numbers

Track by   **AIRWAYBILL NUMBER**   REFERENCE NUMBER   BOOKING NUMBER

Rate Calculator

By using this you can calculate the rate of the shipment

HelpDesk

From helpdesk you will get the guideline, prohibited items.

GUIDELINE   DOWNLOAD   PROHIBITED ITEMS

Guideline

- ⊘ Name and address of shipper including contact name and telephone number.
- ⊘ Name and address of consignee including contact name and telephone number.
- ⊘ First Flight AWB.
- ⊘ Invoice. (One original + three copies)
- ⊘ Declaration.
- ⊘ Packing list. (FUII description of contents of consignment)
- ⊘ Why is the consignment being sent. (eg: Simple, repairs, etc.)
- ⊘ For testing first flight Packing list. (FUII description of contents of consignment)Packing list. (FUII description of contents of consignment)

Prohibited Items

Alcoholic Beverages	Furs	Plants
Animal Products	Hazardous Materials	Pornographic Materials
Articles Of Unusual Value	Ivory	Poisonous Articles
Precious & Semi Precious Items	Live Animals	Indian Postal Departments Items
Currency	Negotiable Bonds / Drafts	Corrosive Materials
Dangerous Goods	Perishables	Radioactive Materials
Firearms	Persian Rugs	Liquids And Semi Liquids
Firearm Parts	Personal Effects	

Bulk shipments Booking

Manage Shipping

| AIRWAY BILL GENERATION | AIRWAY BILL HISTORY | AIRWAY BILL PRINT |

CLICK HERE FOR SINGLE AIRWAY BILL GENERATION

SAMPLE EXCEL FILE

File Upload | Choose File | No file chosen | Upload